

St. Bonaventure University
Student Government Association Bylaws
27 February 2001

ARTICLE 1 - QUALIFICATIONS OF OFFICERS

Section 1.

Anyone seeking or holding office in the Student Government Association must be a full-time matriculating undergraduate or graduate student at St. Bonaventure University.

Section 2.

Anyone seeking or holding an executive office (President, Vice-President, Press Secretary, or Treasurer) must have been involved in a student organization for at least one year or must have attended 3/4 of the Student Government Association Senate meetings in the fall semester prior to the subsequent election. The election committee shall verify the qualifications of the officers.

ARTICLE II - STUDENT GOVERNMENT ASSOCIATION NOMINATIONS AND ELECTION PROCEDURES

General Elections, unless otherwise restricted or defined under respective sections of this constitution, “shall be constituted by the vote of ALL full-time undergraduate and graduate students matriculating at the time of the general elections.

Section 1. Candidates for President, Vice President, Press Secretary, and Treasurer shall be on the ballot at the same time. Candidates for Class President, Vice President, Secretary and Treasurer shall also appear on the same ballot.

Section 2. Nomination procedures

- A. To qualify for nomination as Student Government Association President/Vice President, Press Secretary or Treasurer, candidates must submit a petition containing the signature, printed name, and Bonaventure ID number of 50 full-time matriculating undergraduate or graduate students.
- B. To qualify for nomination as Class President/Vice President, Secretary or Treasurer, candidates must submit a petition containing the signature, printed name, and Bonaventure ID number of 50 students from their respective constituencies.

Section 3. Elections of Student Government Executive Officers:

- A. Officers of Student Government shall be elected by the student body as a whole concurrent with the election of class officers.
- B. If a student runs for President, Vice President, Press Secretary or Treasurer, he/she may not run for any other Student Government position.
- C. The President and Vice President must run on one ticket.
- D. An Executive Officer of Student Government can only hold one (1) Student Government office during their term including positions in any student organizations funded by Student Government.
- E. A plurality of votes cast will elect a candidate.

Section 4. Elections of Student Government Class Officers:

- A. The class officers of Student Government shall be elected at large, by their respective constituencies.
- B. The Class President and Vice President must run as a ticket.
- C. A plurality of votes cast will elect a candidate.
- D. Class officers of Student Government may only hold one (1) Student Government office or position.

Section 5. Campaigning may not begin until ten (10) days prior to Election Day. No active campaigning may take place within the building that ballots are being cast, and within a fifty foot radius of said building.

Section 6. The Election Committee will review all petitions for validity and resolve any campaign procedure deemed questionable by students or the University or to investigate and take appropriate action against any candidate whose standing in the University is in question. The election committee may make additional policies governing election procedures.

Section 7. The results of the election shall be tabulated beginning at the close of voting hours. Elected individuals will personally be notified by the Press Secretary prior to the release and posting of results to the general public.

Section 8. All campaign materials must be removed from campus within twenty-four hours of the close of the voting process.

ARTICLE III - EXECUTIVE BOARD

Section 1. The Student Government Association Executive Board shall delegate individuals and/or organizations to take on specific tasks affecting Student Government Association or the Student Body.

Section 2. The Student Government Association Executive Board and Cabinet shall meet regularly at least bi-weekly while school is in session. The Executive Board shall propose goals, objectives, and tasks for the entire Student Government Association throughout the semester.

Section 3. The Executive Board shall review the direction of the University through meetings with the student representatives on the Sub-committee for Student Life and through weekly meetings with the Vice President for Student Life and the President Pro-Temp of the Senate.

ARTICLE IV - LEGISLATIVE AUTHORITY

Section 1. In addition to the powers granted to it in the Constitution, the Senate shall have the authority to set rules and regulations for student life, as defined in the Student Handbook, by submitting amendments to the Vice President for Student Life.

- A. If amendments are approved, they shall become incorporated into the Student Handbook as student life policy.
- B. If any amendment is rejected by the Vice President of Student Life, it shall be returned to the Senate for reconsideration. If approved by a 2/3 vote, the amendment shall be submitted to the University President for final decision.
- C. In the event that no action is taken within twenty (20) undergraduate class days after submitted to the Vice President for Student Life, the amendment shall be automatically submitted to the University President.
- D. An Amendment proposed by the Vice President for Student Life or any of his/her staff must be approved by a majority vote of the Senate.
- E. If rejected by the Student Government Association, the proposal shall be returned

to the Vice President for Student Life or the originator of the proposal for reconsideration. If approved, the amendment shall be submitted to the University President for final approval.

Section 2.

The Agenda Committee will meet before the Senate meeting to establish the agenda. The committee must include the President Pro Tempore and four other Senators to be elected at the first meeting.

Article V - Duties of the Members

Section 1. Duties of Cabinet members

- A. A member of the Cabinet will be considered absent from a meeting if not present within fifteen (15) minutes after said meeting is called to order.
- B. All members of the Cabinet are required to be available two office hours per week.
- C. Cabinet members are expected to be present at meetings unless legitimately impeded. Several unexcused absences warrant a meeting with the president who in consultation with the executive board will determine what, if any action should be taken. The President's decision is final.
- D. All Cabinet members and class officers shall check their mailboxes every day.
- E. All Cabinet members shall report to one of the executives as assigned by the President.

Section 2. Duties of Student Organizations:

- A. All student organizations shall register with the Management Secretary at the beginning of the academic year. No organization will be allocated funds if they are not registered.
- B. All student organizations shall re-charter with the Management Secretary every three years or when any restructuring in the organization takes place.
- C. All student organization leaders will represent their organization at all Senate meetings. If a leader cannot make the meetings, he/she shall appoint a representative for the semester who must be approved by the Vice President.

Section 3. Duties of the Class Officers:

President:

- A. Class Presidents shall act as a official spokesperson for their respective class and be available two office hours per week.
- B. Class Presidents shall present, with the class officers and Public Relations Secretary, Student Government Association's views, issues, and positions to their respective classes.

Vice President:

- A. Class Vice Presidents shall become acting Presidents in the event of a Class President's absence, resignation, or removal from office, with all the duties of that office.
- B. Class Vice Presidents shall assist the Class Presidents in all responsibilities pertaining to the class.
- C. Class Vice Presidents shall act as official spokespersons for their respective classes and be available two office hours per week.

Secretary:

- A. Class Secretaries shall be responsible, in consultation with the Public Relations Secretary, for informing all members of their class regarding all Student Government Association issues, class events, and fund-raisers.
- B. Class Secretaries shall act as official spokespersons for their respective classes and be available two office hours per week.

Treasurer:

- A. Class Treasurers shall be responsible for all financial affairs of their classes.
- B. All monetary transactions of the classes shall go through the Class Treasurers.
- C. The Class Treasurers shall act as a official spokespersons for their respective classes and be available two office hours per week.

ARTICLE VI - STANDING COMMITTEES

Section 1. Election Committee:

- A. The Press Secretary shall chair the Student Government Association Election Committee.
- B. The Election Committee shall be responsible for conducting and monitoring Student Government Association elections and campaigns.
- C. The Election Committee shall be responsible for conducting and monitoring the Freshman Class elections and campaigns in the beginning of the fall semester.
- D. The Election Committee shall review all petitions for validity and resolve any campaign procedure deemed questionable by the students or the University.
- E. Election Committee Requirements:
The Election committee will consist of five (5) people not involved in the elections: the Press Secretary, two Senators, and two secretaries.

Section 2. Safety and Security Committee:

- A. The Safety and Security Secretary will serve as the chairperson of the Safety and Security Committee.
- B. Members will be selected at the discretion of the Chairperson.

Section 3. Student Government Association Handbook Revisions Committee

- A. The Press Secretary shall serve as chairperson of the Student Government Association Handbook Revisions Committee.
- B. This committee shall review all student life policy changes.
- C. This committee shall review present student life policy and may make recommendations concerning presently existing policy.
- D. All amendments to student life policy and the Student Handbook are to processed through this committee before being presented to the Senate.
- E. March 31 will be the deadline for amendments to the Student Handbook to be considered for the next academic year. The Committee shall be responsible for notifying all areas of the University of this deadline.
- F. The committee members shall be the chairperson and at least four other members of the Student Government Association and selected by the President in consultation with The Press Secretary.

Section 4. Alcohol Review and Planning Board (ARPB)

A. Membership as follows:

- 1. Four students to be selected by the President of SGA, one of whom will be the

- appointed chairperson, and must be approved by a majority vote of the Senate.
2. Four staff members appointed by the Vice President for Student Life.
 3. One faculty administration/advisor, appointed by the Vice President for Student Life, to be available to students to answer questions and advice.
 - B. The Alcohol Review and Planning Board is to operate as a body to review and recommend to the Director of Student Activities the approval or denial of alcohol related events at which students will be present based on present stated and approved University regulations regarding alcohol sponsored events.
 - C. Administrative costs will be incurred cooperatively between the Offices of Student Life and Student Government Association.
 - D. ARPB will be a standing committee of Student Government Association.

Section 5. Finance and Accounting Department:

A. **Committees** The Student Government Association’s (“SGA”) finance and accounting department shall be comprised of **two** committees.

1. BUDGET ALLOCATION COMMITTEE (“BAC”): This committee shall consist of 10 members, including the following: Comptroller (director of accounting), Comptroller (director of finance), SGA President, SGA Vice President, SGA Treasurer, SGA Secretary of Management, President of freshman class, President of sophomore class, President of junior class, and President of senior class.

- All 10 members of the BAC must be present to make any legitimate budgeting allocation decisions. Any decision, providing it is not an executive decision, cannot be made without an official BAC meeting with all members in attendance.
- The BAC is must operate under the Standard Operating Procedures for Budget Allocation. **BAC Standard Operating Procedures can be found in Appendix A in the back of the By-laws.**

2. AUDITING COMMITTEE: This committee shall consist of 3 individuals, including the following: SGA Treasurer, Comptroller (director of accounting), and Comptroller (director of finance)

- The Auditing Committee must operate under the Standard Operating Procedures for Auditing. **Auditing Committee Standard Operating Procedures can be found in Appendix B in the back of the By-laws.**

Section 6. The Membership Committee

- A. The Membership committee shall be comprised of the SGA President Pro-Temp, SGA Vice-President, SGA Secretary of Management, and two (2) Senators to be selected by the Student Government Association Senate.
- B. The President Pro-Temp, who will only vote in the case of a tie, will chair the Membership committee.

ARTICLE VII - STUDENT GOVERNMENT ASSOCIATION POLICIES AND PROCEDURES

Section 1. Procedure for Chartering Organizations:

- A. Requirements of and Process for registration and chartering of previously recognized organizations:

1. Every organization must register at the beginning of the Fall Semester.
 2. Every organization that has had a change in officers or advisors after registration must notify the Student Management Secretary in order to ensure up-to-date registration forms.
 3. Every organization must re-charter with the Management Secretary every three years or when any restructuring or change in the organization occurs.
 4. Every organization must re-charter following the process outlined in these Bylaws.
 5. Any organization believing it has a direct ethical conflict with its participation in the Senate may elect to become a non-voting member.
- B. Requirements and process for registration and chartering of new organizations:
1. Any group wishing to form an organization on campus must fill out a Student Organization constitution and a charter petition and return it to the Management Secretary.
 2. All organizations must fill out a registration form every year. If the goals and/or procedures of the organization have changed, it is also necessary to write a new Constitution. These forms can be obtained from the Office of the Student Government Association.
 3. All organizations must re-charter every three years, or after one year if organization is chartering with the Student Government Association for the first time. If the goals and/or procedures of the organization have changed, it is also necessary to write a new Constitution. These forms can be obtained from the Office of the Student Government Association.
 4. The Management Secretary must present any new charters and re-charters to the Membership committee.
 5. The Membership committee will review and vote on the charter petition, and constitution.
 6. If the Membership committee votes to charter the organization, the President Pro-Temp will present the new charter to the Senate at the next regularly scheduled Student Government Association Senate Meeting
 5. Representation from the group requesting governmental approval is mandatory at the meeting when their charter is discussed.
 6. All new charters presented to the Senate by the President Pro-Temp must be tabled for a period of one week or until the next open meeting of Student Government Association. The charter will be available for review in the Student Government Association office during this period.
 7. After the charter is tabled and available for review, the President Pro-Temp will present it to the Senate at the next open meeting for approval. A majority vote is necessary for governmental approval.
 8. Upon receiving Senate approval, the charter must be presented to the SGA President for approval.
 9. Upon receiving the approval from the SGA President, the charter must be presented to the Vice President for Student Life for review and approval within ten (10) undergraduate class days.

10. Upon receiving approval for the Vice President for Student Life, the charter must be forwarded to the University President for review and approval within ten (10) undergraduate class days.
11. If the charter receives approval by the Membership committee, SGA Senate, The SGA President, the Vice President for Student Life, and the University President, the University shall officially recognize the organization.

C. Process to be followed when a charter does not obtain Student Government Association's, Vice President's for Student Life, or the University President's approval.

1. If a charter does not obtain the needed Membership Committee approval, the committee shall inform the organization, in writing, of the reasons for rejection writing ten (10) undergraduate class days.
2. If a charter does not obtain the needed Senate approval, the President Pro-Temp shall inform the organization, in writing, of the reasons for rejection from the Senate within ten (10) undergraduate class days.
3. The organization shall correct the problem as outlined by the President Pro-Temp and return the corrected charter to Student Government Association within ten (10) undergraduate class days.
4. If a charter does not obtain the needed SGA Presidential approval, the SGA President shall inform the organization, in writing, of the reasons for rejection within ten (10) undergraduate class days.
4. If the charter does not receive the approval of the Vice-President For Student Life, the Vice-President of Student Life shall inform the Membership Committee, in writing, of the reasons for rejection within ten (10) undergraduate class days.
5. The Membership committee shall then have twenty undergraduate class days to correct the stated problem(s) and return the said charter to the Vice President for Student Life.
6. If the charter does not receive the endorsement of the University President, The President shall inform the Membership committee in writing, of the stated reasons for rejection within ten (10) undergraduate class days. Again, the Membership committee and the requesting organization shall have twenty undergraduate class days to correct the problem and return it to the University President.

D. Process for Removal of an Organization's charter

1. A motion will be referred to the Membership committee for review and comment. Upon a majority vote of the Membership committee, the motion will be sent back to the SGA Senate for a final vote.
2. All charters presented to Student Government Association for removal will be decided at the Senate meeting and needs a 3/4 majority approval.

Section 2. Procedure for Allocation of Office Space:

- A. All organizations needing office space must submit a written request with reasons to the Management Secretary by the tenth (10) undergraduate day of the academic year.
- B. All requests will be considered by the Management Secretary and initial

allocation will be made.

- C. The initial allocations will be sent to each organization. Any organization may file a written appeal on the allocation stating the reason for the appeal within five undergraduate days after the notification of the initial allocation.
- D. After the five day grace period has passed, all appeals will be considered and final allocations will be made subject to the approval of the Director of Housing. Upon approval, each organization is to sign a lease agreement before occupying the space allocated to the organization.
- E. All organizations will be subject to a general review throughout the year to determine the degree to which the office space allocated to the organization is being used.
- F. At the end of each year, an inventory and second review will take place. At the conclusion of this review, the organization may be allocated to use the allocated space for the next year. All those spaces not allocated through this process will be open to any organization's request for space at the beginning of the next school year.

Section 3. Moderators

- A. Duties of an SGA Moderator(s) are to advise the Student Government Association Executive Board and Senate on student, faculty and university welfare, as well as advise during SGA assemblies, meetings, or discussions with consent of SGA Executives.
- B. Limit on the number of Moderators: Max(3), Min (2)
- C. A Moderator shall be chosen or removed at any time by the majority vote of the Executive Board (President, Vice President, Press Secretary and Treasurer of SGA). The Constitutional review Board chair will be the tie-breaking vote if needed.
- D. A Moderator maybe removed from his/her term for the reason of not upholding the mission statements of the University and SGA.

ARTICLE VIII - AD HOC COMMITTEES

Section 1.

The President has the authority to form any ad hoc committee necessary to carry out and execute the Constitution and Bylaws.

ARTICLE IX - HAZING POLICY

Section 1.

No member of the Student Government Association shall in any way engage in reckless or intentional acts that endanger mental or physical health or include the forced consumption of alcohol or drugs for the purpose of initiations or affiliations with Student Government Association organizations.

Section 2.

The Student Government Association shall review organizations chartered by said body to ensure that each organization has complied with New York State law requiring the prohibition of such conduct.

ARTICLE XII- NON-DISCRIMINATORY POLICY

Section 1.

Student Government Association, as part of St. Bonaventure University, does not discriminate on the basis of race, creed, national origin, sex, age, and marital or handicapped status.

ARTICLE XIII- AMENDMENTS

Section 1.

To amend the Bylaws it is necessary to promulgate the proposed amendment to the Student Government Association at least one week in advance of the date that a vote on the Bylaws is held.

Section 2.

All bylaw amendments require a $2/3$ vote of the Senate to be passed.

Appendix A: Standard Operating Procedures for Budget Allocation

- ◆ It is imperative that members of the BAC are familiar with the structure of the budget allocation system. At the inception of the first BAC meeting, the SGA Treasurer shall explain the “Three Tier” allocation structure to the committee:
- *Tier I allocations* = fixed initial cash outlays. These expenditures are the first to be taken out of the student activity fees. These do not have to be allocated. The amounts shall be disclosed to the committee, but no allocation issues are presented. (e.g. Bonadieu, BonaBus, et cetera.)
- *Tier II allocations* = “the Big 5.” These organizations essentially are the first entities that the BAC allocates funds to. “The Big 5” consist of The Student Government Association, The BonaVenture, Campus Activity Board, Intramurals, and WSBU.
- ☐ The BAC allocates a percentage to each of the Big 5. CAB is a fixed percentage, while the remaining 4 vary from year to year. A summation of the percentages will result in 100%
- *Tier III allocations* = the smaller campus organizations
- ☐ All small organizations must submit an SGA universal budget request packet by the end of the spring semester for the upcoming year. The precise due date is created by the SGA Treasurer. The SGA universal budget request packet consist of the following:
 - ❖ Page 1: organization name, officers, mission statement, and SGA administrative box.
 - ❖ Page 2 – 4: itemized requests, amounts, and descriptions
 - ❖ Page 5: schedule of anticipated revenue and affidavit
- ☐ The BAC will meet in the beginning of the fall semester. The precise date is created by the SGA Treasurer. In this meeting, small organization allocation will occur. This allocation process can be completed in one meeting, or spread over multiple meetings. The allocation, however, must be completed within 2 weeks of the first fall semester meeting of the BAC.
- ☐ An SGA office secretary will have prepared the budgets to be ready for the meeting. He or she will assign a budget control number to each budget request packet and record that number on a Master Allocation Worksheet. This SGA officer secretary is known as “the recorder” and will be present at each BAC meeting; however, he or she is a non-voting and non-speaking member of the committee. (i.e. his or her only job is to record on the Master Allocation Worksheet)
- ☐ At the BAC meeting, the Secretary of Management will read the following to the committee: title of request, amount of request, and description of request. If any committee member needs clarification or has a question, it may be asked in an orderly fashion after the Secretary of Management has read all three pieces of information. Questions are permitted, but there shall be no argumentation, as each individual has his or her own vote on the quality of each request.
- ☐ Next, each individual (in the order on the Master Allocation Worksheet) will voice his or her vote on the request, while the recorder registers each vote of the worksheet, under the appropriate title. The recorder will also write the amount of the request in the “request” column. No other numbers or computations will be recorded (i.e. averages, percentages, extensions). These calculations are the jobs of the comptrollers, utilizing an electronic spreadsheet program.

- ❖ Votes range from 0 – 4, indicating quality of activity, where 0 represents no quality and 4 represents the highest quality.
- ❖ Each individual on the BAC has his or her own vote, based on that person’s perception of the quality of the request. A committee member shall not be ridiculed by any member of the BAC because of his or her vote. The SGA President, however, can require any person to justify his or her vote with rationale. This right will only be used when an individual’s vote seems to be conspicuously unrepresentative of the quality of an event.
- ❖ Fair Market Value Adjustments. If an organization’s request amount is not the fair market value of the item requested, the committee has the right to make a fair market value adjustment to the request amount. The same procedures take place, but the two comptrollers suggest an adjustment to the amount. (For instance, if \$100 is requested for 2 pizzas, the comptrollers can adjust the \$100 amount to the fair market value of 2 pizzas)
- ❑ The comptrollers shall input the recorder’s manual spreadsheet results into Microsoft Excel and do the calculations. The **average** column is the sum of the BAC votes divided by 10. The **percentage** is the average times 25. The **allocation** column is the request column times the percentage column. The allocation column is summed and recorded at the bottom of the spreadsheet. The expected revenues (taken off the schedule of anticipated revenues) are subtracted. The resultant is “**CONTRIBUTED SGA FUNDS.**” This is the number allocated to the organization from SGA. The summation of every organization’s “**CONTRIBUTED SGA FUNDS**” is the Tier III allocation total. The remaining funds after the Tier III allocation is the SGA’s operating budget.
- ❑ Requests for additional funds are made through the SGA Treasurer. The organization will meet with the SGA Treasurer. The officers of the club will submit a written request along with presenting the need for additional SGA funds to the Treasurer. The Treasurer will then present the issue to the BAC. The amount provided to the organization will be determined in the same manner as the initial allocations.

Appendix B:
Standard Operating Procedures for Auditing

- ◆ The Auditing Committee shall be prepared to review the financial operations of all student organizations. There are two types of audits:
- ◆ PLANNED RANDOM AUDITS: The Auditing Committee shall complete 5 planned random audits by arbitrarily auditing 5 different organizations throughout the semesters. The organizations that are selected for planned random audits are organizations in good standing, not in suspect of violation of budget procedure or policy.
- ◆ VIOLATION AUDITS: The Auditing Committee shall audit any organization that has violated budget procedure or policy. This right to audit is taken from the budget affidavit found in the universal budget request packet:

We hereby acknowledge that the information disclosed in this budget is not deceiving and is based on legitimate financial need and resources. Although the budgeting process does rely on estimation and prediction, the information presented reflects the reality of the financial condition of our organization. All budget transactions will be conducted in accordance with SGA and University policy.

Auditing procedure:

- The Auditing Committee will need the following resources to complete an audit: The organization's budget request packet, Master Allocation Worksheet, and an updated copy of the budget activity of the organization (from the business office)
- Each budget activity from the print out will be classified as either:
 - PB → meaning "paid and budgeted." That is, cash was paid for the activity and the request was included in the organization's budget request packet.
 - PNB → meaning "paid but not budgeted." That is, cash was paid for the activity, but the request was not included in the organization's budget request packet.
- The PB amounts and the PNB amounts are totaled. The total PNB amount cannot be more than 5% of the Contributed SGA funds found on the Master Allocation Worksheet. (For example, if the total PNB is \$100, and the organization's Contributed funds from SGA was \$1000, the PNB cannot be over \$50 (5% of \$1000). This organization would be in budget violation)
- If $PNB \leq 5\%$ of Contributed SGA funds → organization is in good standing. No further action is required. (Warn organization that it cannot exceed the 5% corridor)
- If $PNB > 5\%$ of Contributed SGA funds → organization is not in good standing. Its budget will be frozen and it must meet with the BAC. Sanctions will be determined by the BAC. The budget shall not be unfrozen until this meeting has occurred.
- The SGA realizes that miscellaneous expenditures do arise that were not budgeted for; consequently, the 5% corridor is allowed. However, as soon as the PNB exceeds the corridor, the organization is not in good standing and is required to meet with the BAC.