

**Constitution of**  
**Student Government Association**  
**at Bellarmine University**

**Effective Date: 8-27-25**

**Article I - Name**

This organization shall be named Student Government Association and may also be referred to as SGA.

**Article II - Mission Statement**

**Section 1 - Mission/Purpose Statement**

We, the students of Bellarmine University, recognize 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.

**Section 2 - Core Values**

**Section 3 - Affiliation**

**Article III - Statement of Compliance with Campus Regulations**

**Section 1 - Non-Discrimination Clause**

Student Government Association shall not unlawfully discriminate on the basis of race, age, color, religion, national origin, sexual orientation, gender identity, veteran status, or disability. Harassment or discrimination in any form based on any of these characteristics is strictly prohibited. Further, no individual shall be subject to retaliation for bringing a good faith complaint pertaining to harassment or discrimination within the organization against themselves or on behalf of another.

**Section 2 - Requirements**

This organization shall comply with all Bellarmine University policies and procedures, including but not limited to, those policies set forth in the Bellarmine Registered Student Organization (RSO) Handbook and the Bellarmine Student Code of Conduct, as well as local, state, and federal laws.

### **Section 3 – Engage at Bellarmine**

This organization's Engage page must be maintained regularly to reflect the current mission statement, governing documents, contact information, and leadership roles to remain in good standing with the Student Activities Center.

## **Article IV. Membership**

**Section 1. General Membership:** 'General Membership includes executive board, student representatives, and committee chairs

**Section 2.** No dues are collected from members

## **ARTICLE V: 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 VI. Executive Board and Representatives**

### **Section 1. Positions**

The Executive Board (EB) shall consist of a President, Chief of Staff and seven Vice Presidents: Vice President of Educational Affairs, Vice President of Finance, Vice President of Public Relations and Marketing, Vice President of Community and Campus Engagement, Vice President of Recreation, Intramurals, and Athletics, and Vice President of Registered Student Organizations Affairs, and Vice President of Belonging and Accountable Leadership. Each Executive Officer will post and maintain a minimum of 1 office hour per week, attend weekly Executive Board meetings, and attend the Executive Board and SGA retreats.

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 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,
12. Propose agenda items to the President for assembly meetings, and
13. Powers not delegated to the Assembly by the constitution, nor prohibited by it to the Executive Board, are reserved for the Executive Board.
14. Reserve the right to pass emergency Constitutional amendments with a unanimous Eboard vote to be in compliance with state, local, and federal government legislation until the next General Assembly meeting.

A. The President shall:

- i. Serve as the primary contact person for the organization
  - ii. Serve as the primary liaison for all official communication with the Student Activities Center and Student Government Association
  - iii. Ensure the annual re-registration of the organization with the Student Activities Center, register for Involvement Fairs, and logging of Service Hours for the organization, etc.
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 as a delegate to any state, regional, or national student government associations,
7. Distribute the Constitution and Bylaws at the first assembly meeting,
8. Serve as an ex-officio member of all SGA committees,
9. Have the power to call special meetings of the assembly with 2 days' notice to be given by phone and/or email,
10. Enforce legislation passed by the assembly,
11. Determine the time and place for all assembly meetings,
12. Serve as a spokesperson for SGA,
13. Issue a report to the University at the end of term concerning the state of SGA,
14. Develop a transition program for incoming Executive Board,
15. Have the ability to spend from any SGA associated account, and
16. President, along with Chief of Staff, will be in charge of planning and executing the annual SGA and Executive Board Retreat
17. President must oversee, plan, and execute the committee fair that takes place in the fall and spring semesters after the involvement fair.
18. Other duties as assigned or requested.

B. The Vice President of Finance shall:

- i. Maintain up-to-date financial records
  - ii. Provide transparency for all organizational funds
  - iii. Request SGA funding when needed for the organization
1. Preside over the Finance Committee,
  2. Be responsible for keeping an accurate record of the income and expenditures of the student budget fund,
  3. Make complete and detailed financial reports to the Assembly and the Executive Board at the beginning and end of each semester,
  4. Work with the Finance Committee in establishing the annual SGA budget,
  5. Meet with the Assistant Director of Student Activities weekly,
  6. Meet with the Business Office weekly,
  7. Meet with the Student Activities Center Advisor weekly,
  8. Disburse all SGA funds as necessary with the approval of the Assembly, Executive Board, or Finance Committee,
  9. Other duties as assigned or requested.

C. 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 15<sup>th</sup> and March 15<sup>th</sup>,
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 1<sup>st</sup> and March 1<sup>st</sup> 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.
16. Work with Assistant Director or Student Activities to organize and plan the bi-annual involvement fair and campus engagement awards.
17. Keep updated list of all active RSOs and their respective requirements.
18. Assist with creation of all RSO scheduled events each semester.
19. Other duties as assigned or requested.

D. The Vice President of Belonging and Accountable Leadership shall:

1. Preside over the Belonging and Accountable Leadership committee.
2. Coordinate the Belonging and Accountable Leadership training, development, and education of SGA members.

3. Serve as SGA's official representative to the President's Advisory Board for Belonging and Accountable Leadership.
4. Serve as SGA's official representative on the Identity RSO Council.
5. Serve as the liaison between SGA, the Dr. Patricia Carver Office of Identity and Inclusion and the Special Assistant to the President Office.
6. Advise the SGA Executive Board on statements representing the student population on issues of campus climate, celebratory acknowledgements, or other Belonging and Accountable Leadership-related issues, serving as a conduit for proactive social change.
7. Lead the development of Belonging and Accountable Leadership training for RSOs in coordination with the mandatory Executive Leadership Summit events and at other times as needed.
8. Assist the SGA Executive Board in creating and maintaining inclusive policies and procedures across RSOs and oversee funding that will enhance Belonging and Accountable Leadership programming for RSOs.
9. Complete training designated that year by the Special Assistant to the President or be actively working towards it in their tenure and assist the Special Assistant to the President in promoting its efforts.
10. Serve as the student representative on the Protest and Demonstration review committee.

E. The Chief of Staff shall:

1. Be hired by the incoming Executive Board following the election of said Executive Board,
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. Have absences approved by the Executive Board, and an interim must be selected by the Executive Board,
6. Maintain appropriate files of all SGA business and maintain records of all past and current legislation including a record of passage and failure,
7. Not be a voting member of the SGA Assembly,
8. Be sent proposed legislation from the Assembly,
9. Keep records of attendance and present records to the Executive Board each semester,
10. Oversee the operations of the first-year mentorship program within the Student Government Association, and
11. Other duties as assigned by the President.

F. Vice President of Public Relations and Marketing shall:

1. Preside over the Public Relations and Marketing 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 and Marketing offices,
6. Maintain and upkeep materials in the creation station of the Student Activities Center,
7. Maintain interactions with all university publications,
8. Be responsible for Parliamentary duties if individual is not there or position is not filled,
9. Coordinate a SGA Campus Event, which will be mandatory per semester,
10. Enforce all of the regulations contained in the Constitution and Bylaws concerning publications,
11. Serve as SGA representative on the Social Media Council,
12. Review any proposed new student publications to be funded by the Student Budget Fund,
13. Maintain and project the image of SGA, keeping the pillars and priorities of the organization and the university as a whole at the forefront of all publications, and
14. Any and all SGA related social media accounts will fall under the Vice President of Public Relations and Marketing. The VP will have login information to all accounts. For class representatives, the Chief of Staff will also have login information to these accounts.
15. Other duties as assigned or requested.

G. The Vice President of Community and Campus Engagement shall:

1. Preside over the Community and Campus Engagement,
2. Compile a record of the volunteer efforts and service-oriented activities of Registered Student Organizations,
3. Serve as a clearinghouse for all community engagement and volunteer requests,
4. Coordinate at least six (6) Bellarmine Volunteer Days per semester and increasing attendance at such events,
5. Be responsible for increasing campus and community engagement opportunities for the University Community,
6. Coordinate a faculty and staff appreciation outreach effort during the Spring Semester (luncheon, small gift, etc.),
7. Consult with the Director of the Center for Community Engagement or other appointed advisor at least once a week regarding mandatory tasks and processes,
8. Represent Bellarmine students at requested events and other meetings regarding community engagement and/or campus culture,

9. 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, and
10. Other duties as assigned or requested.

H. 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 Campus Recreation,
4. Serve as SGA's official representative to the Office of Athletics,
5. Attend Athletic Advisory Board meetings, and
6. Must sit on Club Sports Council. If unable to attend, must send committee member to fill in.'
7. Must sit on the Student Athletic Advisory Committee and the Athletic Advisory Board
8. Other duties as assigned or requested.

I. The 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. Serve as the designated student representative on all other necessary committees involving educational decisions,
4. Report to the Assembly all happenings of the University Educational Affairs Committee, and gain their recommendations on voting,
5. Appoint Representatives to SGA committees, and to the committees of the University,
6. Coordinate meetings with provost at least once a semester and other administrators as needed,
7. Oversee the Graduate Committee, and coordinate formation of said committee and selection of a representative each year, and
8. Other duties as assigned or requested.

There shall be up to 27 representatives: six (6) student representatives shall be chosen by and from each class. One international student representative may be appointed from the international student population. One non-traditional student representative may be appointed from the non-traditional student population. One graduate student representative may be appointed from the graduate student population.

**Section 2. Representative Duties**

A. Undergraduate Representative, International Reps, and Non-Traditional Reps:

1. Serve in the Assembly,
2. Serve on at least one of the following Executive Committees: Educational Affairs, Recreation, Intramurals, and Athletics, Finance, Community Engagement and Campus Culture, Registered Student Organization Affairs, Belonging



and Accountable Leadership, and Public Relations and Marketing, and also one additional committee as assigned,

3. 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,
4. Shall plan events relevant to their class,
5. Shall attend three Bellarmine Volunteer Days per year and at least one per semester,
6. 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,
7. Propose legislation in adherence with proper parliamentary procedure, and Propose agenda items to the President for assembly meetings, and other duties as assigned or requested.
8. Are voting members of the Assembly,
9. All class representatives must communicate with the Chief of Staff once a month regarding upcoming activities they will be hosting. They will need to contact two and a half weeks in advance with Chief of Staff for purchasing items to ensure that they are ordered in a timely manner.

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, and
4. Attend SGA meetings at their discretion.
5. A graduate student is someone who is currently enrolled in a graduate program.

## **ARTICLE VII: COMMITTEES**

### **Section 1. The Committees.**

The Committees of the Assembly shall be the Educational Affairs Committee, the Finance Committee, the Public Relations and Marketing Committee, the Community and Campus Engagement Committee, the Elections Committee, the Commuter Committee, the Traffic and Safety Committee, the Food Service Committee, the Recreation, Intramurals, and Athletics Committee, the Registered Student Organization Affairs Committee, the Mission BU Committee, the Graduate Committee, the Technology Committee, the Environmental Sustainability Committee, the Belonging and Accountable Leadership Committee, and the Health and Accessibility Committee.

### **Section 2. Duties of the Executive Committees:**

A. The Community and Campus Engagement Committee shall:

1. Be open to all students,
2. The Vice President for Community and Campus Engagement shall serve as chairperson,

3. Will assist the Vice President of Community and Campus Engagement to recruit, implement, and lead Bellarmine Volunteer Days, Blood Drives, Faculty/Staff Appreciation Day, and other necessary events,
4. Outreach to students to serve as a liaison between the student body and the Vice President of Community and Campus Engagement,
5. Sponsor campus-wide community engagement opportunities including but not limited to one Beautify Bellarmine Day event per academic year,
6. Serve as a clearinghouse for all community engagement requests,
7. Identify opportunities for students and organizations to get involved in service opportunities, and
8. Meet at least once every two weeks during fall and spring semester.

B. 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. Review SGA Constitution each year, as well as appropriate constitutional amendments, and
9. Meet at least once every two weeks during fall and spring semesters,

C. The Finance Committee shall:

1. Be open to all students,
2. The SGA Vice President for Finance shall serve as chairperson,
3. Research and establish budgetary priorities,
4. Identify campus and community improvements for capital expenditures,
5. Identify opportunities for SGA fundraising
6. Review organizational aid requests,
7. Submit recommendations concerning the appropriation of the Student Budget Fund,

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.

D. The Public Relations and Marketing Committee shall:

1. Be open to all students
2. The Vice President of Public Relations and Marketing 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 and Marketing,
5. Be SGA's spokesperson to the press,
6. Assist with all SGA sponsored forums,
7. Coordinate a SGA Campus Event, which will be mandatory per semester, and
8. Meet at least once every two weeks while school is in session.

E. The Registered Student Organization 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. Help with the transitioning of new Registered Student Organization officers upon their election,
7. Create and submit a Semester Report to the Director of Student Activities regarding the activities of the Registered Student Organizations,
8. Meet with the officers of Registered Student Organizations that are not fulfilling the requirements of Registered Student Organizations,
9. Assist in organizing Fall and Spring Involvement Fair at the beginning of each semester,
10. Coordinate the application for SGA awards, and
11. Meet at least once every two weeks while school is in session.

F. 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 in keeping student spirit high by providing signs, activity days, and attending athletic events when needed,
8. Meet at least once every two weeks during fall and spring semesters.

G. The Belonging and Accountable Leadership Committee shall:

1. Be open to all students,
2. The Vice President for Belonging and Accountable Leadership shall serve as chairperson,
3. Will assist the Vice President for Belonging and Accountable Leadership in coordinating designated training, development, and education of SGA members,
4. Seek to serve the Bellarmine community by creating an environment that recognizes the multiple perspectives present on campus in hopes of cultivating a campus community that welcomes and appreciates all students, staff, and faculty,
5. Propose legislation and ideas concerning the above stated,
6. Serve as the liaison between SGA, the Dr. Patricia Carver Office of Identity and Inclusion and the Special Assistant to the President Office, and identity-based groups.
7. Meet with the Director of the Office of Identity and Inclusion and the Special Assistant to the President at least once a month during the fall and spring semesters, and
8. Coordinate at least one campus-wide event each semester.

**Section 3. Duties of Committees:**

A. 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 event per semester, and
6. Serve at least one office hour per month in the Commuter Center.

B. The Elections and Survey Committee shall:

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

D. 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. Serve as a student representative to the University Sustainability Committee,
9. Approach the administration as a student-based advocate for eco-friendly practices on Bellarmine University's campus,
10. Propose legislation concerning the above stated, and
11. Establish a relationship with local officials and environmental organizations.

E. The Food Service Committee shall:

1. Be open to all students,
2. Be the liaison between the student body, the food service provider, and 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.

F. 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, and
6. Be advised by a member of the graduate faculty who instructs at least one graduate course.

G. Mission BU Committee shall:

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, and
3. Assist the Campus Ministry Center on one interfaith program per semester.

H. 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, and
5. Coordinate with IT regarding SGA website development and maintenance.

I. 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. Coordinate a campus safety event once a semester, and
7. Serve as a student representative on the University Parking Committee.

J. The Health and Accessibility Committee shall:

1. Be open to all students,
2. Identify and communicate student concerns about student health, wellness, and accessibility,
3. Propose legislation concerning the above stated,
4. Serve as the student liaison between Health Services, the Accessibility Resource Center, and SGA,
5. Coordinate a health and wellness event once a semester,
6. Meet at least once a month with the Director of Health Services and the Director of the Accessibility Resource Center,
7. Assist the Director of Health Services with the distribution of yearly fly shots,
8. Must be in charge of ordering Aunt Flo products and restock locations every month,
9. Stay up-to-date on current public health trends that may impact the student body.

**Section 4. 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, the Vice President for Student Affairs, shall be ex-officio members of the Assembly with speaking privileges only.

A. The Assembly shall:

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

**Section 5. Parliamentary Authority**

1. The rules contained in the latest edition of Robert's Rules of Order shall govern 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, SGA may adopt.
2. 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,
3. Debate will be permitted while no motion is on the floor as long as the person receives proper recognition from the chair.

## Section 6. Eligibility Requirements

A candidate for any office of the Executive Board must meet the following requirements:

- A. Must have completed 48 hours by the 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.

A candidate for any Class Representative must meet the following requirements:

- 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. An International Representative will be voted on by the general student body. Elections will take place during First-Year Elections that take place at the beginning of the academic year in the Fall. The International Representative will therefore be a voting member of assembly.
- I. *Non-traditional Representatives* must be a student who meets at least one of the following criteria:
  - i. Delayed enrollment (does not enter postsecondary education in the same calendar year that he or she finished high school),
  - ii. Attends part-time for at least part of the academic year,
  - iii. Works full-time (35 hours or more per week) while enrolled,
  - iv. Has dependents other than a spouse (usually children, but may also be caregivers of sick or elderly family members), or
  - v. Is a single parent (either not married or married but separated and has dependents).

J. Probation may be implemented by the President and Chief of Staff and will be discussed on a case-by-case basis.

K. Failure to meet these requirement, including probationary measures, may result in removal from office.

L. Committee Chairs that are selected by the President must meet the requirement of a minimum 2.0 GPA cumulatively and for the previous semester. Failure to meet this requirement will result in immediate dismissal from committee chair position.

## **Section 7. Elections and Length of Term**

A. Candidates. Candidates may not run for two offices concurrently unless in the following instances: If the candidate is running for President, they may also run for an Executive Board position. If they are voted in as the new President, they will immediately drop their campaign bid for an Executive Board position. If the candidate is running for Executive Board, they may also run for a representative position. If they are elected into an Executive Board position, they will immediately drop their campaign bid for representative.

B. 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.

C. 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.

D. 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.

E. 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.

F. Ties. The candidates who tied will appear before the assembly to present their motive for running for office. A plurality vote of the Assembly shall be required to decide the winner of the position.

G. 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.

H. 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 and new representatives will take place at the last meeting of the academic year. Therefore, the last meeting of the Spring semester will consist of the new Executive Board and new Assembly members.

I. 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.

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 8. Vacancies**

### **For E-board:**

- 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.

### **For Representatives:**

All vacancies in the Representative positions shall be announced at the first meeting following the opening and posted on campus. The candidates to fill the vacancy will appear before the assembly to present their motive for running for office. A plurality vote of the Assembly shall be required to fill vacancy.

## **Section 9. Removal of Executive Board Officers**

Each officer shall be responsible for their duties as listed in this constitution. Officers may face removal from their position if they fail to meet the outlined responsibilities, do not maintain the membership requirements of the organization, are found in violation of Bellarmine University policy,

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.

## **Section 10. Officer Transitions**

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 and new representatives will take place at the last meeting of the academic year. Therefore, the last meeting of the Spring semester will consist of the new Executive Board and new Assembly members.

A. Each officer shall maintain a record of the duties and responsibilities performed in their position. These records should be maintained in an organizational shared digital drive and not in a personal digital drive.

B. Outgoing officers shall make every effort to assist incoming officers through the transition process.

## **Article VIII. Advisor**

The Vice President of Student Affairs or their appointee, 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 Vice President of Student Affairs or their appointee, an advisor shall be recommended by the Executive Board for a majority approval of the Assembly.

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 IX. Amendments to the Constitution**

### **Section 1. Amendment Proposals**

The Constitution and Bylaws of the Student Government Association of Bellarmine University may be amended in one of two ways. Amendments passed by the SGA Assembly will take effect the following semester.

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

B. By a two-thirds vote of the members present and voting if the proposed amendment has been read at a 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 of Student Affairs.

### **Section 3. Final Approval**

Once ratified, amendments to this constitution must be submitted in writing to the Student Activities Center for final review by emailing the Assistant Director of Student Activities. Once approved by Student Activities, the final constitution must be uploaded to the organization's Engage page and clearly labeled. The SAC reserves the right to deny or request changes to all RSO documents due to the organization's affiliation with Bellarmine University.

## **ARTICLE X: 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 Assistant Director of Student Activities and then chartered by SGA. The RSO must finally receive approval from the VP of Academic and Student Affairs. Information on forming a new RSO, or other student group, is available in the RSO Handbook.

In recognizing organizations, Bellarmine University affirms the value of Belonging and Accountable Leadership. 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, gender identity, 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. RSO Types: RSOs fall into one of three types.**

A. Clubs: Clubs are defined as organizations that are chartered by and follow membership guidelines defined by the Student Government Association in addition to those of the Student Activities Center. Clubs can receive funds from the Student Government Association by applying for a budget.

B. Club Sports: Club sports are defined as competitive teams of at least 8 members that are not recognized by the NCAA. Club Sports are chartered through the Student Government Association and, therefore, must follow membership guidelines defined by SGA. Club Sports are managed by the Department of Campus Recreation.

C. Competitive Groups are nonathletic teams of at least 8 members involved in an organization with the purpose of competition against similar teams. Competitive Groups are chartered through SGA, who oversees funding and travel of Competitive Groups. CS/CG shall adhere to the same standards, rules, and guidelines as other RSOs including but not limited to re-registration, conduct, service hours, and have a registered constitution; they are not required to have the same organizational structure in terms of officers. The coach serves as advisor.

D. Special Interest Groups: Special Interest Groups are defined as organizations that form based on an informal common interest that is often social or recreational in nature. Special Interest Groups are managed by the Student Activities Center, but do not receive a budget from SGA. Please see the [RSO Handbook](#) for more information regarding Special Interest Groups.

### **Section 3. 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 Engage in order to be listed, posted or published.
- G. Ability to petition the 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. Right to request use of a Student Activities cabinet if available.
- K. 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.

- L. Right to use Bellarmine services including AV equipment, print shop services, etc.
- M. Right to conduct meetings on campus.
- N. Right to invite off-campus guests to appear at meetings.
- O. Use of computers in the Student Activities Center.
- P. Right to request mailing labels and phone lists from Student Activities.
- Q. Inclusion of events in handbooks, calendars, and other publications.
- R. Use of Engage (organization management system)

#### **Section 4. 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. To turn in all required forms in a timely manner and prior to their due dates.
- J. 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 5. 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 re-register their organization at the end of each academic year through the Engage 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 service event per semester and submit proper documentation
- F. Service requirements for organizations will be based off of a tiered system to ensure equity across groups. The system will work as follows:
  - 1. 1-9 members=minimum 50% of members must complete and log 2 hours of service
  - 2. 10-19 members=minimum 60% of members must complete and log 2 hours of service
  - 3. 20-29 members=minimum 70% of members must complete and log 2 hours of service
  - 4. More than 30 members=minimum 75% of members must complete and log 2 hours of service
- 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 6. 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 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 7. Club Sports and Competitive Groups.**

Club Sports are competitive teams of student-athletes that are not recognized by the NCAA. Club Sports are chartered through the SGA, and funded through a fixed \$35,000 in lieu of SGA budget allocations. The Club Sports Council will distribute their funding at their own discretion. Club Sports are managed by the Office of Campus Recreation. Club Sports teams shall adhere to the same standards, rules, and guidelines as Registered Student Organizations. Competitive Groups are non-athletic teams of students involved in an organization with the purpose of competition against similar teams. Competitive Groups are chartered through SGA, who oversees funding and travel of Competitive Groups. CS/CG shall adhere to the same standard, rules, and guidelines as other RSOs including but not limited to re-registration, conduct, service hours, and a registered constitution; they are not required to have the same organizational structure as terms of officers. The coach serves as advisor.

## **Section 8. 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, gender identity, 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.

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 the Greek Council prior to recognition.

### **Section 9. 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 10. 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 XI: 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 the following restrictions:

- A. Never exceed \$100,000.
- B. Never fall below \$15,000.
- 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 composed of Student Activity Fees not used by SGA at the completion of the Spring Semester.

## **ARTICLE XII: SGA PROCEDURES AND GUIDELINES FOR FUNDING CLUB TRAVEL**

### **Section 1. Purpose.**

In an effort to improve the student services offered by the Student Government Association, there is an opportunity for student organizations to request supplemental funding for travel. Any supplemental funding provided by SGA must be used to cover the costs associated with transportation, hotels and registration. Any organizational travel which does not meet the following criteria may be sponsored through dues, fundraising, personal expense and/or a bill presented to the Student Government Assembly.

### **Section 2. Criteria for Travel Fund Aid.**

Any student organization may petition the Finance Committee for funds to help pay for travel. In order to be considered for aid an organization must be in good standing with Student Activities. All who come for a travel bill must be able to come to a poster board session in March for SGA month, and present what they had learned, and how it'll impact the student body at Bellarmine. If for some reason those who come for a travel bill cannot attend the poster board session, they must meet with an e-board member and give them their presentation. If failure to attend the poster board session in March, fall budget request will be affected.

### **Section 3. Guidelines for Travel Fund.**

- A. Clubs, organizations, and students may be awarded no more than \$100 per person per day for the proposed travel costs associated with transportation, hotels, and registration or fees. An additional \$100 per person per day may be set aside for the advisor or the organization.
- B. Each student, club, or organization may only request travel funds from the travel fund up to \$1000 per trip, and up to \$2000 per school year.
- C. Any club travel that exceeds these guidelines must be approved by the SGA assembly through a bill.
- D. Flight expenses are only considered for travel that exceeds 8 hours of one-way driving distance.
- E. Funds shall not be used for study abroad or personal trips, including internship expenses.

#### **Section 4. Factors Considered in Disbursing Club Travel Aid.**

- 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 impact of the group's function and activities
- E. Availability of funds from other sources
- F. The past use of funds
- G. The impact on the university that will be a result of the travel

#### **Section 5. Procedure.**

If proposed travel falls within the prescribed parameters, then travel fund requests are submitted as follows:

- A. Clubs and organizations will fill out a travel fund request form on Engage with a detailed budget as well as a travel itinerary form listing exact plans for the trip by the specified date set by the Student Government Association Finance Committee. Summer travel will be requested at the end of the spring semester. Air travel must be filed 6 weeks before the travel date.
- B. Once the petitions are received, the SGA Finance Committee will meet to distribute the club travel money to petitioning clubs and club sports.
- C. Clubs and organizations will have the opportunity to meet with the Student Government Association Finance Committee to discuss their proposal. The advisor of the organization as well as a student representative are encouraged to attend this session. The Student Government Association Finance Committee reserves the right to call upon any student 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. It is recommended that after monies are provided by the Student Government Association for club travel that the organization meet with the Assistant Director of Student Activities to review these policies.
- E. Voting on travel requests is restricted to elected SGA Assembly Members serving on the Finance Committee.
- F. If a student organization wishes to request more than \$100 per person, they may come before the assembly to request funding for their travel.

### **ARTICLE XIII: STUDENT ACTIVITIES FEE**

The student activities 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 (SBF) which is administered by the Finance 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. Funds generated without the use of University funds or resources may be deposited into a University fundraised (11) 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. Student Budget Fund.**

Any group of students may petition the Finance 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. RSO's must be in good standing (see Article VIII).

## **Section 3. Factors Considered in Disbursing Funds:**

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. Availability of funds from other sources.
- H. Registered activities from the previous year.
- I. 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. Gifts for coaches or advisors.
- 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.**

Student Stipends provided by the student budget fund shall be allocated to the following groups in the following amounts:

1. \$9000 to the Student Government Association
2. \$4000 to the Bellarmine Activities Council
3. \$1000 to Knights Nation

#### **Section 8. Executive Board Budgets.**

The President and each Vice President on Executive board should have a financial account containing a semester-by- semester budget for discretionary spending by the executive board member for their committee. Each individual should submit a budget to the VP of Finance by the same deadline that Registered Student Organizations have to submit their semester budget.

#### **Section 9. Chief of Staff Event Management Account.**

The Chief-of-Staff will manage a financial account receiving \$2,000 per semester, with \$500.00 being allocated to each class to host events during the semester. The Chief of Staff will be the sole person in charge of making any purchases for these events from this account.”