

College of the Holy Cross By-Laws of the Student Government Association



Established: September, 2000.

Revised: April, 2017.

Affirmed: April, 2017.

Having thus established a Constitution, these By-Laws serve as a codified documentation of the official operations and proceedings of the Student Government Association. Recognizing the students' right to hold an active role in the governance of the College of the Holy Cross, we hereby adopt these by-laws in order to better serve both the Student Government Association and the Holy Cross Community.

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Article I - General

Section A - Rules of Order

1. The Order of Business
 - A. A typical order of business shall include: a call to order, roll call (to determine quorum), reading and approval of minutes, reports of officers and standing/ad hoc committees, unfinished business, new business, and adjournment
2. Minutes
 - A. A typical set of minutes shall include all of the motions made during a meeting, all the changes brought to the floor, and a record of all of the actions in § 1.A. The minutes shall serve as a testimony to all matters discussed within a meeting.

Section B - Membership

1. Membership in the Student Government Association (SGA) shall be divided into two categories:
 - A. Officer of the SGA shall be defined as any member of the Association who holds an elected or appointed position within the association.
 - B. Members of the Association shall be defined as all registered students of the College of the Holy Cross, and shall be referred to collectively as the student body.
2. Registered Student
 - A. A registered student shall be defined as one who is currently enrolled in academic classes at the College of the Holy Cross or is participating in one of the College's special academic/study programs and is en route to graduation through an academic program of the College of the Holy Cross.
3. Non-discrimination Clause
 - A. Membership in the SGA shall not be awarded or denied on the basis of gender, race, class, economic status, ethnic background, sexual orientation, age, physical ability and cultural and religious backgrounds.
4. Conflict of Interest

- A. Members of the SGA shall not be allowed to hold more than one SGA position at a time due to conflict of interest.
- B. The Judicial Council may rule over conflict of interest questions within the SGA.

Section C - Oath of Office

1. Text

A. I do solemnly swear (or affirm) to execute the office of the Student Government Association to which I have been appointed. I swear (or affirm) to represent the interests of the Student Body to the best of my ability, and I will uphold and maintains its Constitution and Bylaws as long as I hold office.

2. Recitation

A. All appointed and elected officers of the SGA will recite the oath in a public event in the first week of May before which they are to assume office the following academic year and are expected to uphold the oath while they hold office.

Section D- Joint Sessions

- 1. All three branches are required to meet twice a semester.
- 2. Attendance at joint sessions are mandatory for all sitting members of the SGA in the Executive, Legislative, and Judicial branches.
- 3. In addition to these joint sessions, there shall be a State of the Association Address, issued to all sitting members of SGA and open to all members of the campus community at the beginning of the Spring Semester.
- 4. These joint sessions shall be schedules and run by the Co-Presidents, with the help of the Speaker of the Senate and the Chair of the Judicial Council.

Article II - Co-Presidents

Section A - Constitutional Responsibility

- 1. The Co-Presidents shall do what is necessary and proper to uphold the integrity of the SGA Constitution and its Bylaws.
- 2. The Co-Presidents shall act in the best interest of the student body and college.

Section B - SGA Executives Meeting

- 1. The Executive Meeting shall include both Co-Presidents, the Chief of Staff, Speaker of the Senate, Parliamentarian, and Chair of the Judicial Council.
- 2. The purpose of this meeting is to keep the lines of communication open between the three branches of the SGA.
- 3. The SGA Executives Meeting shall be held at least once a month.
- 4. All Six members must be present.

Section C - Veto Power

- 1. The Co-Presidents will have seven academic days to pass or veto resolutions upon receipt from the Legislative Secretary of the Senate or the resolution will automatically take effect.
- 2. Articles X, XI, and XV detail the various ways in which a veto may be overturned.

Section D - Finance and Planning Council

1. One Co-President shall be designated as a voting representative to the Finance and Planning Council.

Section E - State of the Association Address

1. The Co-Presidents shall address the RSO Lobbying Association during the first meeting of the Spring Semester.
2. Attendance is mandatory for all sitting Senators, all Judicial Council members, and all Cabinet members.
3. Standard attendance policy applies for the members of the RSO Lobbying Association.

Section F - Executive Order

1. The Co-Presidents shall have the ability to use executive orders to carry out authority delegated to them by the Constitution and Bylaws.
2. All executive orders shall be kept permanently on file in the SGA Office.

Section G - Qualifications

1. To be considered eligible for the position of Co-President, candidates must have at least two years of combined experience serving as an officer of the SGA.
 - A. If this requirement has not been met, the Election Committee will intervene and deem them in violation of qualifications.

Section H - Vacancies

1. In the event that an office within the SGA becomes vacant and the Co-Presidents determine a need to fill the position immediately, the Co-Presidents shall have the power to appoint an acting replacement for a maximum of 2 academic weeks.
2. If there are open seats in the Senate or the Class Councils after the conclusion of Fall elections, the Co-Presidents shall nominate students to fill such seats. The Senate shall vote to confirm such nominations by a simple majority.

Article III - Executive Cabinet

Section A - Function

1. Perform tasks as requested by the Co-Presidents.
2. Shall meet on a regular basis, at the discretion of the Co-Presidents.
3. Serve as committee chairs for their respective position, when applicable.
4. Execute resolutions of the Senate

Section B - Positions

1. Chief of Staff
 - A. Responsible for the executing the directives of the Co-Presidents through the Executive Branch.
 - B. Shall serve as counsel to the Co-Presidents, aiding and advising on all issues of SGA and the proper course of action.
 - C. Can be designated to serve as a representative of the Co-Presidents at meetings.
 - D. Shall preserve and uphold the welfare and interests of the Executive Branch.
 - E. Shall serve as counsel to the Cabinet, aiding and advising on the projects and issues of the SGA.

- F. Assist in the preparation of the overall Budget.
- G. Act as an advocate for the Executive Branch.
- H. Shall oversee the governance council representatives.
- I. Responsible for the operations of the Executive Branch and the SGA office.
- J. Will aide and advise Class Officers.
- K. Will oversee House Councils.
- L. In the event that one of the Co-Presidents resigns, is removed from office, or is otherwise unable to fulfill their duties as Co-President, the Chief of Staff shall assume the position of the absent Co-President. A new Chief of Staff shall then be appointed by the new Co-President pair.
- M. If both the Co-Presidents resign, are removed from office, or are otherwise unable to fulfill their duties, the Chief of Staff shall temporarily assume the position of SGA Chair until such time as new SGA Co-President elections can be held to complete the remainder of the term.
- N. Shall ensure that the SGA Services Website Director maintain the SGA Website.

2. Treasurer

- A. Be ultimately responsible for all the finances of SGA
 - 1. Approve all financial transactions involving SGA Branch accounts
 - 2. Pay bills in a timely manner
- B. Serve as resource for students who need to process requests for expenses, reimbursements, and other financial concerns as they arise.
- C. Serve as a member of the Reserve Board.
- D. Assist in the preparation of the overall budget.
- E. Shall be the financial planner for SGA branches.
- F. Report to the Senate and RSO Lobbying Association once per semester on the financial status of SGA.
- G. Provide a report by the week ending the 15th and 30th of each academic month, detailing each SGA branch account transactions.
- H. Provide a report at the end of each semester
 - 1. At the end of second semester, the report shall thoroughly summarize both the second semester and the entire year.

3. Executive Secretary

- A. Shall act as the recording secretary for the Cabinet
 - 1. Keep all attendance records
 - 2. Record all votes on motions
 - 3. Take all minutes
 - 4. Make minutes and agendas available
- B. May assist with Co-Presidents and Cabinet projects when needed.
- C. Receive, file, and publicize all governance council representative reports.

4. Director of Student Life

- A. Serve as liaison between SGA and the following offices:
 - 1. Associate Dean of Student Development

2. Associate Dean for Student Life
 3. Director of Student Conduct and Community Standards
 4. Director of Residence Life
 5. Director of Residential Enrollment and Special Projects
 6. Director of Public Safety
 7. Other appropriate administrators from the Division of Student Affairs
- B. Serve as a voting member of the Student Life Council (SLC) and the Faculty Assembly.
- C. Serve as Chair of the Committee on Student Life Issues.
- D. Serve on all committees that pertain to Student Life issues.
- E. Serve as a resource for students who has student life concerns.
5. Director of Academic Concerns
- A. Serve as Liaison between SGA and the following offices:
1. Dean of the College
 2. Associate Dean of the College
 3. Assistant Dean for each class
 4. Speaker of the Faculty
 5. Registrar
 6. Other appropriate administrators of academic affairs
- B. Serve as a voting member of the Academic Affairs Council (AAC), College Curriculum Committee and the Faculty Assembly.
- C. Serve as Chair of the Committee on Academic Concerns.
- D. Serve as a liaison between the Student Advisory Committees (SACs) and SGA.
- E. Serve as a resource for students who have academic concerns.
- F. Serve as the leader of a Student Library Advisory Board in conjunction with the Director of Library Services
1. The Library Advisory Board will be composed of:
 - a. SGA Director of Academic Concerns
 - b. One representative from each class
 - c. Two representatives from the Library student staff
 - d. A member of the Library Administration
 2. The Board will meet at least twice a semester.
6. Director of Communications
- A. Serve as a liaison to:
1. The Crusader
 2. The Advocate
 3. The Fenwick Review
 4. The Holy Cross Magazine
 5. The Holy Cross Website
 6. The Office of Public Affairs
 7. Outside media
- B. Issue statements and press releases.

- C. Responsible for SGA Publicity and promotions including that of all SGA Elections.
 - D. Responsible for content of SGA website.
 - E. Serve as Chair of the Committee of Public Relations.
7. Director of Student Services
- A. Serve as the liaison to:
 1. Department of Auxiliary Services
 2. Dining Services
 3. Physical Plant
 4. Athletics
 5. Hogan Campus Center
 6. Office of Admissions
 7. Office of Financial Aid
 - B. The Director or designee must attend Hogan staff meetings.
 - C. Must be responsible for periodic student surveys and review of student services.
 - D. Serve as a resource for students who have concerns regarding student services
8. Director of SGA Services.
- A. Coordinate, oversee, and promote all programs and services run by the SGA.
 - B. Be responsible for periodic student surveys and reviews of the services offered by the SGA.
9. Director of Programming
- A. Responsible for the planning of SGA events and programs.
 - B. Responsible for the initiation, coordination, and oversight of the planning for Unity Week, in conjunction with the Director of Diversity.
 - C. Responsible for the initiation, coordination, and oversight of the planning for "Purple Goes Green" Week, in conjunction with the Director of Environmental Concerns.
10. Director of Diversity
- A. Serve as the liaison to:
 1. Office of Multicultural Education
 2. President's Task Force on Diversity
 3. ALANA Program
 4. Affirmative Action Officer
 5. Office of Disability Services
 6. Multicultural Student Organizations
 7. Other appropriate departments in the areas of diversity and multiculturalism
 - B. Enable dialogue to ensure that issues of diversity, multiculturalism, gender, sexuality, economic status, and diversity of opinions are being addressed on campus.

- C. Be responsible for the initiation, coordination, and oversight of the planning for Unity Week, in conjunction with the Director of Programming.
- D. Be responsible for conducting a roundtable discussion, at least once per semester between SGA and Multi-Cultural Student Organizations.

11. Director of Community Relations

- A. Serve as the liaison to:
 1. The Office of Community Relations
 2. The Community Alliance
 3. The College Hill Civic Association
 4. The South Worcester Neighborhood Center
 5. The Community Service Committee
 6. The Office of the Assistant to the Vice President of student Affairs as it relates to community relations and off-campus students
 7. Student organizations that perform community-related work
 8. Student organizations who are composed of entirely off-campus students
- B. Responsible for initiating and coordinating efforts involving community relations to improve the student body's relationship with the city of Worcester and help better the image of Holy Cross students within the community
- C. Serve as a resource for off-campus students

12. Director of Health and Safety

- A. Serve as the liaison to:
 1. Director of Wellness Programming
 2. All pertinent RSOs
 3. Conduct a Health and Awareness week during the academic year
 4. Department of Public Safety
- B. Encourage dialogue to ensure that issues of health and safety of all students are being addressed on campus
- C. Be responsible for the initiation, coordination, and oversight of the planning for Health and Awareness Week, in conjunction with the Director of Programming, and other pertinent RSOs
- D. Represent issues of gender to all pertinent administrators
- E. Represent issues of sexuality in the campus community

13. Director of Student Athletics

- A. Serve as a liaison to:
 1. Athletics
 2. OSI Coordinator of Club Sports, Intramurals, and Recreation
 3. Director of Wellness programming
 4. Intramural Sport RSOs
- B. Represent issues of student athletics to all pertinent administration.
- C. Serve in the capacity of co-chair of the Athletic Allocation Board (AAB,) in conjunction with the OSI Coordinator for Club Sports, Intramurals, and Recreation.

14. Director of Environmental Concerns

A. Serve as an environmental liaison to:

1. Presidential Task Force on the Environment
2. The Environmental Studies Department
3. Physical Plant
4. Dining Services
5. Residence Life
6. Relevant RSOs

B. Represent environmental issues of renewable energy, sustainability, and conservation to members of the administration.

C. Promote environmentally sound practices for the residence halls, academic buildings, departments and student body.

D. Facilitate dialogue and serve as an educator of environmental and energy policy.

E. Be responsible for the initiation, coordination, and oversight of the planning of "Purple Goes Green" Week, in conjunction with the Director of Programming.

15. Director of Spiritual Life

A. Serves as liaison to:

1. The Jesuit community
2. The Rev. Michael C. McFarland Center for Religion, Ethics, and Culture
3. Chaplains' Office
4. Vice President for Mission and Identity

B. Responsible for conducting periodic reflections in response to any event on campus, in the Worcester community and across the world.

C. Expected to serve as a resource for spiritual based RSOs and other groups involved with campus ministry.

16. Solicitor General

A. The Solicitor General, to serve as a liaison to the Judicial Council during the election seasons.

B. The Solicitor General will be subject to approval of the Senate concurrent.

C. The Solicitor General will forego serving in the Executive Cabinet for a period of one year following their term in office.

17. Worcester Student Government Association

A. The Co-Presidents shall appoint one delegate to represent Holy Cross in the Worcester Student Government Association.

Section C - Responsibilities

1. At the end of every fall and spring semester, each cabinet member shall be responsible to write a report detailing what they accomplished in that semester. A copy shall be given to the Executive Secretary to keep on file.

- A. The reports shall include administrative and other contacts used in their role as SGA cabinet members, a chronology of accomplishments, and goals for the following semester.
2. Cabinet members will be expected to give updates of their activities to the Senate upon request.

Article IV - Representatives to College Committees and Councils

Section A - Student Representatives to the College Committees and Councils

1. Appointment Process
 - A. Aside from those seats that are constitutionally mandated to be filled by a particular SGA Officer, all other positions shall be made available to the entire student body, with the exception of one seat on the Finance and Planning Council, which shall be filled by one of the Co-Presidents.
 - B. All representatives must be appointed before the end of the spring semester.
2. Responsibilities and Expectations
 - A. Attend all meetings
 1. If a representative is not able to attend a meeting, he or she shall be required to notify the Chief of Staff.
 - B. Shall be a full voting member of his or her respective committee
 1. Provide a written report of all issues, concerns, and items discussed by their respective committees to the Executive Secretary in a timely manner.
 2. Shall provide a copy of the minutes of all meetings to the Executive Secretary.
 3. Represent, to the best of their ability, the interests of the student body as well as the SGA.

Section B - College Committees and Councils

1. The Student Life Committee serves to make recommendations on all aspects of student life and advise the Vice President for Student Affairs and Dean of Students.
 - A. Serving on the committee will be:
 1. Director of Student Life
 2. Three (3) additional student representatives nominated by the Co-Presidents and approved by the Senate, one (1) must be ALANA
2. The Academic Affairs Council serves to make recommendations on all aspects of academic life and advise the Vice President for Academic Affairs and Dean of the College.
 - A. Serving on the committee will be:
 1. Director of Academic Concerns
 2. One (1) additional student representative nominated by the Co-Presidents and approved by the Senate

3. The Curriculum Committee reviews proposals for new courses, determining the value of the course to Holy Cross, as well as what requirements the course should fulfill.
 - A. Serving on the committee will be:
 1. Director of Academic Concerns
 2. One (1) additional student representative nominated by the Co-Presidents and approved by the Senate
4. The Finance and Planning Committee serves to make recommendations on long-term financial planning needs and general budgetary policy for each fiscal year to the President of the College.
 - A. Serving on the committee will be:
 1. Treasurer
 2. Two (2) additional student representatives nominated by the Co-Presidents and approved by the Senate
5. The Faculty Assembly serves as the legislative body on all matters relating to academic affairs and faculty status.
 - A. Serving on the committee will be:
 1. Both Co-Presidents
 2. Chief of Staff; Executive Secretary
 3. Director of Academic Concerns
 4. Academic Affairs Council Representative
 5. Curriculum Committee Representative
 6. Director of Student Life
 7. Student Life Council Representatives
 8. Treasurer
 9. Finance and Planning Committee Representative
 10. One Representative Nominated by the Co-Presidents and Confirmed by the Senate
6. The Mission and Identity Committee will examine the mission statement of the College and develop methods to further the Jesuit mission and identity on campus.
 - A. Serving on the committee will be:
 1. Director of Spiritual Life
 2. One (1) additional student representative from each class nominated by the Co-Presidents and approved by the Senate.

Article V - Class Councils

Section A - General

1. The offices of President, Vice President, Secretary, Treasurer, and Commencement Chair (for the Senior class only) shall be annually elected to a one-year term.
2. All class officers shall be responsible for programming and fundraising for their respective classes.
3. Class officers are responsible for attending all meetings of the Class Council.

Section B - Individual Duties

1. President
 - A. The President's duties shall include:
 1. Represent his/her respective class to the administration
 2. Delegate tasks to the other officers and members of the Class Council
 3. Convene and preside over Class Council meetings
 4. Authorize Class Officer financial account transactions
 5. Publicize Class events
 6. The President may nominate volunteers to serve on the class council on an as need basis
2. Vice President
 - A. The Vice President's duties shall include:
 1. Preside over meetings in the absence of the President
 2. Assist the President in all tasks as needed
 3. Authorize Class Officer financial account transactions
3. Treasurer
 - A. The duties of the Treasurer shall include:
 1. Maintain an accurate and detailed record of the class budget and account
 2. Keep the Class and Class Officers informed of the finances of the Class
 3. Submit a report at the end of each academic month to the SGA Treasurer
 4. Authorize Class Officer financial account transactions
4. Secretary
 - A. The duties of the Secretary shall include:
 1. Keep the attendance record and minutes at all meetings for distribution
 2. Keep records of all Class events
 3. Prepare and write the Class Officer report to be presented to the Chief of Staff
5. Commencement Chair
 - A. The position of Class Commencement Chair shall be a one year term, elected in the spring of the class's junior year and concluding upon the given class's graduation.
 - B. During his or her junior year, the class elected Commencement Chair shall serve as an assistant to the senior class Commencement Chair, performing duties including, but not limited to:
 1. Serving as Head Usher for the senior class commencement
 2. Working with and assisting the senior class Commencement Chair as necessary in the planning of and oversight of activities and ceremonies that occur in conjunction with commencement

- C. The Junior Class Commencement Chair shall not be included in the selection process for Faculty Marshals or Valedictorian, and shall not vote in any matter concerning the Senior Class Commencement.
- D. During his or her Senior year, the class elected Commencement Chair shall be responsible for the planning and oversight of activities and ceremonies that occur in conjunction with commencement, including but limited to:
 - 1. Selecting of Faculty Marshals
 - 2. Selecting of the Valedictorian
 - 3. Planning of the Baccalaureate Mass and Ball

Article VI - House Councils

Section A - Residence Hall House Councils

- 1. Function
 - A. Shall act as a representative programming and governance body for their respective residence hall
 - B. Shall act in the same manner as any other fixed budget RSO.
 - C. Elections shall be held by the office of Residence Life and Housing
 - D. The Judicial Council may hear election appeals in the same manner as any candidate for student government as stipulated under Article XV.

Section B - Inter-House Council (IHC)

- 1. Membership
 - A. The IHC shall be comprised of one co-chair from each Residence Hall House Council. The advisor of IHC may also appoint other students when necessary.
 - B. The Director of Student Life Issues shall serve as the representative of the SGA Co-Presidents to the IHC.
 - C. The IHC must convene by October 16th.
 - 1. The first meeting of the IHC must include a thorough overview the Constitution and Bylaws as they pertain to House Councils and IHCs.
- 2. Function
 - A. The IHC shall:
 - 1. Meet at least once per month
 - 2. Encourage communication between Residence Halls and collaboration on programming
 - 3. Act as a forum for the discussion of student life and residence life issues
 - 4. Serve as a place where organizations may appeal to House Councils for co-sponsorship
 - 5. Have the power to make endorsements relevant to student life and residence life issues
- 3. IHC Co-Chairs
 - A. The IHC Co-Chairs shall be voted upon by the House Council Co-Chairs

- B. The IHC Co-Chairs shall have the power to convene, preside over, and set the agenda for all meetings of the IHC.
- C. The Director of Student Life shall serve as an advisor to IHC.

Article VII - Reserve Board

Section A - Reserve Board Funding

- 1. An initial allocation to the Reserve Board will be made from the overall budget of the SGA.
- 2. All remaining funds from the Reserve Board from the previous year shall be transferred to the Reserve Board Account.

Section B - Reserve Board Procedure

- 1. To apply for Reserve Board Funding, Recognized Student Organizations must fill out a Reserve Board Request application at the Office of Student Involvement.
 - A. Their application must include a specific breakdown of their organization's budget.
- 2. The Reserve Board meets weekly to make decisions regarding applications and may request that representatives from the organization come to the meeting in which their application will be addressed to answer questions.
- 3. In order for an allocation to be made, it must be approved by a majority vote of the members.
- 4. The Chair of Reserve Board and the SGA Treasurer must sign journal entries in order to transfer funds.

Section C - Composition

- 1. The Chair of the Senate Budget Committee shall act as the Chair of the Reserve Board
- 2. Treasurer of SGA
- 3. The three other members of the Senate Budget Committee.

Article VIII - Ad Hoc Committees

Section A - Ad Hoc Committees

- 1. May be created at any time as deemed necessary by the SGA Co-Presidents for the purpose of investigating, addressing, and recommending action on particular areas which do not readily fall under the jurisdiction of the standing committees
- 2. Shall be headed by a Chair or Co-Chairs appointed by the SGA Co-Presidents
- 3. Shall be composed of any registered students selected by the Chair/Co-Chairs of the Committee or the SGA Co-Presidents
- 4. Creation of Ad Hoc Committees
 - A. Ad Hoc Committees shall be created by the SGA Co-Presidents through a charge letter which will indicate the purpose of the committee, the duration of the committee's commission, how the committees shall report to the Co-Presidents and/or the SGA, and any other information pertinent to the committee.

B. Once the committee's commission has expired, the SGA Co-Presidents may choose to renew the commission by issuing another charge letter.

5. Composition

A. Composition may include, but is not limited to:

1. Any official of the SGA
2. Any faculty member of the College
3. Any volunteers from the student body

Article IX - SGA Services

Section A - Purpose

1. To provide services to the student body to make students' lives easier, more productive, and serve their interests and needs.

Section B - Director of SGA Services

1. Appointment

A. The Director of SGA Services shall be appointed between February 1 and March 17 of the year prior to taking the position.

B. The Director of SGA Services will be nominated by the Co-Presidents and approved by the Senate.

C. The Director of SGA Services will be paid by a per semester stipend set by the Co-Presidents and approved by the Senate.

1. The stipend will be established before the office is filled.

D. A nominee must have a letter of recommendation from at least one senior member of SGA Services.

2. Responsibilities of the Incoming Director

A. The incoming Director of SGA Services will have several responsibilities before their term begins.

1. Shall be responsible for attending all SGA Services and Executive SGA Services meetings.

2. Shall be responsible for becoming acclimated to their future responsibilities as Director.

3. Shall be trained according to a program established by the current Director.

B. The incoming Director of SGA Services shall take office at the same time as the rest of the Executive Cabinet on May 1.

3. Responsibilities of the Director of SGA Services

A. The incoming Director of SGA Services shall submit a budget request to the incoming Co-Presidents in consultation with the outgoing Director of SGA Services before April 30 for a budget for all of SGA Services.

1. New projects may be undertaken with the authorization of the Director if within the confines of the services budget.

B. Shall be responsible for all expenditures and deposits from all SGA Services accounts.

C. Shall be responsible for creating a list of who is authorized to use SGA Vans.

- D. Shall be responsible for maintaining the Student Activities Van Policy.
- E. Shall be responsible for maintaining all policies related to SGA Services.
- F. Shall be responsible for all hiring of employees of SGA Services.
- G. Shall be responsible for creating and overseeing the SGA Services Committee.

Section C - Structure

1. Oversight of SGA Services shall be divided into mid-level positions that are appointed per semester.
2. All these mid-level positions must be appointed before May 1 for the Fall Semester and December 1 for the Spring semester for a semester only.
3. There is no conflict of interest for anyone to hold more than one position within SGA Services.
4. All mid-level positions shall be decided by the consent of the Chief of Staff and the Director of SGA Services.

Section D - Policies

1. The Director of SGA Services is responsible for submitting all policies of SGA Services to the Senate for review.
2. All policies that are internal to SGA Services shall not be considered Bylaws of the Constitution.

Section E -Vehicle Usage Policy

1. The Student Activities Vehicle Usage Policy will be maintained by the Director of SGA Services and shall comply with the regulations of the Public Safety Department.

Article X - RSO Lobbying Association

Section A - Composition and Voting

1. All RSOs, Club Sports, Class Councils, the Residence Hall Councils, and the Inter-House Council shall be defined as members of the RSO Lobbying Association and shall be entitled to one vote per organization.
2. In order to cast a vote, each RSO shall send one representative to represent their interests.
3. Each RSO shall be required to attend all meetings of the RSO Lobbying Association.

Section B - Meetings

1. The RSO Lobbying Association shall meet at least once per semester.
 - A. The RSO Lobbying Association may elect to set more meetings by a simple majority vote.
2. The quorum for the RSO Lobbying Association shall be 2/3 attendance from the RSOs.

Section C - Powers Granted

1. The RSO Lobbying Association shall have the following powers:
 - A. Confirm the budget of the SGA by majority vote following Senate approval
 - B. Shall have the power to petition the Senate for action on a particular issue
 - C. Shall have the power to suggest constitutional amendments or by law changes to the Senate for approval

1. If an amendment to the SGA Constitution is proposed in the RSO Lobbying Association, it shall be presented to Senate.
2. The amendment shall require a 2/3 majority to pass the Senate.
3. Upon passing in the Senate, the amendment shall be presented to the Co-Presidents. If they sign the amendment, it shall immediately take effect. If they veto the amendment, either the Senate or the RSO Lobbying Association may overturn their veto by 3/4 majority.
4. The approved amendment shall be transmitted to the Chair of the Judicial Council for inclusion in the Constitution.

D. Shall have the power to petition the Reserve Board for funds

2. Resolution Power

A. The following parties may submit resolutions to be considered by the RSO Lobbying Association

1. Voting Members of the RSO Lobbying Association
2. Any registered student with the sponsorship of the three aforementioned parties.

Section D - The Chair of the RSO Lobbying Association

1. The Parliamentarian of the Senate or his/her designee shall serve as the Chair of the RSO Lobbying Association.

2. The Chair shall only vote in case of a tie.

3. The Chair shall have the responsibility to:

A. Set the agenda of the RSO Lobbying Association

1. If members of the RSO Lobbying Association wish to submit an item for the agenda of an upcoming meeting, they shall submit it to the email of the Chair, who shall then include it in the meeting.

B. Publicize all resolutions of the Association

C. Inform the Senate of a petition of the RSO Lobbying Association for action.

D. Form ad hoc committees which must be confirmed by a simple majority of the RSO Lobbying Association.

E. Keep attendance records for the RSO Lobbying Association and report absent groups to the Chair of the Judicial Council.

F. Tally votes of the RSO Lobbying Association.

G. The Parliamentarian may request the Legislative Secretary to assist in his/her duties as Chair of the RSO Lobbying Association.

H. Shall be entitled to call a closed session open only to the Representatives of the RSO Lobbying Association and members of the SGA Executives.

4. Removal of the Chair

A. If at any time a Representative feels that the Chair of the RSO Lobbying Association is not fulfilling his/her duties, the Representative may make a case to the RSO Lobbying Association to relieve the Chair.

B. Once the case is made, a vote on whether or not to relive the Parliamentarian of his/her duties will take place. A 3/4 majority shall be required to remove the Chair.

C. If the Chair is removed, the Co-Presidents shall nominate a replacement chair who shall be confirmed by a simple majority of the RSO Lobbying Association.

D. When removed from the position of Chair of the RSO Lobbying Association, the Parliamentarian shall retain his or her office and shall remain so unless the Senate follows their appropriated process of removal.

E. If the Parliamentarian is first removed from the Senate, his/her replacement shall serve as the new Chair of the RSO Lobbying Association by default.

Section E - Responsibility and Privileges of Members

1. All members of the RSO Lobbying Association as outlined in § A.1 who elect or are required to send representatives to the RSO Lobbying Association may alternate their representatives.

A. The chair or co-chairs of an RSO shall decide who shall cast the vote for their organization.

2. No student may represent more than one member of the RSO Lobbying Association.

3. No student holding an office in the Judicial Council, the Executive Cabinet, the Senate, or the Co-Presidency may represent a member of the RSO Lobbying Association

4. Attendance Policy:

A. Attendance is mandatory for all RSOs.

B. Groups who miss will be reviewed by the Senate RSO Committee and could be subject to a refusal to be re-recognized for the following academic year.

C. Groups missing two or more meetings are eligible to have their budget frozen for the remainder of the academic year following a formal hearing of the Judicial Council.

Article XI - Senate

Section A - Meetings of the Senate

1. Shall meet at least once every academic week.

2. Shall be publicized by the Director of Public Affairs.

3. Will hold all meetings in an open forum accessible to the College Community

A. Any Senator may motion to enter a "closed session" at any point within any meeting of the SGA Senate. A majority vote of the Senate will start closed session, at which time the meeting will be open only to the SGA Senators elected that year.

B. The Senate shall record the votes of each individual Senator for all matters except:

1. Senate Positions (Secretary, Speaker and Deputy Whip)

2. Confirmation of minutes

3. Other routine matters (determined by a majority vote of the Senate)

C. The Senate vote shall take place after closed-session with the following constraints:

1. Voting for RSOs shall only be public to the respective co-chairs of the RSO

Section B - Responsibilities of Members

1. Senators shall hold office for one calendar year beginning the first of May.

2. Senators are expected to volunteer for ad hoc committees as they arise.
3. Though Class Senators may elect to assist their class council, they are not officially members of their Class Council.
4. Each Senator is expected to serve as a liaison to at least one and as many as four RSOs during their tenure. Their role will be to facilitate dialogue between the respective RSOs and the SGA establishment and provide any necessary constituent services.
5. The Senate attendance policy shall be enforced as follows:
 - A. Senators are expected to attend all meetings.
 - B. Each Senator shall be allowed one missed meeting and two proxy vote meetings per semester.
 - C. A single violation of this attendance policy shall result in a one week voting suspension with mandatory attendance.
 - D. More than two violations of this attendance policy will result in the removal of the offending Senator from office.
 - E. The Senate as a whole will determine by majority vote if a Senator can be allowed a special exemption from these rules due to extenuating circumstances including: illness, family emergency, or athletic obligations.

Section C- Voting Procedures

1. In order for a vote to take place there must be a two-thirds quorum present.

Section D - Senate Appointment/Election Process

1. Positions within the Senate shall be elected in the following order:
 - A. Speaker: The Speaker shall be elected by a majority vote of the newly elected Senate.
 - B. Legislative Secretary: The Legislative Secretary will be elected by a majority vote of the newly elected Senate.
 - C. Deputy Whip: The Legislative Secretary will be elected by a majority vote of the newly elected Senate.
2. Positions within the Senate shall be appointed by the Speaker of the Senate
 - A. Director of Public Affairs
 1. Responsibilities include:
 - A. Publicizing all weekly Senate meetings
 - B. Publicizing the various activities or legislative action of the Senate through electronic or print media including but not limited to:
 1. Public Forums
 2. Position Statements
 3. Special Senate Events
 4. Agendas
 5. Minutes
 - C. Acting as liaison to the SGA Co-Directors of Communications to increase visibility of the Senate
 - D. Managing all social media accounts pertaining to the SGA Senate
 - E. Contribute weekly write-ups to the The Crusader

F. Creation of Senate Graphics and appearance of the SGA announcement board

B. Foreign Affairs Correspondent

1. Responsibilities include:

- A. Serving as a liaison between the Student Government and students studying abroad (whether internationally or domestically.)
- B. Sending out by-weekly emails with updates from campus.
- C. Participating in monthly phone calls or video sessions with the Senate to provide a more in-depth discussion on their role up-to-date.
- D. Identifying certain study abroad students to feature in Senate PR efforts.
- E. Identifying the strengths & weaknesses of Study Abroad Programs and relay these findings to the Senate.

Section E - Role and Responsibilities of the Speaker of the Senate

- 1. Convene, preside over, and set the agenda for all meetings of the Senate
- 2. Shall appoint each member of the Senate to at least one of the standing committees of the Senate
- 3. Shall appoint the Chair of the standing committees of the Senate
- 4. Shall have the power to form ad hoc committees of the Senate and appoint chairs to such committees
- 5. Serve as an ex officio member of all Senate committees and cast the tie breaking vote on those committees as necessary
- 6. Shall have the power to change committee chairs as necessary

Section F - Role and Responsibilities of the Parliamentarian of the Senate

- 1. Being well versed in all SGA By-Laws and inform fellow senators of pertinent by-law information or conflicts
- 2. Filling in as Interim Speaker, when speaker is absent
- 3. Making sure that all meetings, votes, and other legislative processes abide by the SGA Constitution and organized parliamentary procedure
- 4. Ensuring that all meetings, votes, and other legislative processes abide by the SGA Constitution and organized parliamentary procedure
- 5. Serving as the impartial Chair of the RSO Lobbying Association
- 6. Serve as the Official Chief of Staff of the Senate

Section G - Role and Responsibilities of the Legislative Secretary of the Senate

- 1. Shall keep minutes, record all votes, and maintain all attendance records, spending records, and files of the Senate
- 2. Shall review all proposed legislation for proper format, grammar, and consistency with the SGA Bylaws and Constitution
- 3. Shall assist the Speaker as necessary, including meetings of the RSO Lobbying Association as stipulated in Article X

Section H- Roles and Responsibilities of Deputy Whip of the Senate

- 1. Garnering support for pieces of legislation

2. Managing the legislative docket
3. Tracking the progress of each individual senator on the authorship and sponsoring of bills.

Section I – Replacement of the Speaker or Legislative Secretary

1. If at any time a Senator feels that the Speaker, Legislative Secretary, or Deputy Whip is not fulfilling their duties, the Senator may make a case to the Senate to remove the Speaker, Legislative Secretary or Deputy Whip.
2. Once the case is made, a vote on whether or not to relieve the Speaker, Legislative Secretary, or Deputy Whip of their duties will take place.
3. A two-thirds majority is necessary to remove the Speaker, Legislative Secretary, or Deputy Whip.
4. In the case that the Speaker, Legislative Secretary, or Deputy Whip are relieved of their duties, they will retain their status as Senator and a new vote will take place within the Senate to elect a new Speaker, Legislative Secretary, or Deputy Whip. This vote will be done by simple majority.

Section J – Senate Journal

1. The Senate Journal shall be the official record for all Senate proceedings for a given semester.
2. The Senate Journal shall include, but is not limited to the following:
 - A. Every Senate Meeting agenda for the semester
 - B. All Senate Meeting minutes for the semester
 - C. Records of all Standing and Ad Hoc Committee meeting minutes, notes, and reports from the semester
 - D. All official Senate documents and correspondence for the semester
3. The Legislative Secretary shall be responsible for the Senate Journal.
4. The Senate Journal shall be published and made open record.

Section K – Procedure for a Resolution or Constitutional Amendment

1. Senate
 - A. Proposed legislation is to be submitted to the Speaker of the Senate and the Legislative Secretary.
 1. Proposed legislation may be submitted by:
 - A. A Standing Senator
 - B. Co-Presidents
 - C. Any registered student with a Senate sponsor
 - B. The Speaker of the Senate and the Legislative Secretary review the proposed legislation and introduce the legislation as part of their report at the Senate Meeting.
 - C. The author of the proposed legislation shall be given a specific amount of time to introduce the proposed legislation by the Speaker.
 - D. The sponsor(s) of the proposed legislation shall be given a specific amount of time to speak on behalf of the proposed legislation by the Speaker.
 - E. The Senate shall be given a specific amount of time to discuss the proposed legislation by the Speaker.

F. Any Senator shall be allowed to offer an amendment to a proposed resolution or constitutional amendment.

1. If the amendment is deemed friendly by the author, it shall automatically be added to the text of the legislation.

2. If the amendment is deemed unfriendly by the author, it shall be added to the text of the legislation pending a Senate majority vote.

G. Any member of the Senate may call for a vote and with a second call to motion, the Senate will vote on whether to end discussion.

H. When discussion has ended, the whole Senate shall vote on the proposed legislation.

1. Resolutions shall require a simple majority to pass in the Senate.

2. Constitutional amendments shall require a 2/3 majority to pass in the Senate.

2. Post-Senate Procedure: Resolution

A. Once a resolution has passed in the Senate, the resolution will be sent to the Co-Presidents and Judicial Council Chair by the Speaker and or Legislative Secretary.

B. Upon receiving the resolution, the Co-Presidents have two weeks to review and decide upon the resolution with both of their signatures indicating:

1. Approval - the Co-Presidents have the ability to approve the resolution.

2. Veto - the Co-Presidents have the ability to veto the resolution.

3. If the two weeks upon receiving the resolution from the Legislative Secretary expire, the proposed legislation will automatically take effect.

3. Post-Senate Procedure: Constitutional Amendment

A. In the case of an amendment to the SGA Constitution, the speaker shall notify the Co-Presidents of the amendments passage along with a report of the vote.

B. The Co-Presidents shall have until the next meeting of the RSO Lobbying Association to sign or veto the amendment

1. If the amendment is vetoed, it may be reintroduced to the Senate. If it passes again with a 3/4 majority, the veto will be overturned.

C. If the Amendment is signed by the Co-Presidents, it shall be presented to the RSO Lobbying Association, and it will require a 2/3 majority to pass.

D. After it has passed the RSO Lobbying Association, it shall immediately take effect.

Section L - Official Endorsements / Position Statements

1. An official position statement shall be defined as any document issued by the Senate, to express support or opposition to a position that has been taken up by SGA, the administration of the College, or a Recognized Student Organization.

2. An official endorsement statement shall be defined as any document issued by the Senate, for which the purpose is to explain and reinforce the Senate's position which it has promulgated through a resolution.

3. An official endorsement or position statement must be brought to the Senate floor by a Senator(s).
4. Position or endorsement statements may be drafted by several members of the Senate.
5. In order to approve the official endorsement or position statement, a vote must be moved for and then seconded by another Senator.
6. Upon a simple majority confirmation of the Senate, the official endorsement or position statement will take effect and may be distributed to the public.
7. A position statement approved by the Senate then signed by the Co-Presidents and reviewed by the Chair of the Judicial Council shall be considered an official position statement of the entire SGA.

Section M - Non-binding Campus Wide Referenda

1. Non-binding Campus Wide Referenda may be proposed at any time to the entire student body.
2. A majority vote of the Senate is needed to initiate a Non-binding Campus Wide Referendum.
3. The voting options will be a "Yes" vote or a "No" vote.

Section N - Approval or Rejection of the SGA Budget

1. The SGA Co-Presidents shall submit a proposed budget for the SGA to the Senate for its consideration. The Senate shall treat the budget as it does all other legislation, and it shall require a majority vote to pass.
2. If a majority vote cannot be reached, the concern(s) will be sent back in a written report to the Co-Presidents.
 - A. The Co-Presidents shall consider the changes and send an amended copy back to the Senate.
3. The budget shall then be sent to all RSO Lobbying Association representatives at least one academic week in advance of the RSO Lobbying Association Meeting by the Chair of the RSO Lobbying Association.
4. The RSO Lobbying Association will discuss and then vote on the budget as presented first, without adding amendments. If the budget is passed this first time, it is immediately effective.
5. If it fails to pass, the Chair must announce that the floor is open to introduce amendments. The Chair may allot a certain amount of time for each amendment. There can be no introduction of new amendments during this time.
6. Once this process is complete, the amendment shall be voted on in the following manner.
 - A. If the Co-Presidents (or the Treasurer acting on their behalf) deems the amendment friendly, it shall require a majority vote. If they deem it unfriendly, it shall require a 2/3 majority vote.
7. If any amendments are made to the budget, the RSO Lobbying Association must set a date for an emergency meeting by majority vote.
 - A. This emergency meeting shall have the same attendance policies as regular meetings of the RSO Lobbying Association.

8. The amended budget must go back to the Senate for final consideration. If they approve the changes by a majority vote, the budget is passed. If they don't approve the changes, they shall amend it in the usual manner and send it back to the RSO Lobbying Association.
9. The second RSO Lobbying Association shall have one of three outcomes:
 - A. If the RSO Lobbying Association fails to reach quorum at its emergency meeting, the last version of the budget passed by the Senate shall be the Budget of the SGA.
 - B. If the RSO Lobbying Association reaches quorum and passes the budget, the budget is effective immediately.
 - C. If the RSO Lobbying Association reaches quorum and fails to pass the budget, and there is less than one academic week before the end of the Senate Term, the Judicial Council shall hear both sides and finalize the budget.
10. If deemed necessary, the Co-presidents may create an ad hoc committee at any stage after submitting the budget to the Senate to find a suitable compromise between the Cabinet, Senate, and RSO Lobbying Association. This committee shall be comprised of:
 - A. The SGA Treasurer
 - B. The SBC Chair
 - C. The Speaker of the Senate
 - D. The Chair of the RSO Lobbying Association
 - E. 5-10 RSO Lobbying representatives

Section O - Nomination Procedure

1. Proposed nominations for a position requiring Senate approval may be submitted by:
 - A. Co-Presidents
 - B. Chair of the Judicial Council with a Senate sponsor
2. Each nominee will be interviewed individually.
3. Nominee Process
 - A. Nominees should be presented to the Senate by the Co-Presidents or any other nominator at least two weeks before the nominee is to take office if possible.
 - B. The Senate shall be given a written explanation and a list of qualifications from the nominator.
4. Interview Process
 - A. A nominee shall be interviewed by the Senate to determine his/her qualifications for the position. The Senate should ask about the nominee's involvement in campus activities; whether the nominee has preexisting commitments; positions relevant on college issues; and whether the nominee is able to fulfill the position
5. Confirmation
 - A. The Senate will vote to confirm or reject a nominee after the interview during a closed session and shall inform the nominee of the decision within one week.

Section P - Deferred Judicial Council Hearings

1. In the case that the majority of the Judicial Council feels that a larger body needs to examine a case, they may defer it to the Senate.
2. Upon deferring a case to the Senate, the Judicial Council must explain either in written or oral form to the Senate their reason for deferring the case.
3. The Senate will hear the case following the same procedures as the Judicial Council with the Speaker of the Senate acting in the role of the chair of the Judicial Council.
4. Once the case is heard, the Senate shall vote on whether the deferred case exemplified a violation of the SGA Constitution and its Bylaws.
5. The case will be decided by a two-thirds vote of the Senate.
6. The decision reached by the Senate shall be binding, at which point the ruling shall be sent to the Co-Presidents for enforcement.
7. If there is any case involving a current member of the Judicial Council, that case will automatically be referred to the Senate.

Section Q - Overriding a Veto

1. In order for a Co-President veto to be overridden by the Senate, it must be brought to the floor for discussion by a Senator.
2. A three-fourths majority vote is needed for the override to take effect.

Section R - Requests of Officials/Information

1. Requests of Officials
 - A. The Senate may request an official or officer of the SGA to elaborate on a particular matter related to the SGA or the College community.
 - B. Such a statement must be presented by the official or officer at a meeting of the Senate.
2. Requests of Information
 - A. The Senate may request an official or officer of the SGA to release information regarding a particular matter related to the SGA or the College community. Such information should be submitted to the Legislative Secretary who shall then transmit it to the Speaker.
3. The Senate shall be able to make such requests by a simple majority. These requests must be approved by the Co-Presidents.
4. The Senate must provide a reasonable length of time for officials or officers to comply with such requests.
 - A. The Judicial Council shall decide upon the feasibility of such requests.

Section S - Senate Budget Committee

1. Function
 - A. Hear all funding requests made by Fixed Budget recognized student organizations.
 - B. Recommend an appropriation of the SBC allocation to Senate for approval.
 - C. Act as a liaison for each recognized student organization regarding budget concerns.
2. Composition

- A. Shall be comprised of three senators appointed by the Speaker of the Senate.
 - B. Shall be presided over by a Chair, appointed by the Speaker of the Senate.
- 3. Role and Responsibilities of SBC Members
 - A. Attend all meetings.
 - B. Serve as liaisons to recognized student organizations who receive financial allocations.
 - C. All shall serve as members of the reserve board
- 4. Role and Responsibilities of SBC Chair
 - A. Convene, preside over, and set the agenda for all hearings and meetings of the SBC.
 - B. Serve as the official representative and spokesperson for the SBC.
 - C. Serve as the Chair of the Reserve Board.
 - D. Notify recognized student organizations of funding procedures.
- 5. Auditing Power
 - A. Cause for Audit
 - 1. Wasteful spending
 - 2. Failing to make donations within three weeks of a fundraiser
 - 3. Outstanding Reserve Board loans
 - 4. Ending the fiscal year with a negative balance
 - B. Audit Process
 - 1. At the request of the Treasurer, the Co-Presidents, the Speaker of the Senate, or the SBC Chair, SBC shall have the power to audit RSOs.
 - 2. The Treasurer, the Co-Presidents, the Speaker of the Senate, the Chair of the Judicial Council and the SBC Chair shall have the power to look into all the financial records of all RSOs.
 - 3. SBC shall first investigate the potential discrepancy. After it has been determined, the SBC Chair shall contact the RSO and inform them of the audit.
 - 4. The RSO shall be given on academic week to meet with the SBC.
 - 5. If the SBC chair deems that an RSO appears to be in violation of § 6.A after the meeting, the account shall be temporarily suspended, and the SBC Chair shall inform the Judicial Council of the audit.
 - 6. If the RSO fails to meet with the SBC Chair as stipulated above, the SBC Chair shall suspend the account pending a Judicial Council hearing.
 - 7. The Judicial Council shall then hear the case within two weeks and may render a decision based on the penalties outlined in § 5.C. The Judicial Council may also overturn the audit, which shall unfreeze the account.
 - C. Penalties
 - 1. Temporary suspension of an RSO account.
 - 2. Reducing the balance available to fixed budget organizations.

3. Declaring the RSO to be a limited budget RSO for the remainder of the academic year.

A. The delinquent RSO may apply for fixed or variable status during the next re-recognition process.

Section T - Recognized Student Organization Committee

1. Function

A. Hear all student requests to form Recognized Student Organizations.

B. Annually Re-recognize all Recognized Student Organizations.

C. Act as a liaison for each Recognized Student Organization.

2. Composition

A. Shall be comprised of six senators appointed by the Speaker of the Senate.

B. Shall be presided over by a Chair, appointed by the Speaker of the Senate.

3. Role and Responsibilities of RSO Members

A. Attend all meetings.

B. Serve as liaisons to Recognized Student Organizations.

4. Role and Responsibilities of RSO Chair

A. Convene, preside over, and set the agenda for all hearings and meetings of the RSO Committee.

B. Serve as the official representative and spokesperson for the RSO Committee.

C. Notify recognized student organizations and students of recognition and re-recognition procedures.

Section U - Statutes & Regulations Committee

1. Composition

A. Shall be comprised of two senators, appointed by the Speaker of the Senate.

B. Shall be presided over by a Chair, appointed by the Speaker of the Senate.

2. Function

A. Providing Year-Long educational segments to familiarize all Senators with the SGA Constitution and By-Laws.

B. Responsible for the review, revision, and recommendation of (new) By-Laws of the SGA.

C. The committee will also review all Student Senate resolution drafts before they may go before the Senate.

3. Roles and Responsibilities of Statutes & Regulations Members

A. Attend all meetings

B. Pursue bylaw and constitution changes or amendments.

4. Roles and Responsibilities of Statutes & Regulations Chair

A. Convene, preside over, and set the agenda for all subcommittee meetings.

B. Serve as the official representative and spokesperson for the Statutes & Regulations Committee.

C. Serve as interim Legislative Secretary, if the elected secretary is absent.

Section V - Intellectual Life Committee

1. Composition

A. Shall be comprised of three senators, appointed by the Speaker of the Senate.

B. Shall be presided over by a Chair, appointed by the Speaker of the Senate.

2. Function

A. Promote, and when necessary, improve the College's academic programs, activities, and services.

B. The committee seeks to increase the accountability of academic administration to the student body and promote the academic interests of all students.

C. The committee further strives to foster enhanced dialogue and communication with a variety of academic offices on campus, including but not limited to the following: The Dean's Office, Registrar's Office, Academic Resources and Learning Services, Donelan Office of Community-Based Learning, Academic Internship Program, Study Abroad Program, Libraries, and

Montserrat.

3. Roles and Responsibilities of ILC Members

A. Attend all meetings

B. Pursue initiatives delegated to them by the committee Chair

4. Roles and Responsibilities of ILC Chair

A. Convene, preside over, and set the agenda for all subcommittee meetings.

B. Serve as the official representative and spokesperson for the Intellectual Life Committee.

C. Communicate and collaborate with the Executive Cabinet Director of Academic Concerns on SGA initiatives.

Section W - Student Outreach and Advocacy Committee

1. Composition

A. Shall be comprised of four senators, appointed by the Speaker of the Senate.

B. Shall be presided over by a Chair, appointed by the Speaker of the Senate.

2. Function

A. The purpose of this committee is to cover the evaluation, assessment, and improvement of every aspect of student life that is not academically related.

B. The committee further strives to adequately represent the interests and needs of all students including but not limited to: housing, dining, campus events, school spirit, and safety.

C. The committee will further be responsible for coordinating all programming events sponsored by the Senate.

D. The committee is further responsible for drafting and issuing referendums on campus.

3. Roles and Responsibilities of SOAC Members

A. Attend all meetings.

B. Pursue initiatives delegated to them by the committee Chair.

4. Roles and Responsibilities of SOAC Chair

- A. Convene, preside over, and set the agenda for all subcommittee meetings.
- B. Serve as the official representative and spokesperson for the Student Outreach and Advocacy Committee.
- C. Communicate and collaborate with the the various Executive Cabinet Directors on SGA initiatives.

Section X- Internal Affairs Subcommittee

I. Composition

- A. Shall be comprised of three senators, appointed by the Speaker of the Senate.
- B. Shall be presided over by a chair, appointed by the Speaker of the Senate.

II. Function

- A. Plan events within the Senate.
- B. These events could include social events, professional development opportunities, workshops, or community engagement opportunities.
- C. Communicate these events to the Senate in an effective, efficient, and timely manner.

III. Roles and Responsibilities

- A. Attend all meetings.
- B. Pursue initiatives and activities delegated to committee by Chair.

IV. Roles and Responsibilities of IA Chair

- A. Convene, preside over, and set the agenda for all committee meetings.
- B. Serve as the official representative and spokesperson for the Internal Affairs Committee.

Section Y - Ad Hoc Committees

1. Ad Hoc Committees may be formed at any time for any reason deemed necessary by the Speaker of the Senate.
2. Ad Hoc Committees shall be held responsible by updating the Senate of the Committee's progress as needed.
3. The removal and/or replacement of Ad Hoc Committee Chairs will be at the discretion of the Speaker.
4. An Ad Hoc Committee may be dissolved for one of the following reasons:
 - A. If the Ad Hoc Committee was established with a specific time frame and that time frame has expired.
 - B. A majority vote of the Senate.

Article XII - Judicial Council

Section A - Appointment

1. The term served by a Judicial Council member will begin on the first day of fall classes and shall terminate at the conclusion of final examinations in the spring of the same academic year.

Section B - Function

1. Serve as the official interpreters of the SGA Constitution and its Bylaws.

2. Shall ensure the integrity of the SGA Constitution and its Bylaws.
3. Investigate, address, hear, and make determinations concerning all petitions and appeals arising from possible violations of the SGA Constitution and its Bylaws based on the action or lack of action of any officer of the SGA or any recognized student organization.
4. Hear all appeals of the Election Committee.
5. Shall have the power to defer cases to the Senate, as deemed necessary.
6. Shall have the power to rule legislation passed by the Senate as void.

Section C - Composition

1. Shall be comprised of seven unbiased members appointed by the Co-Presidents and approved by a majority vote of the Senate.
 - A. Three of these members shall hold one year terms.
 - B. Four of these members shall hold alternating two year terms such that the Council shall always include two members in their second year of their two year terms and two members in their first year of their two year terms.
2. Shall be presided over by a Chair.
 - A. Nominated by the Co-Presidents and approved by the Senate.
 - B. The Nominee must have served as a member of the Judicial Council for at least one year, or, if there is no member who meets this prerequisite, a student shall be selected based upon their knowledge of the SGA's Constitution and Bylaws as determined by the Co-Presidents.

Section D - Role and Responsibilities

1. Role and Responsibilities of Judicial Council Members
 - A. Attend all meetings
 - B. Shall not serve in any other office of the SGA
2. Role and Responsibilities of the Chair of the Judicial Council:
 - A. Convene, preside over, and set the agenda for all hearings and meetings of the Judicial Council
 - B. Serve as the official representative and spokesperson of the Judicial Council
 - C. Ensure that all decisions of the Judicial Council are published in the proper form
 - D. Serve as a member of the SGA Executive Meeting
 - E. Shall advise the Co-Presidents of all cases and actions taken and to be taken by the Judicial Council
 - F. Shall keep minutes, record all votes, and maintain all attendance records, spending records, and files of the Judicial Council

Section E - Training Program

1. A training program shall be held no later than three academic weeks after the start of fall classes.
2. The program will be run by the incoming Chair of the Judicial Council.
3. The training program should cover the following issues:
 - A. A thorough overview of the SGA Constitution and Bylaws

- B. A thorough overview of how SGA functions as a whole
- C. Expectations of the Judicial Council
- D. Past precedent, including past decisions and the grounds for said decisions
- E. Administrative policies regarding student conduct
- F. Protocol for hearings regarding parking violations.

Section F- Cases

1. In order for the Judicial Council to hear a case, a complaint must first be filed by a registered student of the College of the Holy Cross.
2. Each case filed with the Judicial Council shall receive a case file and a case number.

Section G - Decision Process

1. The decision of a case should be rendered in a timely fashion after a case is heard by the Judicial Council.
2. Directly after the case is heard, the Judicial Council will deliberate said case in a closed session.
3. After the deliberations, any necessary action will be taken by the Council.
4. The final decision shall include the following:
 - A. A summary of the case, including those who filed the original complaint.
 - B. The decision, which should include an expansive explanation of how the decision was reached.
 - C. The direct statement of any action required as a result of the decision.
 - D. A list of the Judicial Council members who voted in support of the decision and those who voted against the decision.
5. The majority decision shall be written by the Chair of the Judicial Council
 - A. In the event that the Chair does not support the majority decision, a member should be appointed to write the majority decision and the Chair should write the primary dissenting opinion.
6. Each member shall have the option to write a concurring or dissenting opinion to be included with the case file.
7. The Chair shall transmit a copy of the decision to the Co-Presidents and the Speaker of the Senate within one week after rendering the decision. This requirement shall only apply to appeals regarding the Constitution and Bylaws of SGA.

Section H - Cases Deferred to the Senate

1. If a majority of the members of the Judicial Council feel that a particular case needs to be examined by a larger body, then the Judicial Council may defer that case to the Senate.

Section I - Rights of an Accused SGA Official or Recognized Student Organization

1. An accused official of the SGA or a Recognized Student Organization shall have the following rights:
 - A. To be informed of all the charges and the alleged acts upon which those charges are based.
 - B. To be allowed a reasonable time in which to prepare a response to those charges.

- C. To hear all evidence upon which charges are based, and to answer this evidence through rebuttal.
- D. To have a fair hearing.
 - 1. All parties involved must be informed of the date and location of the hearing.
 - 2. Each side must have an opportunity to present their version of the case to the Judicial Council.
 - 3. The Judicial Council must maintain proper confidentiality in all cases until a decision has been rendered.
 - 4. To have no person presenting evidence against them sit in judgment of him/her.
- E. To request that any member of the Judicial Council be disqualified because of prejudice.
 - 1. A majority vote of the Judicial Council is required to remove a member from the hearing a case.
- F. To be assured that no record of the case is placed in the official student records maintained by the College

Section J - Appeals

1. In the event that a party is held responsible by the Judicial Council, the respondent of the complaint may appeal the ruling within five academic days. The basis of shall include, but is not limited to, the following circumstances:
 - A. Insufficient evidence: If the evidence that was presented was tampered with, falsified or in any other way corrupted, or if said evidence can be proven as incapable cause for a guilty verdict, an appeal may be made.
 - B. Emergence of New Evidence: If new evidence becomes available that has a relevant bearing on the final decision made by the Judicial Council.
 - C. Improper Procedure: If there is a procedural flaw in any portion of the case.
 - D. Impartiality: If it can be proven that a member of the Judicial Council was acting on an agenda that was superseding his/her duties to act in a fair and equitable manner to reach a decision.
2. The Chair of the Judicial Council has the authority to determine if the basis for appeal is legitimate if the reason if it is not listed in the above clause.
3. In cases where an elected or appointed official is impeached by the Judicial Council and removed by the Senate following a 2/3 vote, the accused official shall have the right for a procedural review for the reasons stated above. Such an appeal must be made within five academic days to the Dean of Students, acting in his or her role as the advisor to the Student Government Association. After the application for an appeal has been received, the Chair of the Judicial Council shall issue a stay in the removal order until such time as the appeal has been finalized. The Dean of Students, following a meeting with the Chair of the Judicial Council and the accused party, may take the following actions:
 - A. Uphold the impeachment and removal

- B. Uphold the charge, but alter the sanction as set forth by the Judicial Council and Senate.
- C. Dismiss the charges in their entirety and state the reason(s) for such a decision.
- D. Remand the case back to the Judicial Council for a new hearing, giving the chair of the Judicial Council the reason(s) for such a decision. The ruling of the Dean of Students is final.
- E. An appeal to the Dean of Students shall only be available to those impeached and removed from an office of the Student Government Association.

Section K - Parking Ticket Appeals Committee

- 1. The Judicial Council shall hear student appeals of parking violations issued by the Department of Public Safety.
- 2. All members of the Judicial Council shall hear and vote on each appeal. If the council has an even number of members for a particular case, the chair shall not vote except in the case of a tie.
- 3. In addition, there will be a non-voting Public Safety officer at each individual hearing board.
- 4. The Committee will follow procedures established by the Judicial Council.

Section L - Impeachment

- 1. When charges are filed against an elected or appointed official of the Student Government Association, the Judicial Council has the right to impose a sanction of impeachment against the accused official. Such a sanction shall be imposed under the following restrictions:
 - A. The Council shall first determine responsibility for the initial charge.
 - B. If the Council finds the accused student responsible and moves to the sanctioning phase, any member may make a motion to impeach the accused official.
 - C. When deliberating the sanction of impeachment, the majority of the members must agree, in a written statement, that the actions of the official are serious enough to warrant removal and that the aggravating circumstances of the case (negative record as an SGA official, etc.) outweigh the mitigating circumstances (positive work as an SGA official and/or member of the College community, intentions of the official in the case, etc.). Should either of these requirements not be met, the Council shall set aside discussion of impeachment and move to the consideration of lesser sanctions. A record of individual member's vote shall be included in the articles of impeachment.
 - D. Five of the seven members, or a 2/3 majority if there is a vacancy on the Council, shall vote in the affirmative in order for the impeachment sanction charge to take effect.
 - E. Once voted upon by the Council, the Chair shall transmit the articles of impeachment to the Senate for its consideration. The Council shall vote, by a simple majority, to appoint representatives to present the case to the Senate.

F. The Senate shall then hear the case to determine whether significant evidence exists to remove the impeached official. The Senate shall hear from both the representatives of the Judicial Council and the accused official in open session. After deliberating in closed session, the Senate shall vote and record the vote of each member. The Senate shall only remove the impeached official following a 2/3 vote. If the Senate does not reach a 2/3 vote for impeachment on the first ballot, it shall then set aside the articles of impeachment and take one of the following actions:

1. Dismissal of all charges.
2. Imposition of lesser sanctions on the impeached official. Such sanctions shall only require a majority vote of the Senate to take effect.
3. Should the Senate vote to remove the impeached official, he or she shall have five academic days in which to appeal the case for procedural reasons stated in Article XII, Section J.

Article XIII - Elections

Section A - Committee on Elections

1. Composition

A. The Committee on Elections shall be comprised of the seven members of the Judicial Council and is to be run by the Chair of the Council.

B. The Chair shall appoint an assistant chair for elections who shall have responsibility for publicizing elections, ensuring that candidates submit proper paperwork to the Committee and coordinate all debates and Meet the Candidate events and any other duties as assigned by the chair of the Council. In the Chair's absence, the he or she shall assume the duties of the chair with regard to elections.

1. The Assistant Chair for Elections shall be appointed by the chair in consultation with the other members of the Council. If more than one member applies for the position, the Chair shall choose the member who receives the highest number of votes in a secret-ballot election at the first meeting of the fall semester.

2. At the beginning of the fall semester the Chair of the Council will lead a training session on elections procedures in conjunction with the general training on the Constitution and Bylaws.

A. The training session must include a thorough overview of all election procedures, as well as the role and responsibilities of members.

3. Role and Responsibilities

A. The Judicial Council is responsible for organizing and executing all elections of the SGA, with the exception of House Council elections, which shall be coordinated through Residence Life and Housing.

1. Responsibilities include, but are not limited to:

- A. Ensuring that there are enough candidates for the elections
- B. Getting all pertinent election information to the student body in time for the elections
- C. Publicizing the elections
- D. Conducting all election-related events
- E. Hearing and deciding on Official Complaints
- F. Tabulating voting results
- G. Submitting a Chair's Report following the conclusion of the election cycle
- H. In accordance with Residence Life and Housing standards, publishing proper election material posting procedures and locations
- I. Coordinating special elections, if necessary

B. A member of the Council who is running for an office shall not participate in any election-related matters of the Council during that election cycle.

C. No candidate may be endorsed by the Judicial Council or its members.

D. All records of votes shall be kept on file for one academic year after an election occurs.

Section B - Election Procedures

1. Election Process

A. The election process will be conducted by the Judicial Council as outlined in Section A.

B. The election process for Spring Elections must conclude no later than the second Wednesday in April.

C. The election process for Fall Elections must conclude within five (5) weeks following the start of classes.

2. Information Session

A. The Judicial Council shall host an informal information session for any persons wishing to run for any position within SGA.

B. Immediately following the information session, the Judicial Council shall update the campus periodically regarding candidates who have already filed, as well as positions that are still vacant.

C. Students who are abroad or away for the semester shall run for office for the year in which they return. In this circumstance, the candidate may contact the Council to receive election materials.

D. Candidates shall be enrolled in the College and taking classes on the Worcester campus for at least one semester of the year in which they are seeking office.

1. Should an elected official's enrollment status and/or location change following the conclusion of the election cycle, they shall submit a letter of resignation to the Co-Presidents.

- A. In addition to submitting their letter of resignation to the Co-Presidents, resigning Class Officers shall submit a copy to their respective Class President.
 - B. In addition to submitting their letter of resignation to the Co-Presidents, resigning Senators shall submit a copy to the Speaker of the Senate.
- 2. A special election shall be held to fill vacancies, and shall be coordinated by the Judicial Council.
- 3. Signatures
 - A. All persons wishing to run for any position within SGA shall have a Letter of Intent with 50 signatures, within the corresponding class, for a class-specific election and 100 signatures for a campus-wide election.
 - B. Signatures cannot be collected before the conclusion of the information session.
- 4. Letters of Intent
 - A. Each candidate must submit a letter of intent, comprised of no less than 100 words, describing the reasons as to why they are running for their chosen position.
 - B. A candidate may not run for more than one elected position at one time.
 - C. In the case of elections for Co-President, a 500-word letter of intent must be written for each pair of candidates (a pair consists of two and only two candidates).
 - D. Letters of Intent and signatures are due in the SGA Office at a deadline set forth by the Judicial Council. The Judicial Council shall then publicize the letters of intent in a manner they deem appropriate.
 - E. Candidates shall submit a digital photo along with their letter of intent.
 - F. Once signatures and a letter of intent have been filed for an elected position, a candidate relinquishes the right to file for any other elected position.
- 5. Vacant Positions
 - A. In the event that letters of intent and required signatures are not filed for any given position by the initial deadline set forth by the Judicial Council, that position shall be deemed vacant.
 - B. Vacant positions will be reopened to eligible members of the campus and a deadline to fill the vacant positions with one or more candidate(s) shall be set forth by the Judicial Council.
 - C. The Commencement Chair position must be filled by May 1st. If the seat is vacant after May 1st, the Co-Presidents Elect will

nominate a rising senior to the position pending approval by the Senate.

6. General Expectations

A. In addition to adhering to all rules, regulations, and procedures, candidates and proxies are expected to conduct themselves in a professional manner. The candidate shall be responsible to ensure that everyone involved in their campaign adheres to all rules, regulations, and procedures.

B. Intentional disruption of candidates' campaigns, as well as verbally attacking, demeaning, or degrading candidates is strictly prohibited.

7. Campaigning

A. Campaigning will occur without any interruption beginning at midnight following the due date of signatures and letters of intent as set forth by the Judicial Council, and run until the conclusion of the final election.

B. Campaigning includes, but is not limited to:

1. Posting material (the inside of academic buildings may be used as a backdrop in campaign photos or videos)

2. Handouts

3. Actively promoting the candidacy of specific candidate.

4. Use of internet resources

A. Groups and pages on social networking sites (including, but not limited to: Facebook, Twitter, MySpace, YouTube, etc.) are permitted, but are the responsibility of the candidate, and thus, shall adhere to all campaign regulations and procedures.

B. Unsolicited voicemails, text messages, instant messages, phone calls, or mass electronic messages are prohibited.

C. Official complaints shall be submitted by only those individuals receiving unsolicited campaign materials.

5. Any Holy Cross student may publish an opinion article on the election in support of a candidate. These articles may appear in outlets such as the Crusader, as well as publications outside the purview of this government.

A. The scope of these articles must be limited to support of a particular candidate and not an attack on the opposition.

B. These articles must also satisfy all regulations regarding proper campaigning under Article VIII Section B Subsections 7,8, and 9.

C. The author of the article must ensure it is made clear that the contents of the article are not the opinion of the publication as a whole.

8. Campaign Finances

A. There shall be a \$100.00 spending limit for each class-specific and campus-wide candidate.

B. In the case of the SGA Co-President elections, there shall be a \$250.00 spending limit that encompasses both the primary and general election cycles.

C. All candidates shall submit a list of all campaigning supplies, with receipts if supplies are obtained from an outside source, to the SGA Office by 6 pm the night before the election to ensure spending limits have not been violated.

D. Campaign supplies include, but are not limited to, and must be cited as:

1. Stickers/Buttons: There will be a \$0.25 charge for all stickers and buttons made by hand or personally printed by the candidate. All other stickers and buttons must have a receipt.

2. Donations: Donated supplies are permitted, but must be presented to the Judicial Council by email (to SGAelections@g.holycross.edu) for pricing prior to posting or use no later than two (2) days prior to the elections.

3. All Other Supplies: All other supplies and means of campaigning must be presented to the Judicial Council by email (to SGAelections@g.holycross.edu) for pricing prior to posting or use no later than two (2) days prior to the elections.

9. Postings

A. All campaign materials, pending approval from OSI and the Judicial Council, are strictly limited for posting in the following buildings:

1. All residence halls: candidates shall post materials in accordance with Residence Life and Housing regulations.

A. Candidates shall only post campaign materials on personal bulletin boards if they have verbal consent from at least one occupant of a room.

2. Hogan Campus Center: candidates shall submit material to the Office of Student Involvement.

A. Posted banners in Hogan shall be no larger than 4 feet by 2 feet in size.

B. Candidates shall not paint advertisements on the windows of the Hogan Lobby nor shall they hang posters on the railings around the lobby stairs.

3. Kimball Dining Hall: candidates shall submit material to Kimball Dining Services. Kimball Dining will instruct candidates on posting procedures within Kimball Dining Hall.

B. Campaign materials may be placed in/on, and are strictly limited to, the following areas:

1. Public bulletin boards.

2. Personal bulletin boards.

3. Table-tents in Cool Beans, Crossroads, Kimball Dining Hall, Lower Kimball, and the Science Café.

C. Posting outdoors and in academic buildings, offices, restrooms, and athletic facilities is prohibited.

D. Use of campus mail for campaigning purposes is prohibited.

10. Endorsements

A. Candidates may solicit endorsements from individual students of the College of the Holy Cross only.

1. The endorsing student may use their title and the trappings of their office, however they must specify their endorsement does not equate to an endorsement by the entire organization or team to which they belong.

2. The candidate receiving the endorsement is charged with insuring the endorsement includes this qualifier in some form, and does not appear as an endorsement from the group as a whole.

B. Receiving endorsements from student organizations, members of the faculty and administration, athletic teams, and non-Holy Cross students is prohibited.

11. Penalties

A. A candidate who has violated a rule, regulation, or procedure is subject to a penalty which may include a removal of candidacy.

B. Penalties for the following violations have been outlined, but are not limited to the following:

1. Signatures Deadline: Any candidate that misses the signature deadline shall be prohibited from running for office.

2. Signature Fraud: Any candidate found submitting fraudulent signatures shall be eliminated from the election.

3. Negative Campaigning: At the discretion of the Judicial Council, any candidate found intentionally disrupting the campaign of another candidate shall be eliminated from the election.

4. Campaign Finances: Any candidate in violation of the stated campaign finance regulations shall, at the discretion of the Judicial Council, be eliminated from the election.

12. Official Complaints

A. If any rules, regulations, or procedures are violated, an official complaint shall be filed with the Judicial Council up to 24 hours after the end of an election. A protest may be filed by anyone, including another candidate, and must be filed in-person with the Assistant Chair for Elections Committee of the Judicial Council.

B. If a complaint is lodged against a candidate, the Judicial Council must notify the accused party of the complaint and what section of the By-Laws it falls under. This notification must come as quickly as possible after the Council receives the complaint, in keeping with the 24-hour timeline for dispute resolution.

1. The Judicial Council shall hold a hearing within 24 hours of receiving an official complaint.

C. The Judicial Council shall hear the case with the Assistant Chair for Elections presiding. Should the assistant chair not be able to preside, the most senior member of the Council shall preside. The Chair of the Council shall not hear the case in order to preserve impartiality on appeal.

D. The Judicial Council shall render a decision following deliberation and transmit it to all parties involved.

13. Solicitor General

A. The Solicitor General will be charged with representing any complaint originating within the sitting government, or student body at large to the Judicial Council.

1. They must execute this duty to the best of their ability with every complaint regardless of implication, accused candidate, or origin.

2. The Solicitor General may not reveal the origin of an individual complaint.

B. Individual Candidates will retain the right to bring complaints to the Judicial Council within the purview of the race they are in.

14. Appeals

- A. A candidate may appeal a decision of the Judicial Council if that candidate feels the Judicial Council's decision is unfair, biased, or in direct conflict with the Election Bylaws.
- B. An appeal of the Judicial Council's decision must be filed in person or through e-mail with the Chair of the Judicial Council.
- C. The Chair of the Council will hear the appeal of a Judicial Council decision within 2 academic days. If the chair is running for office, the assistant chair would not hear the initial case and instead they must handle appeals in place of the chair of the Council. In this case, the initial hearing would be presided over by the most senior member not running for an elected office.
- D. Appeals can be filed no more than one (1) business day after the Judicial Council has rendered a decision.
- E. No evidence can be presented in the appeal process that was not presented in the official complaint to the Judicial Council.
- F. When rendering a decision, the Chair of the Judicial Council has final authority on adjudicating all election disputes.

15. Meet the Candidates Session

- A. All candidates or proxies appointed by that candidate shall attend a "Meet the Candidates" session.
- B. "Meet the Candidates" shall be hosted by the Judicial Council and moderated by one member of the Council.
- C. "Meet the Candidates" shall take place after the commencement of campaigning and before the final elections.
- D. Each candidate shall have the opportunity to speak at "Meet the Candidates" night, in which they will each have two minutes to share brief remarks concerning their candidacy.
- E. For Co-President candidates, the pair of candidates shall have three minutes to share brief remarks about their candidacy.

16. Primary/Class Officer Elections

- A. If there are more than two pairs of candidates running for the Co-President position, a primary election shall take place to determine the two pairs who will move on to the final election. The two groups with the highest vote tallies in the primary election will move on to the final election.
- B. In the event that there are two or less pairs of candidates running for the Co-President position, there shall be no primary election.
- C. If a primary election is not necessary, then all elections shall take place on the same day.

17. Co-President Debate

- A. The two pairs of Co-President candidates shall have the opportunity to participate in a debate to share brief remarks concerning their candidacy, share their platform for election, and answer questions.
- B. If a primary election is necessary, then the Co-Presidential debate shall take place prior to the primary elections.
- C. The Chair of the Judicial Council and/or the Assistant Chair for Elections shall moderate the debate.

18. Final Election

- A. The final election for Co-Presidents, Senators, and other elected positions shall take place on Election Day. Election Day for Spring elections must take place on or before April 7th.
- B. The person/pair with the highest tally of votes will win the election.
- C. The students that win the elections shall attend training sessions prior to the conclusion of the academic year. In addition, students that are elected to the Senate shall attend two Senate meetings prior to the conclusion of the academic year.

19. Ties

- A. In the event of a tie, a run-off election shall take place 48 hours after Election Day.

20. Tabulation of Results

- A. In conjunction with the Vice President of Student Affairs and Dean of Students, the results of the election shall be tabulated by the Judicial Council with the use of an online balloting system.
- B. The results of the election shall not be made public until all candidates have been notified in a manner determined by the Judicial Council.
- C. The Chair of the Judicial Council shall notify the incumbent Co-Presidents of the results for the Co-Presidential election, who shall then notify the newly elected pair.
- D. In the event that online voting is invalid or fails (including, but not limited to, missing candidates or network connection failures), and previous votes shall be cleared and voting shall restart.
 - 1. An e-mail shall notify the student body about the re-vote.
 - 2. The new voting period will restart at 24 hours.
- E. Election vote tabulations for all campus and class-wide elections shall be made available for public viewing within one week of notifying candidates.

21. Proxies

- A. If a candidate is not enrolled on the Worcester campus during the election cycle, a candidate shall appoint an official proxy.
- B. Candidates must submit an official statement signed by both the candidate and the proxy, stating intent to make use of a proxy.
- C. Proxies assume all responsibilities of candidates and shall adhere to all campaign regulations and procedures.

Article XIV - Finances

Section A - Financial Procedures

1. SGA Budget

- A. SGA Budget will be based upon funds collected from the Student Activity Fee.
- B. Shall be proposed by the outgoing Co-Presidents, the Chief of Staff, and Treasurer for the following fiscal year.
- C. In order for the Overall SGA Budget to take effect, it must be reviewed and approved by a majority vote of the Senate and the RSO Lobbying Association.
- D. The Overall SGA Budget proposal shall include the following:
 - 1. Projected revenues
 - 2. Projected expenses
- E. All Residence Hall House Councils shall receive funds totaling 5% of the Overall SGA Budget. Each House Council will receive a percentage of this amount equal to the percentage of students in each individual residence hall to the total number of students on campus. House Councils are not eligible to apply to the SBC or Reserve Board for funds.
- F. Due to the fluctuating financial needs of the Residence Hall budgets listed above in Article XIV, Section A.1.E, a rollover fund shall exist for these budgets according to the following stipulations:
 - 1. The Residence Hall budgets, in conjunction with the 5% of the Overall SGA Budget allocation, will retain all fundraised money and any rollover from the current academic year.
 - A. The cap for this rollover fund shall be \$3,000.
 - B. Any rollover exceeding the \$3,000 cap shall be reallocated as deemed fit by the SGA Treasurer and approved by the senate through a simple majority.
 - C. However, any and all fundraised money by the Residence Hall budgets will be retained by them for the following academic year.
 - D. Even in the case that fundraised rollover for the upcoming academic year exceeds \$3,000, the Residence Hall budgets reserve the right to these funds.
 - 2. Recognized Student Organization Allocations
 - A. Senate Budget Committee (SBC)

1. The SBC in conjunction with the reserve board shall allot a percentage of designated RSO funds to all Fixed Budget RSOs during annual re-recognition and the rest will be allotted to the Reserve Board.

2. Any money not allocated by the SBC must be transferred to the Reserve Board account.

B. Reserve Board

1. The Reserve Board shall be allotted funds from the SBC.

2. Any funds not allocated by the SBC shall be transferred to the Reserve Board.

3. Any money unspent from the previous fiscal year's Reserve Board shall be transferred to next year's Reserve Board account.

4. A portion of the rollover from the previous fiscal year from RSOs shall be allotted to the Reserve Board.

3. Eligibility

- A. Any Fixed Budget RSO is eligible to receive funding by filing a budget request to the SBC for the following fiscal year, or to the Reserve Board as an out-of-cycle request at any point during the fiscal year.

- B. Any Reserved Budget RSO may request out-of-cycle funding from the Reserve Board at any point during the fiscal year.

- C. Every organization receiving funds from the SBC or the Reserve Board must adhere to the SGA Funding Policy to remain eligible for funding.

4. Out-of-Cycle Requests

- A. An out-of-cycle request shall be defined as a request for additional funds for a recognized student organization, for a specific expenditure, that is in accordance with SGA guidelines.

- B. Only Fixed Budget and Reserved Budget RSOs can file an out-of-cycle request to the SGA Reserve Board.

- C. Out-of-Cycle requests can be made anytime during the fiscal year.

5. Account Authorization

A. SGA Accounts

1. Any transactions involving the SGA Main Account shall include the signature of both Co-Presidents and the SGA Treasurer.

2. Any transactions involving the SGA Senate Account shall include the signature of both the Speaker of the Senate and the SGA Treasurer.

3. Any transactions involving the SGA Judicial Council Account shall include the signature of the Judicial Council Chair and the SGA Treasurer.

4. Any transactions involving the SGA Class Council Accounts shall include the signature of the Class President and Class Treasurer of the Class that is making the transaction.

B. Recognized Student Organizations Accounts

1. An organization's Treasurer and one of the Co-Chairs (President/Vice President) must sign approval of all transactions.

C. House Council

1. A House Council's Treasurer and one of the Co-Chairs (President/Vice President) must sign approval of all transactions.

Section B - Funding Policy

1. An organization's executive board must approve all purchases made using an organization's budget allocation.

2. All reimbursements must be pre-approved by the Director of OSI or a designee.

3. Payments for bands, disc jockeys, professional performers, guest speakers, or any professional service rendered by an individual other than a member of the College Community require a contract.

4. Payments for conferences, membership dues, or subscriptions rendered by an individual(s) other than a member of the College Community are allowed with the approval of the Director of OSI.

5. The purchase of alcohol is not allowed by College policy, therefore is not a reimbursable expense.

6. Allocated money to any organization shall not be used to make donations or charitable contributions. The only exception shall be if the group contracts a speaker who personally donates their payment to a charitable organization or only accepts payment in the form of a donation to his/her charity of choice. For all other cases, a student organization wishing to make charitable contributions must use funds obtained during a fundraiser.

A. The amount of donations gained in a fundraiser must be more than the original allocation made by the SBC/Reserve Board unless the fundraiser adds an intrinsic value to the campus community.

7. Events requiring the purchase of goods totaling over \$50.00 must have all purchases pre-approved by OSI.

8. All fundraising efforts must be approved by OSI.

9. Student Organizations may not hold off-campus bank accounts.

10. RSOs must adhere to community standards of the College.

11. Any financial allocation equaling or exceeding \$20,000 for any single programming event or capital purchase may be subject to the oversight and direction

of a committee consisting of the SGA Co-Presidents, Treasurer, and Members of the Senate Budget Committee.

12. Any RSO applying for funds from the Holy Cross SGA must disclose any alternative sources of funding and the amounts received from these sources. Additionally, any events the RSO co-sponsored with other organization must also be disclosed.

Section C - Capital Purchase Fund

1. A capital purchase shall be defined as a purchase made to maintain or improve the infrastructure of the SGA or any organization under its control.

2. Criteria determining the approval or the rejection of an application shall include, but are not limited to:

A. The necessity of the purchase

B. The benefits of the purchase

C. The impact of the purchase to maintain or improve the infrastructure of the SGA

D. The funds present in the Capital Purchase account

3. Both Co-Presidents and the SGA Treasurer must approve a Capital Purchase.

4. The SGA Treasurer will work with the Controller's office to assess the remaining useful life of major SGA Capital Assets, especially SGA vehicles.

A. Once an asset has been deemed in need of replacement, the SGA Treasurer will ensure that adequate funds are built in to the Permanent Capital Purchase Fund for the next fiscal year.

B. The balance of the Permanent Capital Purchase Fund must rollover to the next year.

Section D - Permanent Rollover Fund

1. The Permanent Rollover Fund is an interest generating account that is set aside for emergency uses.

2. At the end of a fiscal year, all rollover money is to be placed in this account.

3. This fund has a ceiling of \$100,000; a soft minimum of \$70,000; and a hard floor of \$50,000.

A. Any amount over 100,000 in this fund must be reallocated to be used during the current fiscal year. The reallocation process must be used and is as follows:

1. The SGA Treasurer must create an addendum budget clearly showing the amount of reallocation and for what purposes this money is to be used for.

2. The addendum budget must be approved by both Co-Presidents and approved by a majority of the Senate.

B. Additional amounts may be allocated using the reallocation process at the discretion of the Co-Presidents and the SGA Treasurer. However, this process cannot bring the fund's balance below \$70,000.

C. If an emergency situation arises this account can be drawn down to \$50,000; however to dip below 70,000 there must be a real emergency, and the allocation must be approved by:

1. Both Co-Presidents

2. The SGA Treasurer
 3. 2/3rds of the Senate
 4. The Associate Dean of Student Life
- D. If the fund balance goes below \$70,000 for an emergency, the SGA Treasurer will have to create a specific allocation line in the following Fiscal Year's Budget to bring the balance back to \$70,000.
- E. An emergency situation includes but is not limited to:
1. Unexpected debt
 2. Unforeseen emergency capital purchases
 3. Fines or penalties
- F. Under no circumstances can the balance of this account go below \$50,000.

Article XV - Recognized Student Organizations

Section A - Composition

1. Recognized Student Organizations (RSOs) are student groups which have been approved by the SGA.
2. There shall be four types RSOs
 - A. Fixed Budget RSOs
 - B. Variable Budget RSOs
 - C. Limited Budget RSOs
 - D. Permanent RSOs
 1. Permanent RSOs shall include the IHC, the four class councils, and all residence hall councils.
 - E. Club Sports shall have no official distinction from other fixed, variable, or limited budget RSOs.
3. All of the RSOs should have at least the following officers:
 - A. Chair or Co-Chairs
 - B. Treasurer
 - C. One first year intern or a secretary.

Section B - Privileges of all RSOs

1. A voting seat in the RSO Lobbying Association
2. Access to SGA-owned vehicles
3. Use of the College name
4. On-campus fundraising
5. An organization e-mail account
6. Use of a mailbox in OSI
7. Advertising and posting privileges
8. Sponsorship of campus events

Section C - Specific Privileges and Requirements of RSOs

1. Fixed Budget
 - A. Inclusion for a fixed proportion of the SGA budget.
 - B. The right to petition the Reserve Board for Reserve Board funds.

- C. Evidence of a large degree of continual spending and mandatory operational fees.
 - D. Permanent RSOs are Fixed Budget.
2. Variable Budget
- A. The right to petition the Reserve Board for Reserve Board funds.
 - B. Shall be an organization with fluctuating costs or an inconsistent need for resources.
3. Limited Budget
- A. Any recognized organization in its founding year shall have limited budget status.
 - B. Any variable budget or fixed budget that has either demonstrated wasteful spending, that has failed to make donations three weeks after a fundraiser, that has outstanding reserve board loans, or that has ended the fiscal year with a negative balance.

Section D - Re-Recognition of RSOs

1. The Senate shall set the re-recognition timetable from year to year.
 - A. Re-recognition must occur between the first and final meetings of the RSO Lobbying Association in the Spring Semester.
2. There shall be two components to the re-recognition process
 - A. RSO re-recognition
 1. The purpose of the RSO portion of the re-recognition process is to ensure campus organizations maintain viable function, sustained participation, and continued leadership.
 2. All RSOs except the Permanent RSOs shall be re-recognized annually.
 3. It shall be the duty of the RSO committee to collect:
 - A. A brief summary of the major events or activities in which the organization held or participated during the past academic year
 - B. The signatures of 15 members of the RSO
 - C. The names of all the officers in the organization
 - D. A constitution or charter for the organization
 4. After receiving this information, the RSO committee shall then hold a meeting with a group in order to determine the viability of the RSO.
 5. The RSO Committee shall then report its suggestions on re-recognition to the Senate which shall confirm them by simple majority.
 - A. Any RSO which has attended all meetings of the RSO Lobbying Association shall be exempted from meeting with the RSO Committee. If they have submitted all the paperwork in § 2.A.2 they shall pass the RSO portion of the re-recognition process. However, should the RSO Committee have evidence that a RSO is potentially not viable despite its attendance at all meetings of the RSO Lobbying Association, it shall forward a request to review that group's application to the full Senate. The Senate may, by a majority vote, allow the RSO Committee to

examine the application of the RSO in question. This process shall include a mandatory meeting with the leadership of the RSO being examined. Failure to attend a meeting with the Committee after a Senate vote authorizing such a review shall result in loss of recognized status, pending an appeal to the Judicial Council. At the end of the examination, the RSO Committee shall submit to the full Senate a report of its findings and a recommendation on status of the group.

6. The IHC, the four class councils, and the various residence hall councils are groups whose recognition is mandated by the SGA. Their entire re-recognition, including §2.A. is waived.

7. It shall be the duty of the RSO Committee to initiate this process and take steps to ensure that the various RSOs have the information required to be officially re-recognized.

B. Grants of Budget Status

1. It shall be the duty of the Reserve Board to ask each existing RSO to petition for either fixed, variable, or limited budget status. The Reserve Board shall also take steps to ensure that the various RSOs have the information required to properly receive a budget grant.

2. RSOs petitioning for limited budget status or RSOs declining to respond to the Reserve Board by the deadline set by the Senate shall be automatically granted limited budget status.

3. RSOs petitioning for variable budget status shall submit:

A. A short statement on how receiving such funds could enrich the experience of the RSO and the Holy Cross Community as a whole. The statement should include the specific activities that receiving Reserve Board funds could allow.

4. RSOs petitioning for fixed budget status shall submit:

A. A short statement on how receiving such funds could enrich the experience of the RSO and the Holy Cross Community as a whole.

B. A budget request form which includes planned operational expenses, costs of campus-wide programming, and costs of member-only programming.

1. It shall be the duty of the Reserve Board to make such forms available at least one month before the due date.

C. RSOs who had fixed budget status prior to re-recognition shall be required to provide a spreadsheet with expenditures from the previous year.

1. Attendance records for programming are not required. However, absence of such records demonstrates a lack of financial responsibility to the Reserve Board.

5. The Reserve Board shall schedule a meeting with each RSO petitioning for fixed or variable budget status and hear their requests for such status.

A. The Reserve Board may elect to hold these meetings jointly with the RSO Committee, but this shall not be a requirement.

6. The Reserve Board shall deliberate on the RSOs appropriate usage of previous funding, contribution to the Holy Cross Community, feasibility of planned programming, activity level of the RSO, quality of the budget request, amount of rollover funds in an organization's account, and the RSO's attendance record in the RSO Lobbying Association.

7. The Chair of the Senate Budget Committee shall submit a recommendation of budget status (either fixed, variable or limited) for each RSO to the Senate. The Senate shall then pass such status by a simple majority.

8. After the Reserve Board has deliberated in closed session on budget grants, the Treasurer shall submit a recommendation of financial allocations for each RSO to the Co-Presidents for their preparation of the upcoming SGA Operational Budget.

9. After the Senate has voted on RSO re-recognition and grants of budget status, the RSO Lobbying Association shall convene and approve the Senate's approval by a simple majority.

10. The Co-Presidents shall then sign these resolutions. If they elect to veto, a 2/3 majority in either the Senate or the RSO Lobbying Association shall overturn their veto.

11. The Reserve Board and the RSO committee shall both work in conjunction as needed and shall share all records submitted during this process.

12. Unsuccessful RSOs may appeal re-recognition decisions and/or grants of budget to the Judicial Council. The Judicial Council Chair shall have the power to determine if such appeals have merit to be heard.

A. Owing to the needs of a consistent operational budget for the SGA, RSOs denied fixed budget status may not appeal to gain fixed budget status. They may, however, appeal for variable budget status.

B. Failure to submit forms on time shall not be grounds for an appeal.

Article XVI - Glossary

Academic Day - Any day that class is in session

Academic month - Any month in which classes are held

Academic Weeks - Any week in which classes are held on Monday

Academic Year - A year as defined by the academic calendar of the College of the Holy Cross

Budget Allocation - Funds granted by the Reserve Board to an RSO after accounting for overall budget overruns

Chair - Title given to a Senator chosen by the Speaker, to head one of the Senate subcommittees

Clerk(s) - Senate Intern, who undergo an application and interview process before the Senate prior to being confirmed

Expenses - Any outlay incurred by a student organization or the SGA that requires a check to be issued from OSI

Financial Status / Budget Status - An RSO is either granted Fixed, Variable, or Limited status determining its access to budget allocations or Reserve Board funds.

Fiscal Year - July 1st to June 30th

Friendly Amendment - An acceptable change to a proposed Senate resolution currently on the floor. Friendly amendments are automatically inserted into the text of the proposed legislation.

Initial Allocation - Funds provisionally granted by the SBC to an RSO prior to accounting for overall budget overruns.

Midpoint - The academic week during which less than half a semester remains

Newly Recognized Student Organization - Any organization which has received recognition in that academic year.

Non-Binding Campus Wide Referendum - Survey for the purpose of evaluating student opinion required to be conducted by the Election Committee.

Press Release- An official statement issued by the Senate regarding recent initiatives posted on the Campus Center Boards and the Senate social media platforms

Proxy - An individual selected to represent an absent Senator, especially in voting, at a given meeting

Recognized Student Organization (RSO) - Any organization that has been approved by the Student Government Association and is therefore affiliated with Student Government

Recognized Student Organization Re-Recognition - A process divided into two components that officially renews a Recognized Student Organization's status as an official organization and determines their budget allocation and financial status for the next academic year.

Residence Hall Accounts - Accounts designated for use by House Councils and Resident Assistants to promote programming and community building within a residence hall

Revenue - The student activity fee plus any income generated by programming, fundraising and services

Rollover - Funds held over from one year to the next. Funds generated by an RSO through fundraising efforts are the only allowable rollover funds.

RSO Lobbying Representative- A selected student from a respective organization to represent their interest and cast a vote

SGA Branch Accounts - Accounts that maintain funding for the Executive, Legislative, and Judicial Branches

"SGA" Experience - refers to involvement in the Executive Cabinet, Senate, Class Councils (elected officers only), Judicial Council, or RSO co-chairs (as members of RSO Lobbying Association)

SGA finances / Finances of SGA - Accounts that begin with "800" in the Controller's Office and are under the jurisdiction of the Student Government Association

SGA Official / Official of the SGA - Any Person who serves the Student Government Association in any capacity with the exception of Student Government Association Officers. This includes the various representatives to the College Committees and Councils.

SGA Officer - All elected officials, the Cabinet, and the Judicial Council

SGA Intern - A member of the executive cabinet who helps facilitate the operations of the SGA

State of the Association- an address issued by the Co-Presidents to the student body midway through their tenure

Student Activity Fee - A fee levied upon all students enrolled in courses at the College of the Holy Cross by the Board of Trustees and entrusted to the Student Government Association

Term - The normal term for SGA officials not otherwise specified is May 1st to April 30th.

Unfriendly Amendment- A change to proposed Senate legislation which is not accepted by the author. Unfriendly amendments require a vote and approval of the majority.

Vote of Confidence/Vote of No Confidence- a document expressing support or no support regarding an academic concern