

**Constitution**  
**Student Government Association**  
**The University of Findlay**  
**May 5, 2019**

**Article I. Name, Purpose, Authority, Support for Diversity**

**Section 01:** The name of this organization shall be the "Student Government Association of the University of Findlay."

**Section 02:** The purposes and authorities of the Student Government Association (SGA) shall be to:

- (a) Provide a capable, responsible, objective, and representative Student Government.
- (b) Strive to represent all students and promote student involvement.
- (c) Support the creation and implementation of a wide array of campus activities by responsibly allocating the portion of the student activity fee assigned to SGA by the University of Findlay in accordance with Article IX of the Constitution.
- (d) Act as a liaison to the Faculty and Administration of the University of Findlay by formally offering ideas for improvements in academic programs, campus facilities, services, activities, and policies.
- (e) Oversee and support, in conjunction with the Office of Student Activities, Commuter Services, and Leadership Development (SAO) and the Student Affairs Office, all registered student organizations at the University of Findlay.
- (f) Develop student spirit and loyalty to the University of Findlay and maintain and foster traditions that support the purpose of the institution.
- (g) Exercise functions, powers, and responsibilities as delegated by the Vice-President for Student Affairs and the President of the University of Findlay.

**Section 03:** As part of our commitment to achieve excellence, the University of Findlay values and actively promotes a welcoming and supportive environment that honors the many aspects of diversity. We aspire to foster acceptance of, respect for, and appreciation of all persons in our campus community. We celebrate our commonalities and unique differences, and we acknowledge that diversity broadens learning, stimulates creativity, promotes the exchange of ideas, and prepares our students for meaningful lives and productive careers.

**Article II. Membership**

**Section 01:** Students serving as either elected or appointed Executive Officers or Senators shall be considered members of the governing body known as the SGA, and will be responsible for representing the entire student body. The term for elected or appointed Officers and Senators shall be one year beginning the last day of spring semester and ending the last day of spring semester the following year.

**Section 02:** There shall be no cost to be an elected or appointed member of the SGA, unless voted on by the Senate for special circumstances.

**Section 03:** The University of Findlay SGA does not engage in discrimination in its programs, activities, and policies against students, prospective students, faculty, staff, or community members, on account of race, color, religion, sex, sexual orientation, gender identity, gender expression, marital status, height, weight, ethnic or national origin, age, or non-disqualifying handicap. SGA recognizes that all **student organizations** (Greek and non-Greek) are subject to the University of Findlay hazing policy

**Section 04:** All members must abide by all University policies and procedures. This includes meeting all requirements for officer eligibility.

### **Article III. Statement of Jurisdiction**

**Section 01:** All students enrolled at the University of Findlay shall be subject to the decisions rendered by the SGA given those decisions adhere to specific authority delegated in this constitution as well as University policy.

**Section 02:** SGA will not interfere with the internal affairs of registered student organizations so long as they are operating in accordance with the constitution of SGA, their own constitution, and all University policies.

### **Article IV. Executive Board**

**Section 01:** Members of the student body shall elect an Executive Board of the Student Senate, which will consist of a President, Vice-President, Sergeant-at-Arms, Secretary, Treasurer, Asst. Treasurer (this position is appointed and not elected) and Public Relations Officer. No more than two members of the Executive Board may be graduate students.

**Section 02:** All members of the Executive Board are required to:

- (a) Report to the President of the SGA.
- (b) Serve a minimum of two (2) office hours per week in the SGA office.
- (c) Attend all SGA meetings and functions.
- (d) Serve on a minimum of two (2) SGA committees.

**Section 03:** The SGA President shall perform the following duties and have the following authority:

- (a) Preside at all meetings of SGA without a vote except in the case of a tie.
- (b) Call special meetings of the Student Senate when he/she deems necessary.
- (c) Perform such duties during the meeting of SGA as are provided in Robert's Rules of Order.
- (d) Appoint the chairpersons for the standing committees and other committees deemed necessary by the Student Senate for the implementation of this constitution and subsequent legislation by said body.
- (e) Represent SGA at ceremonial functions and as requested by the University.
- (f) Monitor the SGA election process.
- (g) Serve ex-officio on any committee associated with the SGA.
- (h) Serve as chair of the Executive Board.
- (i) Appoint members to University committees as requested by the Vice-President for Student Affairs.

- (j) Maintain regular communication with the Vice-President for Student Affairs and the SGA Advisor/s so they remain well informed about SGA matters.
- (k) Exercise the right to veto any decision made by the Student Senate, its Executive Officers, Senators, and/or committees in the event a decision is deemed inconsistent, unfair or inappropriate. A Presidential veto may only be reversed by a 2/3 vote of the Student Senate.
- (l) Has the authority to appoint responsibilities to members as deemed necessary.
- (m) If deemed necessary the President may allocate funds to SGA activities, up to \$500.00.
- (n) The SGA President shall represent the student body in the meetings of the Board of Trustees Student Affairs Committee.

**Section 04:** The SGA Vice-President is expected to:

- (a) Preside at meetings of SGA in the absence of the President, and perform all other duties and responsibilities of the president during his/her absence.
- (b) Assume the presidency of the SGA if that office should be vacated during the regular term.
- (c) Organize and facilitate the Board of Presidents leadership training program (BOP) in collaboration with the SAO each semester. The SGA Vice-President will automatically be allocated two-thousand, five-hundred dollars (\$2,500.00) each semester for BOP. The SGA Vice-President does not have to submit a budget, as they are automatically allocated the funds unless they wish to request more than the two-thousand, five-hundred dollars \$2,500.00.
- (d)
- (e) Oversee all SGA committees and take actions needed to insure that all assigned duties are fulfilled as expected.
- (f) Serve on Student Senate Judiciary Committee.
- (g) Work with SAO to develop training for student organization leaders.
- (h) The SGA Vice President shall represent the student body in the meetings of the Board of Trustees Academic Affairs Committee.

**Section 05:** The SGA Sergeant-at-Arms is expected to:

- (a) Maintain order at all meetings of SGA and Student Senate.
- (b) Serve as parliamentarian of SGA.
- (c) Monitor the time limit allotted to the budgets during SGA Meetings and if needed add time, in increments of five (5) minutes, to the limit.
- (d) Chair the Constitution Committee.
- (e) Assist with the SGA election process.
- (f) Chair the Student Senate Judiciary Committee, unless they are subject of the committee hearing in which the SGA Vice-President shall act as Chair.
- (g) Coordinate the student organization constitution approval process in collaboration with the SAO.

**Section 06:** The SGA Secretary is expected to:

- (a) Notify in advance each member of the Student Senate of regular meetings, and prepare and provide the meeting agenda.
- (b) Maintain permanent records of attendance and the minutes of the meetings of SGA.
- (c) Maintain the SGA calendar of events.
- (d) Maintain contact information for all members.
- (e) Ensure open communications between the Student Senate and the University Administration (e.g. copies of agendas, minutes...).
- (f) Serve on the Student Senate Judiciary Committee.
- (g) Serve on the Student Senate Constitution Committee.
- (h) The Secretary shall represent the student body in the meetings of the Board of Trustees Technology Advising Committee.

**Section 07:** The SGA Treasurer is expected to:

- (a) Keep permanent records of all financial transactions of SGA, and prepare a summary report for each meeting of the SGA.
- (b) Deposit and withdraw all funds according to the directions of the Student Senate, banking according to the provisions required by the University administration.
- (c) Sign for the transfer of all funds from SGA accounts.
- (d) Coordinate budgetary training for all treasurers of recognized student organizations at BOP each semester. Refer to Article IV of the Constitution.
- (e) Keep financial records detailing allocations and expenditures of funds and report discrepancies to the Student Senate.
- (f) Review financial transactions and records with the University's Controller regularly throughout the semester to insure proper financial operation.
- (g) Chair the Budgetary committee.
- (h) Co-sign all purchase requisitions, expense reports, and fund transfer requests from student organizations.
- (i) Maintain a spreadsheet listing all funds received, transferred, and expended for activities on and off campus that are funded by SGA.
- (j) Perform all duties until the end of the University's fiscal year: July 31st.
- (k) Monitor student organization expenditures to insure that all funds allocated by SGA are being used as intended following all University policies.
- (l) Create and implement new methods of tracking organization spending and improve overall ease of the budgetary process.
- (m) May select, train, and supervise an Assistant Treasurer with approval of the SGA, Advisor(s), and VP for Student Affairs. Duties will be assigned at time of appointment.
- (n) The SGA Treasurer shall represent the student body in the meetings of the Board of Trustees Business Affairs Committee.

**Section 08:** The SGA Public Relations Officer is expected to:

- (a) Chair the Public Relations and Planning Committee.
- (b) Promote SGA functions (e.g., meetings, elections, programs, legislation...).
- (c) Maintain SGA web pages, publications, and social media outlets, including but not limited to Twitter, Instagram, Snapchat and Facebook.
- (d) Assist student organizations with PR for their events as requested.
- (e) Plan and implement Casino Night program.
- (f) The Public Relations Officer shall represent the student body in the meetings of the Board of Trustees Enrollment Management Committee.

**Section 09:** Powers of the Executive Board

- (a) The executive powers of SGA are the responsibility of the six duly elected Officers of SGA according to the duties prescribed for each individual officer in this constitution.
- (b) By simple majority vote, the Executive Board may allocate up to five hundred dollars (\$500.00) to a student organization in an emergency situation.
  - (i) The Executive Board shall have the discretion to determine if a budget request constitutes an “emergency.”
  - (ii) The Executive Board can be convened for a special meeting by the SGA President or by a vote of at least three (3) Executive Officers and approval of the Advisor(s).
- (c) The Executive Board shall appoint no more than two (2) Training Oilers in Organizational Leadership (TOOL) Committee Liaisons who shall coordinate leadership development events for SGA in conjunction with the SAO. SGA will automatically allocate ten-thousand dollars (\$10,000.00) for TOOL programming. The TOOL Committee Liaisons do not have to submit a budget, as they are automatically allocated the funds unless they wish to request more than the ten-thousand dollars (\$10,000.00).

## **Article V. The Student Senate**

**Section 01:** Members of the Student Senate shall be either elected or appointed full-time students. There will be three Senators per undergraduate class. Graduate students will be represented by an appointed Senators at the discretion of the University. Undergraduate members of the Student Senate must be enrolled in 12 or more credit hours for the entire semester at the University of Findlay, and the appointed graduate member of the Student Senate must be enrolled in 6 or more hours for the entire semester at the University of Findlay.

**Section 02:** The legislative power which is the authority to allocate funds and set SGA policies and practices as they pertain to registered student organizations is invested in those elected or appointed as either a Senator or executive officer.

**Section 03:** The judicial power which is the authority to hold Executive Officers, Senators and registered student organizations accountable is invested in the Sergeant-at-Arms and the Student Senate Judiciary Committee with oversight from the SGA President and Advisor(s).

**Section 04:** The Vice-President for Student Affairs shall appoint SGA Advisor(s) on an annual basis. The Vice-President for Student Affairs and the Advisor(s) have the authority to rescind or modify any decision rendered by the SGA if it is in violation of established University policy or practice.

**Section 05:** All members of the Student Senate are required to:

- (a) Report to the SGA President.
- (b) Serve a minimum of two (2) office hours per week in the SGA office.
- (c) Attend all SGA meetings.
- (d) Serve on a minimum of two (2) SGA committees
- (e) Serve as a representative to an assigned College in order to gather feedback from students in that College and then report back to Senate. The President shall assign Senators to Colleges at the beginning of each academic year.
- (f) Attend a minimum number of events every semester.
  - (i.) The amount is to be set by Executive Board prior to the start of the academic year but may not exceed 8 SGA funded events and 2 non-SGA funded events per semester.
  - (ii.) Tracking of event attendance will be the responsibility of the SGA Vice President.
  - (iii.) The Graduate Senator is exempt from this requirement.

**Section 06:** Functions of the Student Senate:

- (a) To conduct the legislative business of the SGA as described in the SGA Constitution.
- (b) To foster and promote a campus atmosphere conducive to high academic achievement and high standards of citizenship.
- (c) To promote constructive communication and fellowship among students, faculty, staff, and administrative offices of the University.
- (d) To facilitate social, educational, and cultural activities on campus by funding registered student organization events and by collaborating with University faculty, staff, and departments.
- (e) To take those actions it deems necessary, within the limits of this constitution and by-laws, to improve the general welfare of the student body of the University.
- (f) Establish and enforce policies related to student organizations.

**Section 07:** A Senior Class Senator will be chosen by the President to represent the graduating class at University functions/on University committees as requested and shall represent the student body in the meetings of the Board of Trustees University Advancement Committee.

**Section 08:** A Junior Class Senator shall be selected by the President to chair the Campus Improvements Committee.

**Section 09:** A Sophomore Class Senator shall be selected by the President to serve as an Assistant to the Public Relations Chairperson.

**Section 10:** The SGA President may veto any decision made by the Student Senate, its Executive Officers, Senators, and/or committees in the event a decision is deemed inconsistent, unfair or inappropriate. A veto must be submitted to the SGA Secretary of the Student Senate within ten (10) days following the decision. A veto can also

be made verbally after the initial decision was made. The Student Senate may overrule the veto by a two-thirds (2/3) vote of its members at the next regular meeting.

**Section 11:** EXCEPTIONS: A student will be exempt from Article V, Section 01 of the constitution during their final semester if he/she is only required to take a given number of hours to complete graduation, which would place them under the required hour limit for active SGA members.

## **Article VI. SGA Committees**

**Section 01:** SGA standing committees are Budgetary Committee, Constitution Committee, Public Relations and Planning Committee, Campus Improvements Committee, and Off-Campus Events Board.

**Section 02:** Committee Chairs are required to:

- (a) Submit meeting minutes to the SGA Vice-President after each regularly scheduled meeting.
- (b) Shall provide reports and times of their respective committees during each regular SGA meeting.

**Section 03:** The Student Senate Judiciary Committee shall be chaired by the Sergeant-at-Arms, and shall consist of the Vice- President, Secretary, and two (2) Student Senate members appointed by the SGA President. The Treasurer and Public Relations Officer shall serve as substitutes if needed.

- (a) The Student Senate Judiciary Committee has the authority to investigate and recommend action on all matters brought before it regarding misconduct of an executive officer, Senator, or registered student organization. The recommendations made by the Judiciary Committee must be submitted to the SGA President and the Advisor(s) for final approval. The SGA President and the Advisor(s) may accept the recommendations as submitted, but reserve the right to modify the recommendations prior to finalizing a decision. Once a decision is finalized, it is not subject to appeal.
- (b) The Student Senate Judiciary Committee shall ensure that all student organizations adhere to their constitutions, and has the authority to investigate and recommend action as stipulated above in Section 03, (a).
- (c) Any member of SGA may request a Student Senate Judiciary Committee meeting when a matter related to a Senator and/or an executive officer arises. This may be accomplished by submitting a letter to the Sergeant-at-Arms, which must include the person's name and the reason for the meeting.
- (d) The Student Senate Judiciary Committee shall notify the accused person or student organization of the alleged misconduct, and the accused person/organization may provide a written statement and documentation to the Committee for consideration. The Committee may, at its sole discretion, ask the accused party/organization to meet with the Committee to discuss the allegation, but is not required to do so.

**Section 04:** All standing committees of the Student Senate may include two (2) at-large students from the University at the discretion of the Student Senate.

**Section 05:** The Budgetary Committee reviews and amends budgets as needed before going to the Student Senate floor. The Budgetary Committee can approve food meetings or budgets under five-hundred dollars (\$500.00) as long as the requirements stated in Article IX are adhered to. Funding requests from student organizations that exceed five-hundred dollars (\$500.00) must be presented at the next regular SGA meeting in order to be approved. The only exception to this is when a student organization is requesting funding for their two (2) permitted food meetings each semester. All budget approvals must be reported to the Student Senate at the next regularly scheduled SGA meeting.

**Section 06:** The Constitution Committee reviews and approves organization constitutions throughout the year. The Constitution Committee also deals with any judicial measure taken toward an organization and works closely with the Budgetary Committee to confirm organizations making budget requests have met all necessary requirements.

**Section 07:** The Public Relations and Planning Committee works to advertise SGA events through social media and news media.

**Section 9:** The Campus Improvements Committee works with students, student organizations, and administration to see through improvements to the campus including increasing school spirit and suggesting physical updates.

## **Article VII. Meetings**

**Section 01:** The newly elected SGA President shall set the date and time of all regular meetings by the end of the current academic year.

**Section 02:** Emergency meetings can be convened by the SGA President or by a vote of at least three (3) Executive Officers and approval of the Advisor(s).

**Section 03:** All members of the Student Senate and the Executive Board have a vote in meetings except the SGA President. The SGA President may only vote in the event of a tie.

### **Section 04: Quorum**

- (a) For a meeting to be official, a quorum must be present.
- (b) Quorum consists of half (1/2) the total voting members plus one (1).
- (c) If there are not enough voting members for a quorum, SGA may, by a two-thirds (2/3) vote of the members present and approval of its Advisor(s), take action under suspension of the rules. A majority of the eligible members present then constitutes a quorum.

**Section 05:** Each budget is allotted twenty (20) minutes of discussion and then must either be voted upon or tabled until the next regular SGA meeting. The Sergeant-at-Arms will give a five (5) minute warning at the fifteen (15) minute mark of budget discussion.

**Section 06:** SGA shall reserve the right to establish rules governing the conduct of its own meetings. Meetings shall be conducted in accordance with Robert's Rules of Order. A majority vote of the quorum is required to take official action at meetings.

### **Section 07: Attendance**

- (a) All SGA members are expected to attend all regular and emergency meetings during the academic school year.



- (b) In the event a member has missed more than two (2) meetings, the member will be called before the Student Senate Judiciary Committee.
- (c) The attendance policy of each committee will be set up by the chairperson of the committee and submitted to the SGA President and the Sergeant-at-Arms at the start of each semester.
- (d) The SGA President may grant excused absences at least two (2) hours prior to any meeting.
- (e) Missing two (2) office hours without notifying the SGA President shall be considered a meeting absence.
- (f) After the maximum number of two (2) excused and (1) unexcused absences has been exceeded, the member will be called before the Student Senate Judiciary Committee to explain why they should not be removed from office and replaced by another using the procedure outlined in Article VI, Section 06 of the Constitution.
- (g) An Advisor(s) or the liaison to the administration must be present at each meeting where formal action or decisions are to be made.

**Section 08: Participation**

- (h) Any SGA member involved in forming a budget proposal or who serves as either an officer or member of the organization presenting the budget must refrain from voting and participating in discussion on said budget. The only exception is if there is a specific question directed at the individual. Additionally, no SGA member is permitted to have their name associated with any proposed budget.

**Article VIII. Election, Removal, and Vacancies**

**Section 01: Qualifications of Candidates**

- (a) Candidates for SGA President must be a member of either the rising junior or senior class and must have served two semesters on the Student Senate at the time of elections.
- (b) Candidates for SGA Vice-President, Secretary, Treasurer, Sergeant-at-Arms, and Public Relations Officer shall have served two semesters on the Student Senate at the time of elections.
- (c) The SGA Assistant Treasurer shall be appointed by the Treasurer with the approval of a simple majority from the Senate.
- (d) The SGA class Senators shall come from each of their respective classes and be elected only by their classmates.
- (e) Elected Executive Officers and Senators must have at least a 2.50 cumulative grade point average to hold and retain office.
- (f) The SGA Graduate Senator shall be appointed by the University.
- (g) If an Executive Board position will be left vacant otherwise, eligibility to apply will be granted to members with less than 2 semesters of SGA experience, and those candidates will be added to the initial ballot. If no members of SGA are willing or able to be a candidate on the initial ballot for a vacant Executive Board Position, the Position will be publicized to all Undergraduate Students

after the initial ballot. At that point, any Undergraduate Student may apply for the position. Senate will review applications, and appoint a person based on a simple majority vote.

**Section 02:** Election Procedures

- (a) Freshman class elections will be held during the fall term. All other class elections will be held in the spring semester.
- (b) Information concerning elections will be available at least five (5) days before applications are available.
- (c) Candidates meeting the qualifications must submit their application to the SGA Office no later than the due date on the application. Candidates may also submit a photo of themselves to be included on the ballot.
- (d) All candidates completing an application shall write a one-hundred (100) word or less paragraph about themselves, and answer a question that will be included in the application. The response to the question cannot exceed 100 words. that will be placed on the ballot.
- (e) Students may only cast their votes once, and only on one (1) class ballot.
- (f) The SGA President and Sergeant-at-Arms will be notified of the results after they have been electronically calculated.
- (g) The candidate who receives the most votes shall be declared the winner.
- (h) In the event of a tie, a runoff election will be held two (2) business days after the ballots have been counted.
- (i) The SGA President or Sergeant-at-Arms shall personally contact all candidates on the election ballot as to the results once they are verified.
- (j) Elections will be held electronically. Students will be required to verify their identity by either providing their student ID number or will have a specialized link.

**Section 03:** Write-ins at Election will not be acknowledged. Only candidates who have complied with Article VIII, Sections 01 and 02 will be acknowledged.

**Section 04:** Removal of Executive Officers or Senators

- (a) In the event an executive officer or senator is failing to perform duties or conduct themselves as required or expected, any member of SGA may request a Judiciary Committee meeting. This may be accomplished by submitting a letter to the Sergeant-at-Arms, which must include the person's name and the reason for the meeting.
- (b) The Judiciary Committee shall then proceed as outlined in Article VI Section 3.

**Section 05:** Filling Vacancies

- (a) SGA reserves the right to appoint new members to the Executive Board and Student Senate to fill a vacancy under special circumstances.
- (b) The nominee will have to complete the following:
  - (i) Submit a one-hundred and fifty word or less paragraph to the Student Senate saying why they would be an asset to SGA.

- (ii) Meet grade stipulations stated in the Constitution and by-laws of the organization.
- (c) SGA can appoint the new member by a majority vote.

## **Article IX. Budget Guidelines**

### **Section 01: Student Activity Fee**

- (a) Each fall and spring semester the University of Findlay shall charge all full time (enrolled for 12 or more credit hours) undergraduate students a \$150.00 student activity fee; all part time (enrolled for 6-11 credit hours) undergraduate students a \$75.00 student activity fee; all graduate students enrolled for 9 or more credit hours a \$50.00 student activity fee; and all graduate students enrolled for 5-8 credit hours a \$35.00 student activity fee .
- (b) The University Controller shall allocate 50% of the Student Activity Fee collected each semester to SGA. The remaining 50% will be managed by the University and used to support programs sponsored by Student Activities Board, SAO, Recreational Services, and Student Affairs.
- (c) SGA is responsible for allocating its portion of the Student Activity Fee to registered student organizations primarily to support on campus activities, and has the authority to approve, deny, or modify any funding requests submitted.
- (d) No more than 15% of the funds available to SGA in a given semester may be allocated to support activities off campus. Additionally, only the Off-Campus Events Board has the authority to allocate these funds.

### **Section 02: Budget Proposals**

- (a) At the start of each semester, the SGA Treasurer must inform registered student organizations about the budget submission process and deadlines associated with it.
- (b) Monies will be allocated according to set criteria specified in Article IX of the Constitution.
- (c) Once funds are allocated, it is the responsibility of the registered student organization receiving the funds to properly manage the funds and fulfill all stipulations assigned to the allocated funds. In the event an organization exceeds the amount allocated, misuses the allocated funds, fails to provide appropriate receipts, or fails to fulfill required stipulations, the following will be observed:
  - (i) When a question arises either from the Business Office or SGA concerning the management of allocated funds, the organization's account will be suspended pending an investigation. At this time, no money can be withdrawn from the account.
  - (ii) The organization's President and Treasurer will be contacted by SGA to review the matter.
  - (iii) If the organization is able to correct the matter, all restrictions will be lifted from the account. If not, step iv will occur.
  - (iv) The University and SGA will determine the appropriate corrective action, and the organization will be required to comply with that determination.

- (v) If the organization does not comply with a determination, they shall no longer be considered in good standing with SGA or the University, and the organization's account will remain suspended until the matter is satisfactorily resolved.
- (d) Funds that are allocated by SGA must be used within the semester they are allocated for the purpose intended and approved. Funds do not carry over into the next semester. At the end of each semester, funds not spent will be returned to SGA.
- (e) Once a budget request has been considered and approved, requests for additional funds for the same event and/or item will not be considered.
- (f) In order for an event to be considered for funding, it must be open to all students. Events that are only open to the active members of a registered student organization are not eligible for funding consideration.
- (g) To be considered open to all students an event must be publicized in all areas of campus at least two (2) days prior to the event or the deadline to attend the event.
- (h) In order for an organization to be eligible for funding in an upcoming semester:
  - (i) The student organization must register and provide a roster with the SAO.
  - (ii) The student organization must provide a current constitution to both SGA and the SAO.
  - (iii) Two (2) student organization officers must attend BOP when held. The following restrictions apply:
    - (1) Students shall not represent more than one club or organization at BOP.
    - (2) Student representatives are required to stay the entire duration of BOP.
    - (3) SGA members are not able to represent another student organization at BOP.
- (i) In order for an organization to remain eligible for funding in a given semester:
  - (1) The student organization must fulfill all stipulations SGA assigns to a specific allocation.
  - (2) A completed "Event Summary Form" must be submitted to SGA within 48 hours after the event.

**Section 03: Off-Campus Event Board**

- (a) The Off-Campus Event Board shall fall under the oversight of the Student Affairs Office and the SGA. A limited amount of funds will be allocated to support off campus events that appear to be an appropriate and judicious use of Student Activity Fee.
- (b) The Off-Campus Event Board can only approve budgets for off-campus events, and only as long as the requirements stated in Article IX are adhered to.
- (c) The SGA Treasurer will be responsible for notifying the Student Senate at all regular meetings of any off campus allocations that have been made since the previous meeting.

**Section 04: Miscellaneous Guidelines**

- (a) Items that may not be approved for funding by SGA:

- (i) Costs associated with events held or commitments made prior to official approval by SGA.
  - (ii) Costs associated with conference attendance, including, but not limited to, registration fees, hotel/housing costs, food costs, and/or travel costs.
  - (iii) Public audience events.
  - (iv) Any costs associated with events not open to all students.
  - (v) Off-campus events (see Article IX, Section 03).
  - (vi) Any event that is deemed to be a promotion of or sponsored by a specific college, academic program, or University department.
- (b) Event Wear, Equipment, Promotional Items, Prizes:
- (i) Funding of event wear and promotional items (i.e. t-shirts for a specific program) will only be considered if an organization obtains a price quote via the University of Findlay Bookstore, and provides the design of the items. Additionally, clothing items for programs will only be funded one time per semester for an organization.
  - (ii) Any prizes and giveaways paid for with SGA allocated funds may not be distributed to any non-UF students. Organizations wishing to give non-UF students prizes or giveaways must utilize other funding to pay for those items.
  - (iii) Funding requests for equipment will be considered on a case by case basis. SGA will only allocate funds if it is determined that the equipment requested is essential, and that it will not be provided by the University. Any supplies and/or equipment purchased with SGA funds must be returned to SGA within 48 hours of the event's conclusion.
- (c) Food at meetings:
- (i) Student organizations may be allocated up to a maximum of \$5.00 per person to have food at their club's regular meetings; however, no club/organization may be allocated SGA funds for the purchase of food at regular club meetings more than twice in one semester.
- (d) Advisors, Faculty, and Staff
- (i) Faculty and staff will be welcome at events at no cost (unless students are charged for the event), but may not receive any form of prizes or giveaways.
  - (ii) Organization Advisors may receive an article of event wear from an event sponsored by an organization he/she advises.
  - (iii) Anyone associated with the University of Findlay may not receive honorariums for attending, speaking, or presenting at student organization meetings and/or events.
- (e) Community Service Activities
- (i) SGA will only consider paying for event wear and food for students and Advisors participating in philanthropy/community service projects. No other expenses for philanthropic/community service projects will be paid for.

- (f) Special Events
  - (i) Special events that will include fundraising activities may, at the discretion of SGA, be considered for funding. If funding is provided, such funding of all events associated with a single philanthropic special event may not exceed ten-thousand dollars (\$10,000.00) in total.
  - (ii) All fundraising activities associated with the special event must be in conjunction with the SAO and adhere to all University Fundraising Policies.
- (g) Off-campus events may not be voted on at SGA meetings.

## **Article X. Amendments**

**Section 01:** The SGA President may review and modify SGA Constitution each summer at the request of the Vice-President for Student Affairs. All suggested changes must be approved by the Executive Board Officers, Advisor(s), Vice-President for Student Affairs and the President of the University, before being enforceable.

**Section 02:** This constitution may also be amended by a two-thirds (2/3) vote of the Student Senate at a regular business meeting provided that:

- (a) The proposed amendment has been submitted in writing and read at a previous regular business meeting.
- (b) Votes may also be taken via email vote as long as all members vote within two (2) weeks of the email being sent. A two-thirds (2/3) vote is required to affect change in the SGA Constitution.
- (c) The proposed amendment in no way infringes on the rights of the student or violates any University policy.
- (d) The Advisor(s), Vice-President for Student Affairs, and the President of the University have reviewed the proposed amendment to verify that it is in accord with University policy.
- (e) Proposed changes may be made by the Executive Board over the summer in order to direct changes agreed upon at the end of the year. The Sergeant-at-Arms shall revise and receive approval from the Executive Board during the summer.

**Section 03:** All amendments to the constitution must be submitted to Student Affairs for review and approval before they can be implemented.

### **Constitution Contact Information:**

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