



Constitution and Bylaws of the Student Government Association of Bellarmine University

PREAMBLE

We, the students of Bellarmine University, recognizing that as students we have both a right and a responsibility to contribute to the betterment of the University community by participating in its governance, do ordain and establish the Student Government Association of Bellarmine University. Our aims are:

- 1) to promote responsibility among students by providing a means for students to participate in the governance of the University.
- 2) to provide services to the student body and to the general University community.
- 3) to encourage student involvement in the University and civic community.
- 4) to serve as an instrument through which students may find channels to express their viewpoints to the University community.

ARTICLE I: NAME

The name of this organization shall be the Student Government Association (SGA) of Bellarmine University.

ARTICLE II: ORGANIZATION

Section 1. Organization. The Student Government Association of Bellarmine University shall be composed of an Executive Board and Representatives.

Section 2. Limitations. The Student Government Association of Bellarmine University shall be subject to the limitations and proscriptions of the corporate charter of Bellarmine University and this Constitution and Bylaws.

ARTICLE III: EXECUTIVE BOARD

Section 1. Executive Officers. The Executive Board (EB) shall consist of a President and six Vice Presidents: the Vice President of Educational Affairs, the Vice President of Finance, the Vice President of Public Relations, the Vice President of Campus and Community Service, the Vice President of Recreation, Intramurals, and Athletics, and the Vice President of RSO Affairs. Each Executive Officer will post and maintain a minimum of 2 office hours per week and attend the Executive Board and SGA retreats. The EB members will also be assigned to oversee specific sub-committees at their discretion and based on their expertise and experience.

Section 2. Duties of the Executive Officers

A. President shall:

1. Serve as the chief executive officer of the SGA,
2. Preside over the Assembly and the Executive Board meetings,
3. Assign all legislation originating within the Assembly to the appropriate committee,
4. Have the power to form Ad Hoc Committees,
5. Be one of two nominees for the student representative position on the Board of Trustees,
6. Serve on the Finance Committee,
7. Serve as a delegate to any state, regional, or national student government associations,
8. Distribute the Constitution and Bylaws at the first assembly meeting,
9. Maintain appropriate files of all SGA business and maintain records of all past and current legislation including a record of passage and failure,
10. Serve as an ex-officio member of all SGA committees,
11. Have the power to call special meetings of the assembly with 2 days notice to be given by phone and/or email,
12. Enforce legislation passed by the assembly,
13. Determine the time and place for all assembly meetings,
14. Prepare the agenda for all assembly and executive board meetings,
15. Have the power to call special meetings of committees with 2 days notice to be given by phone and/or email,
16. Serve as a spokesperson for SGA,
17. Issue a report to the University at the end of term concerning the state of SGA,
18. Develop a transition program for incoming Executive Board, and
19. Have the ability to spend from any SGA associated account
20. Other duties as assigned or requested.

B. Vice President of Educational Affairs shall:

1. Preside over the Educational Affairs Committee,
2. Serve as the designated student representative to the Educational Affairs Committee of the University,
3. Report to the Assembly all happenings of the University Educational Affairs Committee, and gain their recommendations on voting,
4. Appoint Representatives to standing SGA committees, and to the committees of the University, (in this section is implied "fill nominations")
5. Assign mentors to new assembly members,
6. Coordinate meetings with provost at least once a semester and other administrators as needed, and
7. Oversee the Graduate Committee, and coordinate formation of said committee and selection of a representative each year.
8. Other duties as assigned or requested.

C. Vice President of Finance shall:

1. Preside over the Finance Committee,
2. Be responsible for keeping an accurate record of the income and expenditures of the student activities fee,
3. Be bonded for the amount of the student budget per semester,
4. Make complete and detailed financial reports to the Assembly and the Executive Board at the beginning and end of each semester,
5. Work with the President, the president of the Bellarmine Activities Council and the Financial

- Affairs Committee in establishing the annual SGA budget,
6. Present a proposed budget for approval by the second to last assembly meeting,
 7. Meet with the Business Office once per month,
 8. Supply President with monthly statement of all transactions,
 9. Provide each RSO with a monthly account activity statement,
 10. Disburse all SGA funds as necessary with the approval of the Assembly, Executive Board, or President, and
 11. Other duties as assigned or requested.

D. Vice President of Public Relations shall:

1. Preside over the Public Relations Committee,
2. Oversee all publication processes,
3. Be responsible for the publicity of SGA meetings, activities and programs,
4. Shall collaborate with all SGA Chairs and Committees to publicize all SGA events and functions
5. Maintain communication with media and University Public Relations offices,
6. Advertise to the entire student body filing dates, campaign requirements, and election procedures at least two weeks before filing begins,
7. Maintain and upkeep Student Activities Center,
8. Maintain interactions with all university publications,
9. Prepare a weekly e-mail detailing campus activities and events,
10. Be responsible for Parliamentary duties if individual is not there or position is not filled, and
11. Other duties as assigned or requested.
12. Coordinate a SGA Campus Event, which will be mandatory per semester

E. The Vice President of Campus and Community Service shall:

1. Preside over the Campus and Community Service Committee,
2. Compiling a record of the volunteer efforts and service oriented activities of Registered Student Organizations, and
3. Serve as a clearinghouse for all community service and volunteer requests,
4. Be responsible for increasing campus and community service opportunities for the University community,
6. Notify the Executive Board of failure on the part of the Assembly or Executive Board members to participate in at least one Bellarmine Volunteer Day per semester,
7. Represent Bellarmine students at Service Learning Conferences, and
8. Other duties as assigned or requested.

F. The Vice President of Recreation, Intramurals and Athletics shall:

1. Preside over the Recreation, Intramurals and Athletics Committee,
2. Be an official representative to the SuRF for SGA,
3. Serve as SGA's official representative to the office of Intramurals,
4. Serve as SGA's official representative to the office of Athletics,
5. Manage and be held responsible for the Fitness Budget, and the Fitness Allocation, and
6. Coordinate with the Intramural Director to ensure that all undergraduate students have the ability to participate in the intramurals they choose if they abide by all rules in the Intramural Handbook.
7. Other duties as assigned or requested.

G. The Vice President of Registered Student Organizations Affairs shall:

1. Preside over Registered Student Organizations Affairs Committee,
2. Promote responsibility among the Registered Student Organizations of Bellarmine University,
3. Address and facilitate discussion and action with regard to relevant issues facing student leaders and Registered Student Organizations of Bellarmine University,
4. Establish and maintain cooperation among the Registered Student Organizations of Bellarmine University,
5. Enforce the policies and procedures of Bellarmine University regarding Student Organizations,
6. Work with the Registered Student Organizations Committee in the creation and submission of a Semester Report to the Director of Student Activities regarding the activities of Registered Student Organizations,
7. Meet with the officers of Registered Student Organizations that are not fulfilling the requirements of Registered Student Organizations,
8. Report the status of each Registered Student Organization to the Executive Board prior to October 15th and March 15th,
9. Be present at allocation meetings regarding the final budget,
10. Address Registered Student Organizations' grievances to the appropriate administrators or staff of Bellarmine University,
11. Inform the publications of Bellarmine University of outstanding achievements of Registered Student Organizations or individuals representing Registered Student Organizations and of significant upcoming events,
12. Actively represent the interests of the Registered Student Organizations, and to work for the improvement of campus life, and the experience of all students,
13. Reserve the right to call mandatory meetings of all RSO Presidents and Vice-Presidents as deemed necessary, within two (2) days notice by phone or email,
14. Meet with the RSO President and Vice-President prior to October 1st and March 1st to address any issues, grievances, or concerns of either party,
15. The Vice President of RSO Affairs shall participate in the Leadership Conference by presenting the RSO Hand Book through a forum, lecture, et cetera, and
16. Organize a Club and Organizations Fair each Fall
17. Other duties as assigned or requested.

Section 3. Duties of the Executive Board. All executive powers herein granted shall rest with the Executive Board members, as outlined in the previous Section.

A. Executive Board shall:

1. Participate in University governance by developing the purposes and long-range goals for the University community,
2. Guide SGA so that they are in keeping with those goals,
3. Have the power to veto any actions of the Assembly and SGA committees which are deemed inconsistent with the goals of the SGA, excluding constitutional amendments and impeachment procedures. A veto of SGA legislation requires a majority vote by the Executive Board. Vetoes must occur within ten school days of the Assembly vote. A written statement explaining the cause of the veto action must be submitted to the Assembly at the next meeting. The Assembly may override the veto with a two-thirds vote of those members present and voting,
4. Carry out and enforce the provisions of this Constitution and Bylaws and any resolutions, statutes or amendments passed by the Assembly,
5. Act as the interpretive body for these documents,
6. Shall attend at least three Bellarmine Volunteer Days per academic year, with a minimum of one per semester,

7. Each member shall have no more than two absences per semester for regular Assembly meetings, including mandatory SGA events as defined by the Executive Board and no more than one absences per semester for standing committee meetings,
8. Each member shall serve a term of office of one year and/or until his/her successor is officially sworn in,
9. Propose legislation in adherence with proper parliamentary procedure,
10. Meet at the Request of the President or a majority of the Executive Board members,
11. Appoint and remove committee chairpersons,
9. Propose agenda items to the President for assembly meetings, and
10. Powers not delegated to the Assembly by the constitution, nor prohibited by it to the Executive Board, are reserved for the Executive Board.

Section 4. Qualifications. A candidate for any office of the Executive Board must meet the following requirements:

- A. Must have completed 48 hours by end of the current term.
- B. Must have been enrolled in University for at least 3 semesters by the time of the election, excluding participation in University programs administered at the high school level (including, but not limited to, Advanced Placement and Access credit) and all summer sessions, and must have completed the fall term while enrolled at Bellarmine University.
- C. Must have a cumulative and semester G.P.A. of 2.5 at the time of election, and must maintain this cumulative and semester G.P.A. while in office.
- D. Shall not be on academic or disciplinary probation at the time of election or while holding office.
- E. Failure to meet these requirements may result in removal from office.

Section 5. Vacancies.

- A. If the office of President becomes vacant, the position is initially opened to the Vice Presidents of the SGA. If none of the Vice Presidents are interested in the office of President, the position will be opened to all voting Assembly members of the Student Government meeting the qualifications for office. If no students meeting these qualifications are interested, the position will be opened to all members of the student body meeting the qualifications for the office.
- B. If any of the Vice President positions become vacant, the position is initially opened to all voting Assembly members of the Student Government meeting the qualifications for office. If no students meeting these qualifications are interested, the position will be opened to all members of the student body meeting the qualifications for the office.
- C. Procedures for nomination shall be determined by the Elections Committee. A plurality vote of the Assembly is required to fill any vacancy.

ARTICLE IV: REPRESENTATIVES

Section 1. Representatives. There shall be up to thirty-one representatives: five (5) student representatives shall be chosen by and from each class. One non-traditional student representative positions may be appointed from the non-traditional student population. One graduate student representative may be appointed from the graduate student population.

Section 2. Duties of Representatives.

- A. Undergraduate Representatives shall:
 1. Serve in the Assembly,
 2. Serve on at least one of the following Standing committees: Educational Affairs, Recreation, Intramurals, and Athletics, Financial Affairs, Campus and Community Service,

Registered Student Organization Affairs, and Public Relations, and also on one additional committee as assigned,

3. Serve on any other committees to which he/she may be appointed,
4. Each first time member shall be assigned a mentor and each member who has previously served on SGA shall serve as a mentor in the mentor program as needed,
5. Formally report to members of his/her class through an advisor-approved means at least once a semester and be open to his/her class suggestions during that time.
6. Shall attend three Campus and Community Service Bellarmine Volunteer Day per year and at least one per semester,
7. Each member shall have no more than one unexcused absences per semester for regular Assembly meetings, including mandatory SGA events as defined by the Executive Board and no more than two unexcused absences per semester for standing committee meetings,
8. Propose legislation in adherence with proper parliamentary procedure, and
9. Propose agenda items to the President for assembly meetings.

B. Graduate Representatives shall:

1. Be chosen by the graduate committee,
2. Call at least one meeting per semester with members of graduate committee,
3. Report graduate student concerns to the undergraduate SGA,
4. Attend SGA meetings at their discretion.
5. A graduate student is someone who is currently enrolled in a graduate program.

Section 3. Qualifications.

- A. Candidates for Representative positions must have a cumulative and semester G.P.A. of 2.0 at the time of election, and must maintain this cumulative and semester G.P.A. while in office.
- B. All Representatives must be full-time students while in office. Candidates do not have to be full-time students at the time of election.
- C. Candidates for *Senior Representative* positions must have completed a minimum of 5 semesters of college by the time of the election, excluding participation in college programs administered at the high school level (including, but not limited to, Advanced Placement and Access credit) and all summer semesters, and must have completed the fall term while enrolled at Bellarmine University.
- D. Candidates for *Junior Representative* positions must have completed a minimum of 3 semesters of college by the time of the election, excluding participation in college programs administered at the high school level (including, but not limited to, Advanced Placement and Access credit) and all summer semesters, and must have completed the fall term while enrolled at Bellarmine University. Candidates for Junior Representative positions may not have completed more than 4 semesters of college at the time of the election.
- E. Candidates for *Sophomore Representative* positions must have completed a minimum of 1 semester of college by the time of the election, excluding participation in University programs administered at the high school level (including, but not limited to, Advanced Placement and Access credit) and all summer semesters, and must have completed the fall term while enrolled at Bellarmine University. Candidates for Sophomore Representative positions may not have completed more than 2 semesters of college at the time of the election.
- F. *Freshman Representatives* must be first semester, full-time students at Bellarmine University, excluding participation in college programs administered at the high school level (including, but not limited to, Advanced Placement and Access credit).
- G. *Non-traditional, International, and Graduate Representatives* must have and maintain a 2.0 GPA while in office.
- H. *International Representatives* must be a student whose permanent residence is outside of the United States and requires either an F-1 or J-1 student visa to attend Bellarmine University.
- I. *Non-traditional Representatives* must be a student who meets at least one of the following criteria:

1. Delays enrollment (does not enter postsecondary education in the same calendar year that he or she finished high school)
2. Attends part-time for at least part of the academic year
3. Works full-time (35 hours or more per week) while enrolled
4. Has dependents other than a spouse (usually children, but may also be caregivers of sick or elderly family members)
5. Is a single parent (either not married or married but separated and has dependents)

J. Failure to meet these requirements may result in removal from office.

Section 4. Vacancies. All vacancies in the Representative positions shall be announced at the first meeting following the opening and posted on campus. Procedures for nomination shall be determined by the Elections Committee. A plurality vote of the Assembly shall be required to fill the vacancy.

ARTICLE V: ASSEMBLY

Section 1. Assembly. The Assembly shall be composed of the Executive Board and the Representatives. They are collectively referred to as the Assembly. The Advisor to the Student Government Association, as well as the Vice President for Student Affairs shall be ex-officio members of the Assembly with speaking privileges only.

Section 2. Duties of the Assembly

A. The Assembly shall:

1. Approve the Student Activity Fee Budget.
2. Have the sole power to approve SGA resolutions, legislation, and amendments pursuant to this Constitution.

Section 3. The Chief of Staff

A. The Chief of Staff shall:

1. Be hired by the incoming Executive Board the summer prior to the upcoming SGA term,
2. Take minutes at all SGA meetings,
3. Update the SGA Constitution and oversees drafting of Constitutional changes to be reviewed by the Educational Affairs Committee,
4. Be the authority on Parliamentary Procedures and guide the Assembly through proper Robert's Rules of Order when requested by the President of the Assembly,
5. Absences must be approved by the Executive Board, and an interim must be selected by the Executive Board,
6. Not be a voting member of the SGA Assembly.
7. Be sent approved and vetoed legislation from the Executive Board on behalf of the Assembly
8. Keep records of attendance and present records to the Executive Board quarterly,
9. And all other duties as assigned by the President.

ARTICLE VI: COMMITTEES

Section 1. The Committees. The Committees of the Assembly shall be the Educational Affairs Committee, the Finance Committee, the Public Relations Committee, the Campus and Community Service Committee, the Elections Committee, the Commuter Committee, the Publications Committee, the Traffic and Safety Committee, the Food Service Committee, the Recreation, Intramurals, and Athletics Committee, the RSO Affairs Committee, the Food Service Committee, the Mission Identity Committee, the Graduate Committee, the Technology Committee, and the Environmental Sustainability Committee.

Section 2. Duties of the Committees:

A. The Educational Affairs Committee shall:

1. Be open to all students,
2. The SGA Vice President of the Educational Affairs serving as chairperson,

3. Review all legislation before the Assembly for format and content,
4. Review legislation to establish consistency with the aims, goals, objectives and constitution of the SGA and the Bellarmine University Community,
5. Discover and report all relevant data, information and material to the Assembly concerning the proposed legislation,
6. Seek to define and introduce legislation to help resolve problems relating to general college academics
7. Coordinate and report on activities of the committees of the University,
8. Meet at least once every two weeks during fall and spring semesters,
9. Review SGA Constitution each year.

B. The Finance Committee shall:

1. Be open to all students,
2. The SGA Vice President for Finance shall serve as chairperson,
3. Shall include the SGA President and the President of the Bellarmine Activities Council,
4. Research and establish budgetary priorities,
5. Identify campus and community improvements for capital expenditures,
6. Review organizational aid requests,
7. Submit recommendations concerning the appropriation of the Student Activities Fee,
8. Author legislation involving physical development of Bellarmine University as needed to accommodate the changing environment of the University and changing needs of the student population,
9. Meet at least once every two weeks while school is in session,
10. Identify fundraising opportunities for SGA, and
11. Review biannual reports of Registered Student Organizations.

C. The Public Relations Committee shall:

1. Be open to all students,
2. The Vice President of Public Relations shall serve as chairperson,
3. Promote and publicize all SGA meetings, activities, and programs in a timely manner,
4. Assist SGA and its committees concerning image and public relations,
5. Be SGA spokesperson to the press,
6. Coordinate with IT regarding SGA website development and maintenance,
7. Meet at least once every two weeks during fall and spring semesters, and
8. Assist with all SGA sponsored forums.
9. Coordinate a SGA Campus Event, which will be mandatory per semester

D. The Campus and Community Service Committee shall:

1. Be open to all students,
2. The Vice President for Campus and Community Service shall serve as chairperson,
3. Serve as a clearinghouse for all community service requests,
4. Identify opportunities for students and organizations to get involved in service opportunities,
5. Sponsor campus-wide community service opportunities including but not limited to:
 - a. At least one Bellarmine Volunteer Day per month while school is in session.
 - b. At least one Red Cross Blood Drive per semester.
 - c. One Beautify Bellarmine Day event per academic year.
 - d. Clothing, food, or other drives as needed.
 - e. A Faculty / Staff Appreciation Day.
 - f. United Through Silence or a related activity.
 - g. Assist with Alcohol Awareness Week.

6. Meet at least once every two weeks during fall and spring semester.

E. The Elections and Survey Committee shall:

1. Oversee and administer all student elections, surveys and polls including publicity, voting, eligibility, rules and procedure. It will prepare ballots and surveys, as well as monitor the voting process,
2. Review and make changes to all campaign rules,
3. Monitor all campaigns to ensure compliance with election rules,
4. Make recommendations to fill vacancies in the SGA, and
5. Assist in the recruitment of nominations and publicity for vacant offices and positions on committees.
6. Administer surveys prepared by other SGA committees.

F. The Commuter Committee shall:

1. Be open to all students,
2. Identify concerns and issues surrounding commuter students,
3. Propose legislation and ideas concerning the above stated,
4. Identify opportunities for commuter students to get involved in on-campus events,
5. Sponsor at least one Commuter Day for the fall and spring semesters,
6. Update and maintain Commuter Center, and
7. Serve at least one office hour per month in Commuter Center.

G. The Publications Committee shall:

1. Shall include the SGA Vice President for Public Relations, one reporter from *The Concord*, one writer for *The Lance*, one member of *The Ariel* staff, the Advisor to *The Concord*, the advisor to *The Lance*, two faculty members, and three administrators or staff members, including one from the Student Affairs division, and one representative from SGA.
2. Enforce all of the regulations contained in the Constitution and Bylaws concerning publications,
3. Review any proposed new student publications to be funded by the Student Activities Fee.

H. The Traffic and Safety Committee shall:

1. Be open to all students,
2. Identify concerns for campus safety, traffic and parking, and accessibility,
3. Propose legislation concerning the above stated,
4. Preside over Traffic Court,
5. Hold Traffic Court for two sessions each month during the fall and spring semesters,
6. Conduct a Safety Walk once a semester, and
7. Serve as a student representative on the University Parking Committee.

I. The Recreation, Intramurals and Athletics Committee shall:

1. Be open to all students,
2. The Vice President of Recreation, Intramurals, and Athletics shall serve as chairperson,
3. Shall include the Director of Health Services, and the Director of Intramurals,
4. Help students attain physical, intellectual, and social fitness through educational programming, brochures, and other avenues,
5. Maintain current fitness equipment in the SuRF Center,
6. Identify the need for new fitness equipment in the SuRF Center and the needs of the Intramural Program through assessment and development of a strategic plan,

7. Assist the Director of Intramurals in the evaluation and implementation of various intramural programs. These programs include, but are not limited to deciding which sports to offer, scheduling games, making an intramural calendar, publicizing intramurals to the campus community, and evaluation of Intramural efforts,
8. Assist the Director of Health Services in the evaluation and implementation of various programs. These programs include but are not limited to deciding which fitness classes to offer, scheduling classes and events, publicizing programs and events to the campus community, and evaluation of recreation and fitness efforts
9. Assist in keeping student spirit high by providing signs, activity days, and attending athletic events when needed,
10. Attend meetings of the Student Athletic Advisory Committee,
11. Meet at least once every two weeks during fall and spring semesters.

J. The Food Service Committee shall:

1. Be open to all students,
2. Be the liaison between the student body, the food service provider of the University, and between the administration.
3. Meet with Food Service Director at least once a month during the fall and spring semesters,
4. Coordinate at least one campus-wide Food Service forum per academic year.

K. The Technology Committee shall:

1. Be open to all students,
2. Be the liaison between the student body, the chief information officer of the University, and the administration,
3. Identify and evaluate technological concerns on campus,
4. Meet with IT director once a month during Fall and Spring semesters.

L. Mission Identity

1. Be open to all students, ,
2. Ensure SGA is acting in accordance to Bellarmine University's mission by formulating an advisory opinion to proposed SGA legislation,
3. Assist the Campus Ministry Center on one interfaith program per semester,
4. Be the SGA liaison to the University's faith-based organizations.

M. The Graduate Student Committee shall:

1. Be open to all Graduate students,
2. Ideally consist of at least one member from each cohort in each graduate program,
3. Choose one graduate student to serve as the representative at SGA Assembly meetings, as needed.
4. Report any issues/concerns of fellow graduate students to the chosen representative,
5. Meet at least once a semester,
6. Be advised by a member of the graduate faculty who instructs at least one graduate course.

N. The RSO Affairs Committee shall:

1. Be open to all students,
2. The Vice President of Registered Student Organizations Affairs shall serve as chairperson,
3. Encourage student involvement and participation in the Registered Student Organizations of Bellarmine University,
4. Foster communication and collaboration between Registered Student Organizations,
5. Enforce the policies and procedures of Bellarmine University and the Student Government

- organization regarding Registered Student Organizations,
- 6. Manage Registered Student Organization's Event Request Form so that collaboration amongst Registered Student Organization participating in similar events is possible,
- 7. Help with the transitioning of new Registered Student Organization officers upon their election,
- 8. Create and submit a Semesterly Report to the Director of Student Activities regarding the activities of the Registered Student Organizations,
- 9. Meet with the officers of Registered Student Organizations that are not fulfilling the requirements of Registered Student Organizations,
- 10. Actively maintain an RSO specific bulletin board on campus,
- 11. Actively maintain the official online Master Calendar of RSO Events and Affairs, located on-line, and the unofficial Calendar of RSO Events and Affairs, located in the Student Activities Center
- 12. Organize a Club and Organizations Fair at the beginning of each fall semester
- 13. Coordinate the application for awards for SGA.

N The Environmental Sustainability Committee shall:

- 1. Be open to all students and be advised by a staff member within Facilities Services,
- 2. Identify and address environmental concerns involving the Bellarmine University campus, its students and/or its personnel,
- 3. Work with Facilities Services to assess and expand the recycling program on campus,
- 4. To participate in the annual energy audit coordinated by Facilities Services,
- 5. Coordinate with Food Services to employ environmentally sound practices for the disposal and/or reuse of food wastes,
- 6. Monitor energy use in campus buildings and residence halls,
- 7. Plan and carry out a Green Week annually,
- 8. Approach the administration as a student-based advocate for eco-friendly practices on Bellarmine University's campus,
- 9. Propose legislation concerning the above stated, and
- 10. Establish a relationship with local officials and environmental organizations.

ARTICLE VII: ELECTIONS

Section 1. Candidates. Candidates may run for only one office. They may not run for two offices concurrently. If no candidate files for an office, the Elections Committee will seek candidates to fill this position.

Section 2. Ballots. All positions with at least one candidate will be listed on the ballot. All candidates will be listed in alphabetical order followed by a blank for write-in votes.

Section 3. Write-in Candidates. All election ballots will have a blank for write-in candidates in each position. All write-in candidates must follow the same election rules and procedures as other candidates, and meet the same qualifications.

Section 4. Number of Candidates and Primary Elections. If **over 10** candidates run for a representative position for a specific class, or if **over 5** candidates run for a specific Executive Board position, a primary and final election shall be held. The primary representative election will be narrowed down to **8** candidates, and the primary Executive Board election will be narrowed down to **2** candidates. The Election committee will have the power to determine if any changes must be made to this procedure.

Section 5. Counting of Votes. The election results will be released as soon as possible after the election. Each candidate may send a representative to observe the counting procedure. The candidate(s) receiving a plurality of votes will be declared the winner(s). All ballots shall be held for one week.

Section 6. Ties. For electronic elections, ties will be acknowledged as is. In the event of a tie, the Elections Committee will decide future dates for a run- off.

Section 7. Appeals. All questions concerning behavior and rules governing the election should be directed to the Elections Committee. Any complaints regarding the election should be submitted in writing before the counting of the votes on the final day of the election.

Section 8. Training and Installation. All election winners shall be trained by their predecessors from the election time until installation. New Executive Officers are required to attend an Executive Board Retreat and an SGA Retreat. All new Representatives will be required to attend an SGA retreat. The Chief of Staff must approve any exceptions. Installation of new Executive Board officers will take place at the third to last meeting. Installation of new representatives will take place at the second to last meeting. Therefore the last meeting of the Spring semester will consist of the new Executive Board and new Assembly members.

Section 9. Rules and Regulations. Additional Rules and Regulations are attached in an Addendum to the Constitution and Bylaws. The Elections Committee may amend these rules.

If you have any questions concerning these Election Rules and Procedures, please feel free to ask the VP of Educational Affairs, the Elections Committee, or the Dean of Students. If one of the rules is unclear, please seek clarification before moving forward with any campaigning for your own protection and the protection of every candidate.

Section 10. Rules and Regulations.

A. Additional Rules and Regulations are attached in an Addendum to the Constitution and Bylaws.

B. These rules may be amended by the Elections Committee.

ARTICLE VIII: REGISTERED STUDENT ORGANIZATIONS

Section 1. Definition. A registered student organization shall be defined as a group of Bellarmine students (it may include faculty, staff, administrators, alumni, and/or spouses and other networks as deemed appropriate) joined together in the pursuit of a common purpose or to promote their common interest. The purpose of the organization shall be in support of the mission, ideals and values of Bellarmine University. The organization must be reviewed by the Director of Student Activities and then chartered by SGA. The RSO must finally receive approval from the VP of Academic and Student Affairs.

In recognizing organizations, Bellarmine University affirms the value of diversity. In no way do the goals, values, or events of one organization represent the entire Bellarmine Community. Recognition of a student organization in no way implies that Bellarmine University necessarily endorses positions or points of view espoused privately or publicly by members of registered student organizations.

Registered Student Organizations are open to all students without regard to race, creed, color, gender, sexual orientation, physical impairment, religion, national or ethnic origin or age as a condition for University recognition, social fraternities and sororities are permitted under Title IX to open membership to only those students of like gender.

Section 2. Rights of Registered Student Organizations. Registered Student Organizations shall be given the following privileges:

- A. Use of the University's name in association with the name of the organization.
- B. Use of Bellarmine facilities in accordance with the policies which govern them.
- C. Solicitation of membership on campus under the organization's name and inclusion in the Involvement Fair.
- D. Solicitation of funds on campus subject to the approval of the Director of Student Activities. Solicitation off campus with the approval of the Director of Student Activities and the Office of Institutional Advancement.
- E. Listing of the organization in the official publications of the University.
- F. Registering of events. All events held on campus which are sponsored by a student organization must be registered and approved in U Knight in order to be listed, posted or published.
- G. Ability to petition Student Government for an allocation of funds to be used for activities for the organization.
- H. Use of University bulletin boards and the ability to hang signs in UDH and on campus with the approval stamp on postings. (approval stamp will be given in the Student Activities Center).
- I. Receipt of University publications which can assist in the organization's work.
- J. Access to the Student Government Leadership Library resources.
- K. Right to request use of a Student Activities mailbox if available.
- L. Right to actively promote the goals, purposes, identity, programs and activities of the organization. Active promotion may be regarded as wearing any clothing and / or accessories, displaying organizational paraphernalia, display and/or distribution of written publicity for the organization or an event, and public announcements at Bellarmine University events.
- M. Right to use Bellarmine services including AV equipment, print shop services, etc.
- N. Right to conduct meetings on campus.
- O. Right to invite off-campus guests to appear at meetings.
- P. Use of the Student Government computers during office hours.
- Q. Right to request mailing labels and phone lists from Student Activities.
- R. Inclusion of events in handbooks, calendars, and other publications.
- S. Use of U Knight (organization management system)

Section 3. Responsibilities of Organizations. Organizations and their members have the following responsibilities:

- A. To conduct activities and programs in a manner which is consistent with the goals, purposes and values of the organization and Bellarmine University.
- B. To remain fiscally responsible, including prompt payment of all obligations.
- C. To supervise all sponsored programs.
- D. To include risk management in programming to assist in the safe environment and operation of all programs.
- E. To reimburse Bellarmine University for damage to University property or facilities, including clean-up costs, damaged property or other related costs.
- F. To conduct meetings and activities in accordance with existing institutional, local, state, and federal regulations which govern such activities.
- G. To abide by the Bellarmine University hazing policy, recognizing the worth and dignity of every member.
- H. To participate in at least one service project per semester,
- I. Conduct at least one fundraiser per academic year.
- J. To turn in all required forms in a timely manner and prior to their due dates.

K. Service is defined as volunteering time and/or talents without compensation. Philanthropy, meaning monetary contributions for a cause or group (fundraising), is not considered service. Organizing a large scale philanthropic event might be considered service with prior approval from the SGA.

Section 4. Maintaining Registered Student Organization Status. Student organizations will retain their registered status by:

- A. Abiding by the rules and regulations of the University, and city, state, and federal laws. If an organization violates any of the provisions of its charter statement, constitution or regulations of Bellarmine University, the Student Government Association, by a 2/3 vote of the Assembly members present and voting, may revoke the organization charter. This decision may be appealed to the Director of Student Activities. Additionally, the Director of Student Activities may suspend, place on probation, or take other appropriate action against any student organization found in violation of University policy. Appeals of these actions may be brought before the Assembly.
- B. Each organization must file re-register their organization at the end of each academic year through the U Knight system with the following information.
 - 1. Names of all new members
 - 2. Changes in roster including all transfers, graduates, and drops from school,
 - 3. Officer Update
 - 4. Advisor Update
 - 5. Summary of achievements and activities and activities for the current year
 - 6. Any constitutional changes and revisions
 - 7. Budget statement
- C. Representatives from each registered student organization shall be required to attend mandatory meetings as called by the Vice-President of Registered Student Organizations Affairs.
- D. Representatives from each student organization must attend one meeting with the RSO Affairs committee per semester (by October 1st in the fall and by March 1st in the spring).
- E. Student organizations must complete one fundraiser per year and submit proper documentation.
- F. Student organizations must complete one service event per semester and submit proper documentation
- G. Each organization shall hold a minimum of two meetings of the Registered Student Organization per semester, documentation of which will be submitted with the annual report.

Section 5. Discipline of Student Organizations. Non-compliance with policies and regulations of Bellarmine University or violation of local, state and/or federal laws may result in disciplinary action.

- A. Groups Without Recognition. Groups without recognition which attempt to operate could result in disciplinary action against the individual students concerned.
- B. Suspension of Rights. Organizations may have any or all of the rights of registered student organizations listed in Section 2 suspended.
- C. Suspension of Recognition. Organizations whose charters have been suspended must adhere to the stated conditions or face additional delay of reinstatement or permanent revocation of charter for repeated non-adherence to these conditions or other serious behavior problems. Suspension of charter means that the organization has no legal basis for operating on campus or at off-campus sponsored University events, recruiting members, or promoting the organization, its identity, or its activities. Additional conditions may be imposed.
- D. Revoking Charter. Revoking of the charter is an action of the University indicating a total and permanent separation of the organization from the University and a total prohibition for the organization and its members and supporters to conduct any activity on the campus of the University or at any off-campus University sponsored function.
- E. Failure by a Registered Student Organization to submit the annual report by the submission deadline will result in the RSO account to be frozen until which time the report is filed.
- F. Failure by a Registered Student Organization to perform one service event per semester and one

fundraiser per year and to submit appropriate documentation will be noted in that RSO's allocation process.

- G. Failure by a Registered Student Organization to attend or send a proxy to mandatory meetings called by the Vice-President of Registered Student Organization Affairs will result in the RSO account to be frozen until which time the RSO meets individually with the RSO Affairs committee at the convenience of the committee.
- H. If a Registered Student Organization fails to carry out any of the responsibilities listed in the SGA Constitution and Bylaws Article VIII, Section 4 for two (2) consecutive semesters, the RSO's charter will be revoked and the RSO's constitution will be kept on file. Any group of students wishing to reactivate the organization must reapply for RSO status following the rules and procedures in the SGA Constitution and Bylaws Article VIII, Section 6.

Section 6. Forming New Student Organizations. A proposed organization must do the following:

- A. Pick up and fill out an intent to become a Registered Student Organization form.
- B. Pick up a new organization packet.
- C. Fill out a list of 8 or more currently enrolled Bellarmine students who are members of the proposed organization, with their signatures, addresses, and phone numbers. Associate or honorary memberships may be extended to faculty, staff, administration, alumni and spouses of students. Associate or honorary membership may not include rights to leadership positions or voting rights, in order to maintain student control. Exceptions may be granted by the Director of Student Activities.
- D. List of all officers, their positions and the advisor. An advisor must be a full-time member of the Bellarmine University faculty, administration or staff.
- E. Write a typewritten statement explaining both the need for the organization and how the organization proposes to contribute to the quality of student life at Bellarmine University.
- F. Attach a draft of a constitution. The organization should use the following model as a guide for drafting. Each student organization is different; therefore, the prescribed elements explained below are categorized so that they may be altered by each respective organization. It is very important, however, that the organization include each of these elements within the format of the constitution.
 - I. Preamble. This is an optional portion of a constitution that very briefly, yet concisely, states the mission and scope of the student organizations.
 - II. Article I. This article should state the name of the organization and any affiliation with a national and or regional organization.
 - III. Article II. Clearly state the purpose of the organization and how it relates to the University. Also included should be a statement that the organization will abide by the policies and procedures of Bellarmine University.
 - IV. Article III. Membership. This statement should include membership requirements as well as the inclusion statement "open to all students without regard to race, creed, color, gender, sexual orientation, physical impairment, national or ethnic origin or age". Social fraternities and sororities who have partial exemption under Title IX may modify this statement as authorized by law.
 - V. Article IV. This portion should state those officers who are recognized by the organization. Included should be the officers, election time, qualifications, duties and responsibilities, removal from office, succession and vacancies in office.
 - VI. Article V. This article should detail club meetings: how often they are held, procedures for special meetings, including voting procedures, and a definition of the quorum necessary to conduct business.
 - VII. Article VI. This article should detail the standing committees of an organization, and how committees are set up. It may be necessary to detail how chairpersons for the various committees will be chosen.
 - VIII. Article VII. Traditions and Activities. This article should list traditions of the group and annual events.
 - IX. Article VIII. Funding. This article should include any fees, dues, or funding of the organization.

X. Article IX. The role of the advisor should be explained. Duties and responsibilities may include attending meetings, providing support and advisement on activities and projects, etc.

XI. Article X. How the constitution can be amended.

- G. Submit the completed items listed in B-F to the Director of Student Activities, who will review the materials with the officers.
- H. After review with the Director of Student Activities the application materials will be submitted to the SGA RSO Affairs Committee. The RSO Affairs Committee will recommend approval/ disapproval to the SGA. SGA will vote within 2 weeks of materials being submitted.
- I. Social Fraternities and Sororities must be invited onto campus and must be approved by Greek Council prior to recognition.

Section 7. Interim Status. Any group of Bellarmine students wishing to gain recognition for a student organization must submit an “Intent to Charter” form obtainable from the Director of Student Activities. The interested students have 30 days in which to submit the application for recognition to the Director of Student Activities for review. During that time period, a proposed organization may be granted the opportunity to have limited organizational privileges, which may include the following:

- A. Reserving a meeting space up to 4 times for organizational planning purposes.
- B. Advertising for recruitment of members and announcing planned meetings.

Section 8. Purchasing Office Supplies. 1-3 people will be designated “book store liaisons” on behalf of your organization, those will be the only individuals capable of purchasing items from the Bookstore. You will be able to select these individuals at the mandatory meeting in the Fall semester.

ARTICLE IX: STUDENT ACTIVITIES FEE

The student activity fee is a special University fee set aside for the general area of student activities. The money collected from this fee is deposited into the Student Budget Fund which is administered by the Financial Committee of the Student Government Association.

Section 1. Registered Student Organization Accounts. Funds generated from University funds or resources must be deposited and disbursed only from the Student Budget Fund (SBF). Funds generated without the use of University funds or resources may be deposited in a commercial bank account providing the University advisor is a co-signer on the account. The purpose of a co-signer to the account is to ensure that the funds are only spent in a manner consistent with the organization’s purpose and approved in advance by the organization. At no time may any Registered Student Organization money be used for the purchase of, or reimbursement for purchase of alcohol and other drugs.

Section 2. Registered Student Organization Aid. Any Registered Student Organization may petition the Financial Affairs Committee for organizational aid to be approved by the assembly. In order to be considered for aid an organization must:

- A. Have a current constitution on file.
- B. Have a current application on file.
- C. Have an updated membership list on file.
- D. Publicize at least one activity per year to the entire campus community.
- E. Participate in at least one volunteer activity for the campus or community each semester.
- F. Submit an annual report.

- G. Have some form of dues or fundraising activity.
- H. Be in good standing.

Section 3. Factors Considered in Disbursing Aid. Factors considered in the distribution of funds include:

- A. The total amount of money available.
- B. The size of the organization.
- C. The number of students served by the group's activities.
- D. The group's function and activities.
- E. The past use of funds (the comparison of budget and disbursements from previous years and the economical use of funds).
- F. Contribution to the University's image.
- G. Having a unique mission statement.
- H. Availability of funds from other sources.
- I. Fundraising record.
- J. Registered activities from the previous year.
- K. Number and scope of services provided.

Section 4. Appropriate Usage of Funds. Money from the SBF may not be used for the following:

- A. Donations to charity, political groups, scholarships, or as gifts to coaches and advisors. Money from fundraising may be used for these purposes.
- B. Payment for coaches.
- C. Purchase of alcoholic beverages and other drugs.

Section 5. Financial Responsibility. Each organization shall be responsible for its own financial solvency. If an organization's expenditures exceed its income, the financial officer of that organization shall be held liable.

Section 6. Payments to Students. No member of an organization receiving funds from the student budget fund may be paid for his/her services without the approval of the Student Government Association. No member of any organization may receive more than a 10% commission on any type of sales.

Section 7. Student Stipends. All new student stipends provided by the student budget fund must be approved by a majority vote of the SGA Assembly. Changes to existing student stipends, including increases or decreases, must be approved by a majority vote of the SGA Assembly. All new and changed RSO stipends shall take effect the following academic year. Changes to stipends, correlating to SGA positions, shall not take effect until the following Assembly.

ARTICLE X: MEETINGS

Section 1. Frequency. The Student Government Association shall meet at least twice each month that school is in session. Meetings may be held more often if necessary.

Section 2. Quorum. Quorum is 15 voting members of the Student Government Association.

Section 3. Special Meetings. The President or any two Vice Presidents or any five Representatives to the Assembly shall have the power to call special meetings.

ARTICLE XI: PARLIAMENTARY AUTHORITY

The rules contained in the latest edition of Robert's Rules of Order shall govern the Student Government Association in all cases to which they are applicable. In which they are not inconsistent with these bylaws and any special rules of order, the SGA may adopt.

ARTICLE XII: ADVISOR

The Dean of Students shall serve as the advisor to Student Government with the majority vote of the Assembly each fall. If the Assembly votes against the appointment of the Dean of Students, an advisor shall be recommended by the Executive Board for a majority approval of the Assembly. This advisor must be approved by the Vice President for Student and Academic Life.

The advisor shall have the power to demand responsibility from the members of the Executive Board and the Assembly and shall have the power to initiate impeachment proceedings.

ARTICLE XIII: REMOVAL FROM OFFICE

Section 1. Reasons for removal. Any Assembly member may be removed from office for failure to fulfill the duties listed in this Constitution and Bylaws.

Section 2. Vote needed for Impeachment. A two-thirds vote of the Assembly members present and voting shall be necessary to impeach any Assembly member. Impeachment shall not be voted upon until a meeting of the Assembly following the initial motion in order to allow the member to present his/her arguments.

Section 3. Ability to run. Any officer removed from office shall be unable to serve in or to run for office until one calendar year after being removed.

ARTICLE XIV: STUDENT PUBLICATIONS

Section 1. Rules and Regulations. Student publications are subject to the same rules and limitations affecting all registered student organizations.

Section 2. Disclaimer. All student publications shall contain the following disclaimer: "This publication is financed and directed by students, and is solely a student endeavor. The opinions expressed herein are not necessarily the opinions of the administration, Student Government Association, or student body of Bellarmine University."

Section 3. Censorship and Editor Responsibility. The student publications shall be free of censorship and advance approval of copy, and these editors will be free to develop their own editorial and news coverage policies. In light of this, editors of publications shall be responsible for the following:

- A. Permitting all views, whether or not they are in agreement with his/her own views, so long as they are in keeping with the legal responsibilities of the University and the space limitations of the publication.
- B. Avoidance of libel, plagiarism, undocumented allegations, the techniques of harassment and innuendo, slurs against specific populations, pornography, and disregard for the stated purposes of the University. Avoidance of charges affecting reputation or moral character without giving the accused a chance to reply.
- C. Staff morale and discipline.
- D. Training their successors.
- E. Appointment of a business manager to assume the responsibility for all financial matters of the publication.

Section 4. Suspension or Removal of Editors. Editors of student publications may not be arbitrarily suspended or removed because of student, faculty, or administrative disapproval of editorial policy or content. They may be removed only for fiscal irresponsibility or failure to observe the regulations concerning editor responsibility, publications and registered student organizations.

A. The Publications Committee shall have the power to remove from office by a two-thirds majority vote any editor for the following reasons:

1. Violation of the provisions contained in this Constitution and Bylaws.
2. A cumulative GPA dropping below a 2.5 or a GPA below a 2.0 from the previous semester.
3. Placement on academic or disciplinary probation or suspension from Bellarmine University.
4. A change of status from full-time student to part-time or non-student.

Section 5. Eligibility of Editors. A candidate for any editor of a campus publication must meet the following requirements:

- A. Be a full-time student and remain so while in office.
- B. Have completed a minimum of 45 semester hours.
- C. Have and maintain at least a 2.5 cumulative GPA while in office.

Section 6. Advisor. Each student publication shall have at least one faculty advisor. This advisor shall be approved by the Vice President for Student Affairs. The advisor shall be invited to offer advice and help as requested, but shall not have the power to censor or dictate policy. The advisor shall, however, bring to the attention of the Publications Committee any infractions of the Bellarmine University or Student Government Association policies.

ARTICLE XV: AMENDMENTS AND RATIFICATION

Section 1. Amendments. The Constitution and Bylaws of the Student Government Association of Bellarmine University may be amended in one of two ways.

- A. By unanimous vote of the members present and voting if the proposed amendment has not been read at the prior meeting.
- B. By a two-thirds vote of the members present and voting if the proposed amendment has been read at the previous meeting.

Section 2. Ratification. A proposed new Constitution and Bylaws of the Student Government Association of Bellarmine University shall be ratified by the following process:

- A. The proposed new Constitution and Bylaws must be presented at two Assembly meetings. At the third meeting a vote of two-thirds of the members present and voting is necessary to accept the new constitution.
- B. The proposed Constitution and Bylaws shall be published in an official campus publication. Copies shall be made available to all interested parties prior to the student body referendum.
- C. A referendum of the student body shall be held. An affirmative majority of students who vote shall constitute approval by the student body.
- D. The proposed new Constitution and Bylaws shall be submitted to the Director of Student Activities and Vice President for Student Affairs.

ARTICLE XVI: CONTINGENCY FUND

Section 1. Purpose. The Student Government Association shall maintain a contingency fund for:

- A. Unbudgeted expenses.
- B. Improvements to the university which benefit students and are related to student life.
- C. Ensure the continuance of student activities in the event of fiscal irresponsibility.

Section 2. Fund Limits. The contingency fund shall have fund limit restrictions:

- A. Never exceed \$100,000.
- B. Never fall below \$25,000.
- C. In the event the funds exceed the maximum limit, the President, Vice President of Finance, and Finance Committee shall compose a separate surplus spending budget.

Section 3. Source of Funds. Contingency funds shall be comprised of Student Activity Fees not used by SGA at the completion of the Spring Semester.

Bylaws

- Any member entering a regular SGA meeting from the time it is called to order up to ten minutes late will be assessed a tardy. After ten minutes, an absence will be assigned. Two tardies will constitute and absence.
- SGA members having more than two unexcused absences in one semester may be asked to step down from their position by the Executive Board. Students who disregard the business casual code twice in the same semester will have this counted as one unexcused absence. The Chief of Staff will monitor unexcused absences.
- The Chief of Staff will also monitor committee meetings and service opportunities (BVD) attendance. Absences from two committee meetings during one semester with inadequate notice for such vacancy will be equivalent to an unexcused absence. Absences from two committed service opportunities during one semester with inadequate notice for such vacancy will be equivalent to an unexcused absence. If a member is unable to attend a BVD, he or she must contact the Vice President of CCS at least twenty-four hours prior to the time of the scheduled event in order for the absence to be excused.
- Any Committee Chair who is not a member of the Assembly must attend at least three (3) Assembly meetings per semester.
- The Student Activities Fee will be distributed as follows:
Approximately \$5 per student per semester will be allocated to the yearbook. \$15 per student per semester will be allocated to fund fitness equipment. The Bellarmine Activities Council will receive approximately \$30 per student per semester, and no less than \$30,000 but no more than fifty percent of the student budget fund. The remaining amount will be distributed as the Financial Affairs Committee sees fit.

SGA Procedures and Guidelines for Funding Club Travel

In an effort to improve the services the Student Government Association offers Bellarmine University clubs and organizations, the Student Government Association will offer funding to help clubs or organizations be able to travel.

I. Procedures

- A. Clubs and Organizations will fill out a club travel request form by the specified date set by the Student Government Association Finance Committee. This date will be at the beginning of the semester in which the club needs the funding. Summer travel will be requested for at the beginning of the spring semester.
- B. Once the petitions are received, the SGA Finance Committee will meet to distribute the club travel money to petitioning Registered Student Organizations.
- C. Clubs and Organizations will have the opportunity to meet with the Student Government Association Finance Committee to discuss their proposal. The advisor for the club or organization as well as a student representative is encouraged to attend this session. The Student Government Association

Finance Committee reserves the right to call upon any club or organization to give reasons for the amount of money requested for club travel or any other expenditure to be covered by the Student Budget Fund.

- D. Each club must be aware of all Club Travel policies and regulation as set forth by Bellarmine University. It is recommended that after monies are provided by the Student Government Association for Club Travel to a club or organization that the said organization meet with the Director of Student Activities to review these policies.
- E. The maximum amount a club, organization or individual is able to receive will be set by the following procedure: Organizations may be awarded no more than \$100.00 per person/per day for the proposed travel. An additional \$100.00 per day may be set aside for the advisor of the club or organization. It is the expectation that travel which exceeds the above funding parameters be sponsored by the organization through dues, fundraisers, and personal expense.
- F. Each organization or individual may only request travel funds from this account four times per year.
- G. All travel funding requests must first file a "Travel Fund Request Form" If a club or individual wishes to request more than \$100 per person/per day, the Finance Committee may sponsor a bill to present to the assembly to request funding for travel.
- H. Travel monies may be used for the following expenses: Registration fees, hotel costs, gas/flights of members and meal stipends for travelers. Additional expenses may be covered if justified toward the travel experience.
- I. Flight expenses will only be considered for travel which exceeds an 8 hour driving distance.
- J. An amount of no less than \$5000.00 will be distributed to the Club Travel Fund Account at the beginning of each semester.
- K. Voting on Travel Requests is restricted to elected SGA Assembly Members serving on the Finance Committee.

After June 1st of the given fiscal year, funds will be reallocated to the Student Government Association Contingency Fund for organizations.

II. Criteria for Requesting Aid for Travel

Any registered student organization may petition the Student Government Association Finance Committee for funds to help pay for travel. In order to be considered for aid an organization must:

- A. Have a current constitution on file.
- B. Have a current application on file.
- C. Have an updated membership list on file.
- D. Publicize at least one activity per year to the entire campus community.
- E. Participate in at least one volunteer activity for the campus or community each year.
- F. Submit an annual report.
- G. Have some form of dues or fundraising activity
- H. Be in good standing.

Clubs must also:

- A. Understand that because of the extensive costs involved with a club traveling that the process of the Student Government Association Finance Committee dispersing funds is meant to be an *aid or help* to clubs and organizations not a way of funding the whole trip.
- B. Submit a detailed budget about the costs of the trip and exactly what they will be doing when they travel. A Club Travel Request Form will be provided by the Student Government Association Finance Committee.

III. Factors Considered in Disbursing Aid for Club Travel

In order of precedence: factors considered in the distribution of funds include:

- A. The total amount of money available.
- B. The benefit or impact from the travel to Bellarmine University. The contributions that will be brought back to campus and the contribution to the University's image as a result from the trip.

- C. Fundraising record. Specifically, the amount fundraised compared to the amount requested for the travel.
- D. The impact that the organization makes on campus. Including the organizations registered activities from the previous year, and the number of students served by the organization and its activities.
- E. The past use of funds (the examination of the disbursements from previous years and the economical use of funds by the club or organization).
- F. The number of people from the organization traveling.

Additional Rules

#1. There will be a debate on motions according to Robert's Rules of Order. The chair reserves the right to limit debate. Each member must receive recognition from the chair to debate.

#2. Debate will be permitted while no motion is on the floor as long as the person receives proper recognition from the chair.

#3. SGA will recognize one (1) Registered Student Organization per month as being an exceptional Organization. This will be done during the New Business of the meeting in which SGA member of the month is also recognized. SGA Executive Board will vote to decide which Registered Student Organization will be recognized.

#4 Motions involving financial or RSO approvals shall be written in a format known as a bill.

