

SGA Constitution Bylaws

These Bylaws are separated into Sections with subsections and clauses as necessary

Part 1: General Bylaws

- I. Attendance at General Sessions
 - a. Attendance at any and all General Sessions, whether emergency or regularly scheduled, shall be mandatory unless a valid excuse is submitted and deemed acceptable by both the standards set forth in these bylaws and the situational discretion, in the case of extraordinary circumstances, of the Secretary of Administration
 - b. Each Representative shall be allotted a maximum of two Excused Absences (defined in Subsection c) and zero Unexcused Absences (defined in Subsection d) per academic year
 - c. An absence for General Session may only be classified as 'Excused' if the Representative notifies the Secretary of Administration with a valid reason for their absence and the name of the Proxy taking their place at least seventy-two hours prior to the date of the General Session pertinent to the request.
 - i. A confirmation email from the Secretary of Administration either granting or denying the 'Excused Absence' request shall be delivered to the Representative no later than 48 hours before the General Session pertinent to the request otherwise the request shall be automatically deemed 'Excused.'

d. An absence for General Session shall be 'Unexcused' if the Representative fails to meet the conditions specified in section c or disregards the verdict delivered upon their request by this body of bylaws and the Secretary of Administration.

i. Punishment for failing to adhere to the attendance standards set forth in this section and the discretion of the Secretary of Administration shall be:

1. A warning email from the Secretary of Administration upon the first offense
2. A mandatory meeting with the Secretary of Administration and the President upon the second offense
3. Suggested removal from office at the discretion of the President upon the third offense
4. Automatic removal from office upon the fourth offense

ii. The attendance of all Representatives and Officers alike shall be reviewed during CentreTerm and the necessary action upon said parties shall be at the discretion of the Executive team

II. Attendance at Committee Meetings

- a. Attendance at all Committee meetings is mandatory
- b. However, each Representative shall miss no more than three of his/her Committee's scheduled meetings
- c. The definition of "Excused Absences" shall be at the discretion of each individual committee chair pending an abuse of this policy

III. Attendance at Executive Committee Meetings

- a. Attendance at all Executive Committee Meetings is mandatory with zero allotted Unexcused Absences, in the spirit in which it is defined in Section I Subsec. d.
- b. An excuse shall be deemed Excused if proper notification, following the same timeline as discussed in Section I Subsec. c., is provided to, and subsequently permitted by, the President of SGA
 - i. The limit for absences, and the recourse necessary for violations thereof, shall be determined and communicated by the President of SGA at the commencement of the Fall Semester and again at the beginning of the Spring Semester

IV. Applying for Executive Committee

- a. The President of SGA shall create and release an application for the Appointed Positions available on the Executive Committee (i.e. all positions not Secretary of Finance, Secretary of Administration, or those involved in the Spring Executive Elections)
 - i. The contents of the application shall be at the discretion of the President-elect of SGA in conjunction with the baseline requirements discussed in Section IV Subsec. a Clause ii.
 - ii. The baseline requirements for said application shall be:
 - 1. A letter of recommendation on the applicant's behalf from someone deemed acceptable by the President-elect of SGA
 - 2. The signature of the incumbent holding the applicant's desired position acknowledging the applicant has met with them and discussed the details of the position prior to applying

- b. The Speaker of the House-elect shall assist the President-elect of SGA in the application and appointment process to a degree the President-elect of SGA sees fit
 - c. Applications shall be submitted to the President-elect of SGA no later than the date of the school year's penultimate General Session
 - i. Appointed Chairs shall be notified of their selection at any time before the final day of classes
- V. Responsibilities of Executive Committees
- a. All Executive Committees and Officers shall be expected to perform any and all auxiliary functions designated to them in accordance with the agenda of the President of SGA
- VI. Dress Code for General Sessions
- a. Attire at any and all General Sessions shall be business casual mandatory
 - i. Business casual, in this context, shall be anything which would constitute an acceptable appearance for Opening Convocation
 - ii. Failure to abide by this Dress Code shall result in:
 - 1. Email from Secretary of Administration upon the first offense
 - 2. Disciplinary meeting with Secretary of Administration and President of SGA upon the second offense
 - 3. Recourse at the discretion of SGA Staff Advisors and President of SGA upon the third offense
 - iii. Special cases for athletes shall be permitted at the discretion of the President of SGA and the Secretary of Administration

VII. College Council

- a. The President of SGA shall appoint two members of the student body to each committee of the College Council to serve a one-year term
- b. This appointment shall take place in the Spring and the appointees' term shall commence the following Fall Semester
- c. The appointment process and timeline shall follow all rules, restrictions, and expectations set forth by the Chair of the College Council and the supporting Administration

VIII. Student Organization Transition and Misuse of Funding

- a. A Student Organization (club) shall be deemed 'Inactive' by the Student Affairs Committee if the club:
 - i. Has an insufficient number of active members
 - ii. Does not regularly host events or general meetings
 - iii. Does not properly, and punctually, update their organization's informational page on the necessary electronic medium required by SGA and the SLO
 - iv. Does not have any executive member present at the SGA Transition Workshop conducted by the Student Affairs committee chair and the Secretary of Finance
 1. Failure to attend said meeting will result in the freezing of that Student Organization's financial account and any further penalties at the discretion of the Secretary of Finance or SGA Advisor until

or unless the club becomes registered with the Student Affairs
committee chair

- b. The misuse of an organization's funds, by any and all definitions in the eyes of the Student Affairs committee chair, Secretary of Finance, or SLO/SGA Advisor will necessitate the following action:
 - i. The deactivation of the organization's financial account until a decision on an appropriate recourse is executed through a majority vote of SGA's executive team
- IX. Review & Renewal of Bylaws
- a. A comprehensive review of these Bylaws shall occur every two years
 - i. This review shall be led by the Speaker of the House
 - ii. Necessary edits or changes to this body of Bylaws shall be executed through a formal Amendment to said body by the process explained in Section X
 - b. A simple majority of the General Body shall be required to renew these Bylaws for the following two-year period until the next review
- X. Amendments to the Bylaws
- a. Amendments to the Bylaws shall be executed through the process outlined in the Constitution
 - i. It is recommended any, and all, amendments be done in bulk at the end of the school year rather than considered individually

- ii. Amendments made to the Bylaws shall in no way alter the Review and Renewal schedule outlined in Section IX (i.e. Bylaws reviewed every two years irrespective of Amendments to the Bylaws)

Part 2: Finance Bylaws

Funding Operations

- I. The outgoing and incoming Secretaries of Finance will meet to set the Student Government Association (SGA) Budget for the following academic year by the close of the spring semester of the preceding academic year.
- II. Remaining funds in SGA's account may be built into the SGA specific budget so long as a minimum of \$10,000 remains in the SGA account unbudgeted.
- III. Proper tax calculations must be included by the organization in all funding applications and requests.
 - a. Failure to do so may result in the organization bearing the cost of tax.
- IV. Allocation
 - a. The annual allocation shall occur in the spring semester for the upcoming academic year.
 - b. Guidelines for the allocation shall be released by the Finance Committee and must be followed by student organizations.
 - c. Unregistered or un-transitioned student organizations will not receive funding during the allocation process unless the organization is deemed a special circumstance by the SGA Executive Committee.
 - d. The allocation process shall allocate at least fifty (50) percent and no more eighty (80) percent of the SGA budget for the following academic calendar year.

- e. The Finance Committee shall allow up to sixty (60) percent of an organization's budget to be general funding.
 - i. The student organizations shall not receive general funding unless requested.
- f. The allocation shall be voted on by the General Body of SGA during a General Session per the SGA Constitution.
 - ii. The General Body may vote to request the Finance Committee to amend the allocation before receiving another vote.
 - iii. It is recommended to vote on the allocation during the second to last General Session of the semester to allow amendments should the allocation fail to pass, or should amendments be requested.

V. Contingent Allocation

- a. Should a constitutional amendment pass transitioning the finance allocation process away from a required, spring semester, annual process, the following shall occur:
 - i. In the "Funding Operations" Article, Section IV, Clause a shall be struck and replaced by Section V, Clause b in its entirety as Section IV, Clause a.
 - ii. In the "Funding Operations" Article, Section V, will be struck from the bylaws in its entirety.
- b. The Finance Committee shall provide funding to recognized student organizations for the following academic semester by November 30 and April 30 of the preceding academic semester. CentreTerm may be included in either allocation submission, but must be included in only one.

- i. Student organizations must submit a budget for each semester by the deadline set by the Finance Committee. An estimate for the following semester must also be included. The organization must identify which submission includes CentreTerm.
- ii. The Student Activities Council is exempt from the biannual allocation and may submit an annual allocation request.

VI. Reallocation Requests

- a. Reallocation Requests shall be reviewed by the Finance Committee and approved, denied, or amended within the committee.
- b. A request may be taken to the General Body of SGA for a vote during a General Session at the request of any one member of the Finance Committee.

VII. Audit

- a. The Finance Committee shall audit student organizations during the allocation process to determine the fiscal responsibility of the organization before allocating additional funds. Any funds intended to be spent that were not spent shall be rolled back into the SGA account.
- b. The Finance Committee is looking for a demonstrated responsibility by the student organization's executives when spending funds and demonstrated accuracy in the amount of funds requested based on what was spent.
- c. Discrepancies in the audit's information and the Finance Committee's records, if believed to be intentional, may result in a funding suspension for the next allocation period.

- d. Missing receipts for large items may result in a loss of funds for the purchase made. Those funds will be seized from the proper account.
- e. If any unallowable purchases were made, the cost of those purchases shall be deducted from the student organization's account. In the case the amount to be seized is greater than the account balance, the remainder will be taken from the allocated amount for the next allocation period.

VIII. Emergency Funding Requests

- a. Emergency Funding Requests shall be offered by the Finance Committee throughout the academic calendar year as a source of funding for urgent needs unforeseen by student organizations during the allocation.
- a. Emergency Funding shall not be greater than three (3) percent of the annual SGA budget.
- b. The Finance Committee shall make a recommendation on all Emergency Funding Requests to the SGA General Body for approval.
- c. Should a representative of the request not attend the meeting during which it is slated to be discussed, the request will be tabled if the next General Session takes place before the specified time the funds are needed or zeroed if the next General Session takes place after the specified time the funds are needed. If this organization is a repeat offender of not attending the General Session during which their request is heard, the organization's request should be zeroed.

IX. Donation Requests

- a. Donation Requests shall be reviewed by the Finance Committee and a recommendation will be made to the SGA General Body for approval.

- b. Funds shall be provided from the SGA account.
- a. Those eligible to apply for donations include student organizations not registered with the SGA Student Affairs Committee, individuals within the Centre community, and official college departments.
- b. Funding will be based on demonstrated need and perceived impact on the Centre community.
- c. Should a representative of the request not attend the meeting during which it is slated to be discussed, the request will be tabled if the next General Session takes place before the specified time the funds are needed or zeroed if the next General Session takes place after the specified time the funds are needed. If this organization is a repeat offender of not attending the General Session during which their request is heard, the organization's request should be zeroed.

X. Shared Funding

- a. At any time during the school year, a campus organization may transfer any amount of general funding or any amount of conditional funding which remains after the intended expenditure occurs to the account(s) of any other campus organization(s). To do so, the organizations receiving and giving funds must submit the following information to the Secretary of Finance in one joint correspondence:
 - i. Outline of what event or purpose the funds are going toward
 - ii. Approval from the president and treasurer of all organizations involved
- b. It will be presented before the Finance Committee for approval, and the Secretary of Finance will then ensure the funds are distributed properly.

XI. Reimbursements and Expenses

- a. Student organizations may access funds through multiple channels.
 - i. Complete the necessary form for a purchase through the Student Life Office
 - ii. Complete the necessary form for reimbursement through the Centre Finance Office via the SGA Secretary of Finance

Funding Specifications

I. Operational Expenses

- a. If possible, funding for general operations such as meeting supplies, advertising, food, Expo supplies, and other such items should be built into general funding.

II. Travel Related Costs

- a. Student organizations must comply with Centre College driving policies.
- b. Pending the rate does not conflict with Centre College driving policies, mileage reimbursement will be issued according to the annual rate set by the Internal Revenue Service of the United States of America for the year in which the planned travel will occur.
- c. Necessary rental car expenses are eligible to receive funding.
- d. Reasonable food costs are eligible to receive funding.
- e. Lodging expenses may receive funding subject to proof the costs are required for an event and have been cross-checked to find affordable rates.

III. National Dues

- a. Student organizations may not receive funding for any form of individual national dues.

IV. Apparel

- a. Student organizations should request funding for apparel intended to serve as a type of uniform used to spread awareness of the organization through activities off campus or through volunteer work or official college events on campus.
- b. Requests for funding for apparel shall not exceed \$15 per person although this limit should not be expected to be attained for each apparel request. The Finance Committee recommends keeping apparel costs to \$10 or less per person.
 - i. Funding requests for apparel produced with the use of socially responsible labor may exceed \$15 per person.
- c. Before seeking funding specified for apparel, organizations should consider using general funding to cover or subsidize the cost of apparel.

Salaries

- I. Each member of the SGA Executive Committee shall receive the following amount per full semester as compensation for their work: \$0.
 - a. This amount is to be reviewed annually by the Finance Committee.
 - b. Not all members of the SGA Executive Committee are required to receive salaries of an equal amount.
 - c. Any adjustments to this amount must be approved by the SGA General Body.

Specificity

- I. Specificity in funding requests is required. A lack of details, as determined by the Finance Committee, will result in diminished funding granted and/or recommended by the Finance Committee.
- II. Examples of funding details include:

- a. Details about food costs including the provider and per person cost
 - b. Details about specific item costs and shipping costs for intended online purchases.
- III. Including a reasonable buffer to allow for fluctuating prices is acceptable.

Appeals

- I. Appeals regarding funding decisions related to an outright funding denial in an allocation may be heard by the SGA Executive Committee.
 - a. This may occur by requesting an appeal through the Secretary of Finance.

Relation to Student Affairs, Communications

- I. The Finance Committee shall partner with the Student Affairs and Communications Committees of the SGA to provide clear information and access to financial resources.
- II. A suspension by the Student Affairs Committee results in the freezing of the involved organization's account and prohibits participation in the allocation process.
 - a. This shall be lifted when the suspension by the Student Affairs Committee is lifted.

Finance Committee Rights and Responsibilities

- I. The Finance Committee shall maintain a fiduciary responsibility to the SGA and the Centre College community.
- II. The Finance Committee reserves the right act in the best interest of the SGA.
- III. The Finance Committee shall interpret these bylaws where open to interpretation as the Finance Committee deems appropriate.