By-laws

Student Government Association

Western State College of Colorado

ARTICLE I. STUDENT GOVERNMENT ASSOCIATION MEMBERS DUTIES AND RESPONSIBLITIES

1. Attend all mandatory Student Government Association, hereby referred to as SGA, meetings, any meeting may be deemed mandatory by the Vice President of Internal Affairs, violators will be subjected to ARTICLE IX of this document
2. Attend the SGA retreat as determined by the Vice-President of Internal Affairs
3. Assist in the planning organizing and execution of Homecoming and voter registration activities
4. Promote and participate in internal SGA sponsored activities
5. Agree to and sign SGA Honor Code
6. Remain a full-time student, in good standing, throughout the term served
7. Will only be allowed two unexcused absences and four excused absences per academic year. Absences may be taken to appeals board and erased from a members' attendance if deemed an emergency absence by the appeals board
8. Have a working knowledge of the Student Handbook, Institutional Fee Plan and any other policy pertaining to Western State College

ARTICLE II. EXECUTIVE COMMITTEE

Section 1. President Duties and Responsibilities

1. Be a member of Budget Committee, Constitution Committee, Review Committee, Appeals Board, Executive Committee, Advisory Committee, Board of Trustees, and Athletic Hall of Fame Committee
2. Hold meetings with the Dean of students and the President of Western State College of Colorado when necessary to represent SGA or student concerns
3. May revoke any monetary compensation of SGA members with a simple majority approval of Student Senate
4. Determine if any allocation of pay is necessary to SGA members that assist in the operation of SGA during the summer session
5. Select SGA members as requested to attend Western State College of Colorado functions and events
6. Coordinate annual Induction Ceremony for newly elected or appointed SGA members
7. Sign student fee waivers if determined that student meets conditions outlined in ARTICLE III, SECTION IV in the Constitution
8. Act as the chief representative of SGA, both in and out of the college community
9. Keep abreast of all activities of SGA, Executive Committee, Administrative Board actions, Faculty, Staff, and Associated Student Body

10. Appoint members of the Advisory Committee, with the exception of the Senate Chair, and have the power to remove members of the Advisory Committee, with senate approval
11. Convene and preside over meetings of the Executive and Advisory Committee meetings
12. State the goals of the current SGA administration to the Student Senate and the Associated Student Body via campus media and SGA website during the beginning of the Fall term and state the accomplishments of the current administration to the Associated Student Body at the end of the Spring term
13. Have veto power over legislation passed by the Student Senate
    a. The President must utilize this veto power within two days of the meeting when the legislation was passed
    b. The President must make the reasons for the veto known to the Advisory Committee and Student Senate at the time the veto is announced. This notification shall take the form of a memo distributed to each SGA member by the President
    c. At the next regularly scheduled meeting of the Student Senate, the matter will be brought up for reconsideration by the Student Senate
    d. The veto may then be overridden by a three-fourths affirmative vote of the total membership of the Student Senate
14. May not hold any other student office nor chair any legislative committee, but may serve on any committee
15. Serve as the Student Trustee for Western State College of Colorado
16. Be responsible for the establishment and proper execution of all operational guidelines as set forth by the Student Senate, Constitution, and By-laws
17. Serve six office hours per week not including all necessary meetings and functions and record all hours served in the interest of SGA to be turned in with time cards each month not as an indication of pay but as a record of activity
18. Total pay shall be a monthly stipend of $300 received through the college pay periods of August 15th through April 15th

Section 2. Vice President of Internal Affairs Duties and Responsibilities

1. Be a member of the Constitution Committee, Election Committee, Review Committee, Appeals Board, Homecoming Committee, Advisory Committee, and Executive Committee
2. Organize a fall retreat for all SGA members, to be held before the first Student Senate meeting of the year and spring retreat within the first month of the spring semester. SGA members should be notified prior to the beginning of the retreats with activities that include:
    a. Constitution and By-laws Workshop
    b. Parliamentary Procedure Workshop
    c. SGA operational guidelines Workshop
    d. Legislative Workshop
    e. Communications Workshop

3. Work with the Executive Committee to organize and oversee Homecoming committee activities
4. Coordinate annual Awards banquet for the current SGA members
5. Oversee and publicize office hours of SGA members
6. Make sure bills are properly prepared for presentation before being presented to SGA
7. Approve the agenda for the Student Senate meetings prior to the meeting
8. Provide the following materials for the SGA notebooks:
    a. Current Constitution
    b. Current By-Laws
    c. Parliamentary Procedure
    d. Example of a sample bill
    e. I-plan for Student Fees
    f. Academic Strategic Plan
9. Be responsible for General Election, Special Election, and Election Committee as stated in the Constitution
10. Set up SGA meeting times and reserve the room with the appropriate building director
11. Ensure that all members meet membership requirements by contacting the Registrar's Office twice a semester with at least a one-month time span between each contact
12. Keep a detailed record of attendance to SGA meetings and mandatory functions
13. Have knowledge of all bills brought before the Student Senate during the term and keep a file of bills and the official vote count for each bill
14. Maintain regular contact with the Senate Chair through agreed meeting times
15. Convene and preside over the Student Senate meetings
16. Have the power to call the Student Senate into a Special Session
17. Provide for the supervision and coordination of all legislative acts pertaining to the SGA
18. Chair SGA Election Committee, except in situations where conflict of interest arises
19. Establish necessary and pertinent operational guidelines for the internal operation of SGA
20. Serve six office hours per week not including all necessary meetings and functions and record all hours served in the interest of the SGA to be turned in with time cards each month not as an indication of pay but as record of activity
21. Total pay shall be a monthly stipend of $300 received through the college pay periods of August 15th through April 15th

Section 3. Vice President of External Affairs Duties and Responsibilities

1. Be a member of the Review Committee, Executive Committee, and Safe Ride Board of Directors
2. Be informed and versed on all Colorado and National legislation pertaining to students
3. To relay all external information to the students via the SGA meetings and other public or open forums if necessary
4. Act as the liaison between SGA, external boards and state collegiate governing bodies
5. May serve as chair on any campus committee involving external affairs, but none other

6. Responsible for the dissemination of external information to SGA and Associated Student Body
7. Take over the title and position of President in the event that the President cannot or will not complete a term. During any extended absence of the President, the Vice-President of External Affairs shall be required to fill the office of the President
8. Responsible for ensuring Associated Student Body representation on all standing external committees open to students
9. Responsible for the establishment of necessary and pertinent operational guidelines for the external operation of SGA
10. Attend all necessary City of Gunnison meetings pertinent to the Vice President of External Affairs position, and in doing so serve as the liaison between the Gunnison community and the Western State College Associated Student Body
11. Serve six office hours per week not including all necessary meetings and functions and record all hours served in the interest of SGA to be turned in with time cards each month not as an indication of pay but as a record of activity
12. Total pay shall be a monthly stipend of $300 received through the college pay periods of August 15th through April 15th

Section 4. Treasurer Duties and Responsibilities

1. Be a member of the Budget Committee as chair, Advisory Committee, Executive Committee, and Campus Budget
2. Assist and educate students about the SGA budget by providing weekly reports to all SGA members and making Budget Committee's minutes available to all members of SGA
3. Work with and educate advisory Committee members about their sub-committee budgets
4. Facilitate the budget process according to Article VI of this document
5. Adhere and administer to the *I-plan*
6. Work in conjunction with the SGA President to keep track of the time cards, ensuring that no time cards are processed without proper documentation of advisory hours served in the interest of the student body
7. Act as the liaison between SGA and Representative of Finance Department
8. Responsible, along with the Finance Office, to maintain financial records for the SGA budget
9. Keep finalized copies of bills on file
10. Serve four office hours per week not including all necessary meetings and functions and record all hours served in the interest of SGA to be turned in with time cards each month not as a indication of pay but as record of activity
11. Total pay shall be a monthly stipend of $200 received through the college pay periods of August 15th through April 15th

Section 5. Senate Chair Duties and Responsibilities

1. Be a member of the Executive Committee, Budget Committee upon request, and Homecoming Committee

2. Ensure that all senators fulfill their duties as follows:
    a. Boards are updated when applicable following SGA meetings and provide senators with information
    b. Senator box contents are put in the proper place
    c. In conjunction with the VP of Internal Affairs ensure that senators' office hours are completed
3. Act as a parliamentarian and consultant during meetings for questions concerning parliamentary procedure, the Constitution and By-Laws
4. Adhere to all senatorial duties and responsibilities
5. Act as the liaison between the Student Senate and Executive Committee
6. Preside over Special Sessions
7. Work in conjunction with the Vice-President of Internal Affairs to ensure proper execution of operational guidelines
8. Serve as the spokesperson for the Student Senate

ARTICLE III. ADVISORY COMMITTEE

Section 1. Arts, Humanities and Campus Media Director Duties and Responsibilities

1. Be a member of the Advisory Committee, Budget Committee and chair Arts & Humanities and Campus Media Committee
2. Adhere to the policies and regulations of the Art & Humanities and Campus Media Constitution and By-Laws
3. Keep accurate minutes of Committee meetings and file with Secretary
4. Conduct interviews and make final decisions regarding Student Management under sub-entities and set guidelines and criteria for these positions
5. All student awards and rewards in the form of monetary compensation must be submitted to and approved by the Director and the President
6. Be responsible for updating the Arts & Humanities and Campus Media bulletin board monthly outside of SGA office
7. Update Constitution and By-laws when needed and file them with the Vice-President of Internal Affairs
8. Oversee the operation and budgets of the following sub-entities:
    a. Student Newspaper
    b. Student Radio Station
    c. Student Television Station
    d. Student Annual Publication
    e. Student Theatre Group
    f. Student Vocal and Instrumental Musical Ensembles
    g. Student literary performance group
    h. Student art group

9. Organize and preside over the Arts, Humanities and Campus Media council meetings
10. Act as the liaison and demonstrate support between SGA and Arts, Humanities & Campus media events
11. Understand the budget of Arts and Humanities and sub committees
12. Work in conjunction with all student directors of the Arts & Humanities and Campus media sub-entities
13. May serve on any respective sub-entities, but may not serve as chair
14. Serve four office hours per week not including all necessary meetings and functions and record all hours served in the interest of SGA to be turned in with time cards each month not as a indication of pay but as record of activity
15. Total pay shall be a monthly stipend of $200 received through the college pay periods of August 15th through April 15th

Section 2. Athletics Ambassador Duties and Responsibilities

1. Be a member of the Advisory Committee, Budget Committee, Student Athletic Advisory Council as chair, and Hall of Fame Committee
2. Represent students at all NCAA investigations on coaches, athletes and other associated members of athletic teams
3. Update weekly the athletic bulletin board with current athletic events outside SGA office
4. Attend and give input at all athletic committee meetings run by the faculty athletic representative and keep abreast on issues concerning Title IX, coaching searches, investigations, and gender equity
5. Preside over the Student Athletic Advisory Council meeting
6. Act as the liaison between the Athletic Department and SGA
7. Demonstrate support of all mountaineer athletic teams
8. Ensure student athletes representation to the Athletics Department
9. Must serve on any respective athletic team, but may not serve as an Assistant Coach
10. Serve four office hours per week not including all necessary meetings and functions and record all hours served in the interest of SGA to be turned in with time cards each month not as a indication of pay but as record of activity
11. Total pay shall be a monthly stipend of $200 received through the college pay periods of August 15th through April 15th

Section 3. Inter-Club Council Director, hereafter referred as the ICC Director, Duties and Responsibilities

1. Be a member of Advisory Committee, Budget Committee and Inter-Club Council as chair
2. Adhere to Inter-Club Council policies as outlined in the Inter-Club Council constitution and by-laws pertaining to club recognition and budgeting
3. Maintain a current list of all club members and a phone number for all club representatives for distribution to Admissions, Student Affairs and any other interested party, and maintain the club list located in the Union

4. Have signature authority, with backing of a majority vote of Inter-Club Council Committee, of the Inter-Club Council budget and all club budgets and have final approval of expenditures from club budgets
5. Assign and administer policies and procedures for use of club space
6. Update and change handbook yearly with backing from the Inter-Club Council Committee and file handbook with Vice-President of Internal Affairs
7. Assign and oversee club mail boxes
8. Maintain club storage inventory lists for clubs
9. Administer points program for evaluating club performance as outlined in ICC Handbook
10. Keep a file on each recognized club with current club constitution, officers and other pertinent information for SGA
11. Propose to senate all requests for official recognition of active club status
12. Administer disciplinary actions according to the Inter-Club Council Constitution & By-laws upon clubs who violate Inter-Club Council, SGA or college policies
13. Provide monthly updates to club board located outside of SGA office
14. Organize and preside over Inter-Club Council meetings
15. Act as the liaison between all Inter-Club Council recognized extra-curricular student organizations and SGA
16. Demonstrate full support of all Inter-Club Council recognized extra-curricular organizations and clubs
17. Organize all promotional events for Inter-Club Council sub-committee budget
18. May serve on any extra-curricular student organization, but may not serve as chair
19. Serve four office hours per week not including all necessary meetings and functions and record all hours served in the interest of SGA to be turned in with time cards each month not as a indication of pay but as record of activity
20. Total pay shall be a monthly stipend of $200 received through the college pay periods of August 15th through April 15th

Section 4. Intramural Sports Director Duties and Responsibilities

1. Be a member of Advisory Committee, Budget Committee and Intramural Sports Committee as chair
2. Must maintain written intramural sports Committee policies and file with Vice President of Internal Affairs
3. Schedule and staff the Intramural Office
4. Coordinate and support all intramural programs and sporting events in conjunction with the Committee including the hiring of referees, publicity and scheduling of facilities and staff
5. To process and sign all intramural time cards
6. To maintain accurate records of intramural sports equipment
7. Organize and preside over Intramural Sports Committee meetings
8. Act as the liaison between Intramural Sports and SGA
9. Oversee all expenditures of the Intramural Sports Committee sub-committee budget

10. Update bulletin board outside Intramural Office weekly with info including office hours, event schedules and pertinent meeting times
11. Serve four office hours per week not including all necessary meetings and functions and record all hours served in the interest of SGA to be turned in with time cards each month not as a indication of pay but as record of activity
12. Total pay shall be a monthly stipend of $200 received through the college pay periods of August 15th through April 15th

Section 5. Program Council Director Duties and Responsibilities

1. Be a member of Advisory Committee, Budget Committee and Program Council as chair
2. Adhere to the polices of the Program Council Constitution and By-Laws
3. Recruit Program Council members to help facilitate campus activities
4. Submit weekly updates of upcoming events to SGA
5. Update Bulletin board outside SGA office monthly and for events
6. Organize and preside over Program Council meetings
7. Oversees and Maintains entire council's budget
8. Act as the liaison between Program Council and SGA
9. Demonstrate full support of all Program Council events and activities
10. Responsible for providing at least twenty educational, social, cultural ~~and~~ or recreational activities for the students and members of the campus community
    a. Two co-sponsored events are equal to one event, towards the twenty required
11. Serve eight office hours per week not including all necessary meetings and functions
12. Total pay shall be a monthly stipend of $200 received through the college pay periods of August 15th through April 15th
13. Total pay to the Program Council Assistant Director shall be a monthly stipend of $75 received through the college pay periods of August 15th through April 15th
14. Be a liaison to other organizations and clubs in the campus community
15. Meet weekly with Assistant Director and Advisor
16. Directly oversee the committee chairs within the council to help with the facilitation of new ideas and the programs that exist on campus
17. Meet individually with committee chairs once a month
18. Meet weekly with the advisory team
19. Incoming Director is responsible for hiring Assistant Director
20. Work in conjunction with Assistant Director and Advisor to interview and appoint new advisory committee
22. Total pay shall be a monthly stipend of $250 received through the college pay periods of August 15th through April 15th
23. Total pay to the Program Council Assistant Director shall be a montly stipend of $75 received through the college pay periods of August 15th through April 15th

Section 6. Secretary Duties and Responsibilities

1. To take minutes for SGA meetings and at any other committee's request
2. All minutes must be typed and stored on hard copy, computer and website
3. Make sure updates are made to the SGA web page weekly with minutes, bills and agenda
4. Agendas must be available twenty four hours prior to SGA meetings
5. Make copies of all paperwork as needed by SGA members
6. Ensure that all senators have copies of the previous weeks minutes emailed to them twenty-four hours prior to the next SGA meeting
7. Maintain an efficient filing system with records of minutes, legislation, official SGA correspondence and official Western State College policies
8. Serve as SGA's office manager by overseeing maintenance of:
    a. Office
    b. Office Supplies
    c. Computers, phones, and printer
    d. Pick up mail from union front desk and distribute to appropriate members' boxes in the office
9. Serve four office hours per week not including all necessary meetings and functions and record all hours served in the interest of SGA to be turned in with time cards each month not as a indication of pay but as record of activity
10. Total pay shall be a monthly stipend of $200 received through the college pay periods of August 15th through April 15th

Section 7. Student Affairs, Health and Wellness Director Duties and Responsibilities

1. Student Affairs Committees and Meeting Responsibilities
    a. Schedule two meeting a semester, at least one month apart, with the Director of Residence life to stay updated on current issues, concerns, and happenings
    b. Schedule two meetings a semester, at least one month apart, with the Director of Dining Services to stay updated on current issues, concerns, and happenings
    c. Serve as a member of Union Advisory Committee and Enrollment Management committee
    d. Serve as a liaison to the Mid Managers
2. Health & Wellness Committees and Meeting Responsibilities
    a. Chair Health & Wellness Committee
    b. Work in conjunction with the following Health & Wellness sub-entities:
        i. CLUE
        ii. Sexual Assault Prevention Advocates
        iii. Western Sustainability Coalition
        iv. Active Minds
        v. Spectrum
        vi. Any other applicable ad-hoc committees
    c. Act as a liaison between Health & Wellness Committee and SGA

d. May serve on any respective sub-entity but not as chair

3. Serve four office hours per week not including all required meetings and functions and record all hours served in the interest of SGA to be turned in with time cards each month not as an indication of pay, but as record of activity
4. Total pay shall be in a monthly stipend of $200 received through the college pay periods of August 15th through April 15th

Section 8. Wilderness Pursuits Ambassador Duties and Responsibilities

1. Be present and active at all Wilderness Pursuits meetings, give input on events and activities, and keep abreast of issues concerning student-related outdoor trips
2. Act as a liaison between Wilderness Pursuits and SGA
3. Oversee expenditure of the Wilderness Pursuits Budget as allocated from the SGA
4. Demonstrate support of Wilderness Pursuits activities
5. Be a member of Advisory Council and Budget Committee
6. Serve as Wilderness Pursuits rental shop manager and fulfill the duties outlined in the WP Constitution & By-laws
7. Update and change handbook yearly with support from the Wilderness Pursuits Council and file handbook with Vice President of Internal Affairs
8. Advocate for responsible recreational practices and environmental impacts in all Wilderness Pursuits activities.
9. Be involved with training and logistics for Wilderness-Based Orientation
10. Assist Wilderness Pursuits Director with program-related tasks when applicable
11. Serve four office hours per week, in addition to any hours served in Wilderness Pursuits office
12. Total pay shall be a monthly stipend of $200 received through the college pay periods of August 15th through April 15th

ARTICLE IV: SENATORIAL DUTIES

Section 1. Senators Duties and Responsibilities

1. Must serve on at least two campus committees
2. Must present weekly SGA bill information to at least one academic class and/or appropriate constituents and make a report about that class during senate reports, when applicable
3. Must update assigned boards twenty-four hours after SGA meetings
4. Failure to complete senate board in allotted time may be detrimental to members attendance record at the discretion of the Executive Committee
5. Must adhere to the By-laws voting polices in Article XIII Section 4 and 5
6. Must serve two office hours per academic week
7. Senators will not receive monetary compensation for services rendered as a senator

Section 2. **Legislative duties of the Student Senate shall include:**

1. When voting on senate bills, senators must reply using a roll call vote
2. Anonymous or paper ballots will be used only when a motion to do such is passed
3. Maintaining a working rapport with the Associated Student Body and represent student views
4. Have one vote within the confines of the Student Senate, abstentions shall be discouraged
5. Review all formal complaints brought forth
6. Review, enact, repeal and/or amend any legislative matters of policy affecting members of the Associated Student Body and their welfare
7. Review, enact, repeal and/or amend any legislative matters of policy affecting the operational guidelines of the SGA and their welfare
8. Sponsor bills initiated by members of the Associated Student Body or other SGA members

Section 3. **Administrative duties of the Student Senate shall include:**

1. Present reports of external activities at the Student Senate meetings when applicable
2. Disseminate information to their respective constituents
3. Make themselves visible and accessible to the members of the Associated Student Body
4. Be knowledgeable of all past and present issues pertaining to Western State College

Section 4. **Budgetary duties of the Student Senate shall include:**

1. Review, accept or repeal all recommendations set forth by the budget committee
2. Review, approve or disapprove all grant requests submitted to the Student Senate by any party
3. Present all fund requests in the form of a bill
4. Approve the new fiscal year's budget presented by the Budget Committee by a two-thirds affirmative vote

Section 5. **Committee duties of the Student Senate shall include:**

1. Create committees to deal with specific items of Student Senate business. These committees may include any member of the Associated Student Body
2. Provide student representation on all campus committees open to students of Western State College
3. Provide a report to the Student Senate regarding the committee(s) they currently sit on

Section 6. **Approval and Confirmation duties of the Student Senate shall include:**

1. Appoint an incoming student as a thirteenth senator by the fourth academic week of fall semester
2. Grant recognition of organizations established through the Inter-Club Council
3. Approve or disapprove all appointments to the Advisory Committee or Student Senate based on qualifications as outlined in the Constitution and By-Laws as outlined in Article XI section 3 of the Constitution
4. Discipline, censure, impeach and/or remove any member or employee of the SGA and to declare that position vacant, provided that grievances and due process procedures are followed
5. Elect one of the twelve elected senators as the Senate Chair

Section 7. Student Appointed Incoming Senator Duties and Responsibilities

1. Applications will be made available to all incoming students and the senate will appoint candidate that best fits description
2. Take office by the fourth scheduled SGA meeting
3. Must report on issues pertinent to incoming students
4. Follow all senatorial duties and receive all senatorial rights

Section 8. Senator Associates Duties and Responsibilities

1. Must serve on at least one SGA Committee
2. Must attend SGA meetings unless excused by the Vice President of Internal Affairs
3. Work in cooperation with the Student Senate to provide assistance in representation of the Associated Student Body
4. Advise the Student Senate on current issues and concerns of the Associated Student Body
5. Work in conjunction with the Vice-President of Internal Affairs and Senate Chair to learn the basic knowledge of the operational procedures of SGA
6. Must serve one office hour a week per academic week

ARTICLE V. FACULTY ADVISOR

Section 1. SGA Faculty Advisors

1. Faculty Advisor
    a. Vice President or Associate Vice President of Student Affairs will serve in the capacity of advisor for SGA
2. Duties and Responsibilities to SGA
    a. Give reports at weekly SGA meetings, attend fall retreat, and assist any member with information pertaining to SGA
    b. May not make decisions concerning the internal operation of SGA without approval of the President and Student Senate
3. The role of the SGA advisor shall be to offer suggestions and advice to student directors of the Advisory Committee, Executive Committee and the Student Senate
4. A two-thirds affirmative vote of the newly elected Student Senate shall be required to appoint or remove an advisor
5. Each student sub-committee director and the Executive Committee as a whole shall select, if required, an advisor for each of their respective sub-committees or Committee after the General Elections for the following year

Section 2. SGA Sub-committee Faculty Advisors

1. Institutional recognition should not be withheld or withdrawn solely because of the inability of the student organization to secure an advisor
2. Advisors may advise organizations in the exercise of responsibility, but they do not have the authority to control the policy of the organization

ARTICLE VI. BUDGET, BUDGET COMMITTEE AND GENERAL FUNDS ALLOCATIONS

Section 1. Budget

1. Sub-Committees
    a. New organizations seeking student fee funding as a sub-committee of SGA should petition the Budget Committee for a sub-committee grouping no later than third week of the fall semester. This decision can be appealed to Student Senate through the appeal process
    b. All awards and bonuses in the form of monetary compensation or scholarships given through a sub-committee's budget, must be submitted to the director of said sub-committee and approved by the President
2. Student Fee Budget Schedule
    a. September
        i. The Budget Committee meets for organizational meetings and preliminary discussion
        ii. Determine if a budget shortfall or surplus will occur based on current student enrollment and make any necessary changes to fund allocation with the approval of Student Senate
        iii. Sub-committee expenditure totals and budget guidelines are figured for each sub-committee
    b. October
        i. Monthly budget notices to sub-committee chair and individual budget heads by the Treasurer begins
        ii. Notices include budget guidelines and fee expenditure totals for each sub-committee
        iii. Final budget decisions on student fee allocation to sub-committees must be published in campus media
    c. March
        i. Sub-committees shall propose student fee expenditures for the next fiscal year, including line item budgets and justifications
        ii. Budget Committee sends final recommendations to Student Senate and the College President
        iii. Final recommendations must be published in the campus media
    d. April
        i. Sub-committees will be notified by the Treasurer of final budgets after approval by the Student Senate and SGA President
        ii. If the budget is not approved by both the Student Senate and the President then Budget Committee shall submit a new budget and seek approval from both the Student Senate and Associated Student Body President

Section 2. Budget Committee

1. The primary responsibility of the Budget Committee is to set budget guidelines for the current budget sub committees: Inter-Club Council, Arts & Humanities and Campus Media, Program Council, and Intramural Sports
2. Guidelines include total student fee revenue, expenditure totals for sub-committees, and revenue totals for sub-committees
3. Individual sub-committee budgets, line item control and intra-budget variances are the responsibility of the sub-committee
4. The sub-committees shall consult with all budget heads under their jurisdiction during each session of sub-committee meetings
5. The Treasurer shall advise budget heads of any changes made in their respective budgets during budget committee meetings
6. A weekly report, presented by the Treasurer, shall be submitted to the Student Senate on Budget Committee decisions
7. Budget committee will meet on a bi-monthly basis unless a special session of budget Committee is called by the Treasurer
8. Budget Committee shall be responsible for insuring proper implementation of the budget according to the Constitution, By-Laws and the I-Plan
9. All bills seeking funding from SGA will be presented to Budget Committee who will set forth a recommendation, that does not carry the power of approval or denial in a voting function, to the Student Senate

Section 3. SGA Operational Budget Allocations

1. Internal requests for monetary expenditures will require the signature of the President or treasurer, decisions can be appealed to the Student Senate
2. External requests for funds will be presented in the form of a bill sponsored by a student senator
    a. Must be presented to the Budget Committee and Executive Committee for recommendation on action
    b. Present bill to the Student Senate which needs to include:
        i. Line item description of expenditures
        ii. Quantity desired
        iii. Justification of benefit to Associated Student Body as a whole
        iv. Some evidence included that the organization has made some attempts at raising money on its own
        v. Persons designated responsible for insuring proper execution of request
    c. Requests for capital equipment must contain itemized lists, quantity and approximate cost of all equipment following state bid process, if needed, and:
        i. Name of person or group who is designated custodian of property

ii. Location on Western State College Campus where property is to be stored. Any organization which can demonstrate to the Student Senate's satisfaction that the equipment will be used more beneficially when stored elsewhere may store the equipment in said place provided the organization can provide for the security of the equipment

iii. There should be demonstrated probability that the organization will continue to exist until all the benefit have been derived from the expenditure

iv. There will be some evidence included that the organization has made some attempts at raising money on its own

v. There should be consideration of available money resources that might be received from other sources

d. The primary function of the allocated portion of the General Fund shall be for on-campus use

e. After approval of bill, with the President's signature, the bill shall be processed within one week

f. Secretary, Treasurer and Administrative Assistant to Campus Life shall have finalized copies of bills on file

g. If any amendments to bill are added during discussion in the Student Senate, the senator sponsoring shall re-write the bill to reflect the changes of the amendments

Section 4. Fund Reserve

1. Allocations from the fund reserve are for emergency use only:
   a. In the case of a shortfall in student fees the fund reserve will subsidize the funding of sub-committees
   b. Emergency allocations will require approval of budget committee and Student Senate
2. Percentage cap on the fund reserve will be discussed and researched by budget committee and forwarded to the Student Senate for approval
3. All interest attained on the fund reserve below the percentage cap will have the same stipulations as the fund reserve and all interest obtained beyond the percentage cap will be placed into SGA operational budget to be allocated in the form of grants following the bill process
   a. All grant applications must follow all guidelines set by SGA. Any applications that fail to meet them will be declined

ARTICLE VII. CONSTITUTION COMMITTEE

Section 1. Guidelines

1. The constitution committee shall meet once a month to ensure that all policies are favorable
2. To hear any grievances and/or additions
3. All decisions will be made by a simple majority of the members of the constitution committee
4. Minutes must be kept during all Constitution Committee meetings and kept on file

Section 2. Amendments

1. All amendments to the By-Laws or Constitution must be submitted to the Constitution Committee
2. Once Constitution Committee makes a decision to alter the By-Laws or Constitution then that decision is present to Advisory and Student Senate for review
3. Every member of SGA must have a copy of proposed changes to the By-Laws or Constitution

ARTICLE VIII. GENERAL MEETING OPERATIONS

Section 1. Attendance Policy

1. Mandatory attendance to the Student Senate meetings applies to all Student Government Association members
2. All Student Government Association members are allowed two unexcused absences per semester; two unexcused tardies are equivalent to one unexcused absence
3. Excused absences may be obtained from the Vice-President of Internal Affairs prior to the meeting in question. Acceptable excused absenses may be one or more of the following:
    a. Family emergencies
    b. Illness
    c. Faculty approved academic obligation
4. If the total number of absences allowed is exceeded, the SGA member will automatically lose their seat
    a. At that time, the Student Government Association member will be given the opportunity to present their case and petition for reinstatement to the Appeals Board
    b. After the consideration of the Student Government Association member's case, the Appeals Board will make a final decision

Section 2. Standing rules and parliamentary procedures of Student Senate meetings shall operate based on the Robert's Rules of Order

Section 3. Regular meetings of the Student Government Association shall be held each week of the fall and spring semesters, except during the week of final examinations and college vacation periods

1. Specific times and places of meetings shall be determined by Student Government Association and shall be announced to the Associated Student Body

Section 4. Voting

1. Each Senator has one vote on legislative matters
2. A two-thirds majority vote shall be required for all financial and monetary issues of the total Student Senate

Section 5. Quorum

1. Quorum constitutes three-fourths of the Student Senate at the start of the Student Senate meeting; no official business shall take place without quorum

2. A simple majority vote shall be required for all ordinary business of the Student Senate meetings

Section 6. Proxy

1. Senators shall have the privilege of delegating in writing their voting status to a Senator or Senator Associate in the case of absence or personal privilege
2. If a Senator wishes to provide a valid proxy after the fact, it must be presented in writing and given to the Vice-President of Internal Affairs within twenty-four hours of the vote

Section 7. Special Session

1. Any member of the Student Senate and/or the Vice-President Internal Affairs may call for a Special Session
2. There must be a defined reason stated in the motion for the Senate to go into Special Session
3. The chair shall be turned over to the Senate Chair. The Senate Chair shall immediately order the Senate Chambers cleared of all people except the thirteen senators
4. The Senate may, by a majority vote, invite those persons it feels necessary to partake in the Special Session. This invitation should extend to specific parties for specific purposes
5. Special Session will be used for discussion only, the Senators will return to the Student Senate meeting and proceed with a public vote

Section 8. Conflict of Interest

1. A Senator should not vote on any issue that affects any organization, club, or activity with which they serve as chair
    a. The Senator may either abstain from the vote or be excused from the room until the vote has been completed
2. No Student Government Association member shall be paid twice from student fees or hold another student executive office in a conflict of interest situation contingent upon the decision of the President

ARTICLE IX. VIOLATIONS AND REGULATIONS

Section 1. Failure to comply with SGA constitution and by-laws

1. First violation may result in a verbal notification of inability to comply with policies. This will be expressed to the offender and the VP of Internal Affairs unless the VP of Internal Affairs is the violator then issues should be expressed to the President
2. Second violation will result in the form of a written complaint filed with the VP of Internal Affairs and circulated to every SGA member
3. Further action will result in a formal grievance filed before the appeals board

Section 2. **The Impeachment Process**

1. Once the Appeals Board has approved a grievance, the decision is forward to the Student Senate for a two-thirds impeachment
2. The vote of the Student Senate is final and cannot be appealed
3. Once impeached the SGA member will be removed from office and the position declared vacant

Section 3.

1. Executive Committee may make motions but may not second motions that require a senate vote
2. Advisory Committee members may not make motions or second motions that require a senate vote
3. These By-Laws may not be suspended except in a stated case of emergency which will require a three-fourths vote of the Student Senate in the affirmative

Proposed Changes March 29, 2005
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