

# STEVENSON SGA BYLAWS

## ARTICLE I LEGISLATIVE BRANCH

### Section I- Membership of House of Representatives

- I. Members shall consist of:
  - a. One representative from Western Run, Susquehanna, Patapsco, Wakefield, and Herring Run, and Wooded Way residence halls.
  - b. One representative from Long Green, Cromwell, Worthington, Greenspring, Dulaney, Shawan, and Belfast apartment halls.
  - c. Five representatives of the commuter student population.
  - d. Two representatives from each academic school.
- II. Each respective residence hall, apartment hall, academic school, and the commuter student body shall elect their representative to serve as Representative in the House of Representatives.
- III. The terms of all Representatives begin the first academic day of the school year and end at the last House meeting on the academic calendar.
- IV. The Speaker of the House shall be elected by a majority vote by members of the House prior to the final meeting of the House during the Spring semester.

### Section II- Responsibilities of Representatives

- I. Representatives are expected to adhere to all responsibilities, within reason, at the discretion of the Speaker of the House:
  - a. Attend all legislative meetings of the House of Representatives.
  - b. Attend all committee meetings of which they are members.

- c. Attend all training sessions that are applicable, as designated by the Speaker.
  - d. House meetings will be held twice a month.
  - e. During the meetings, the House members should meet in the perspective committees to work on what was designated to them by the committee head.
  - f. All general body House members should be present at the meeting unless notifying the Speaker of the House with a suitable reason that they approve.
  - g. Sponsor at least one piece of legislation per semester.
- II. All Representatives must make an active effort to engage and be available to their respective peers. This will be monitored and enforced by the Speaker of the House.
- III. A Representative cannot:
    - a. Concurrently serve in an appointed Executive, or Judicial Branch role.
    - b. Laterally shift to a different Representative position without proceeding through the standard appointment process.

### **Section III- Representative Vacancies**

- I. In the event a Representative position for any of the residence halls, apartment quads, academic schools, or the commuter student body is vacant, the Judicial Board will open applications no less than 2 weeks after the vacancy (unless the vacancy window falls into an election for said position) and submit up to two names for the respective position to be voted on and approved by the House of Representatives by a majority vote.
- II. If certain vacancies cannot be filled, the position shall remain vacant until the Judicial Board finds at least one name to submit to the House for approval.

### **Section IV- Duties of The Speaker of The House**

- I. Preside over all House meetings;
- II. The Speaker must have served as Representative for one academic year;
- III. Decide on date, time, and location of all House meetings;
- IV. Arrange for multiple guest speakers from faculty, staff, and community partners;
- V. Organize Representatives into committees based on personal preference and the mission of the club being represented;
- VI. Create Ad Hoc committees when necessary;
- VII. Establish individual parliamentary procedure for House meetings;
- VIII. Establish general procedural rules for the House;

- IX. Serve as ex-officio, non-voting member on the Executive Cabinet;
- X. Chair the Club Relations committee in the House.
- XI. Maintain an accurate record of Representative's attendance to ensure proper fines are enforced.
- XII. Attend the allocation meeting each academic year with Director of Finance, SGA President, SGA Vice President, SGA Advisor, and Assistant Director of Student Activities.
- XIII. Assimilate important SGA deadlines regarding required forms including:
  - a. Club Statement of Understanding;
  - b. Advisor Agreement forms;
  - c. Budget Allocation; and
  - d. Club Registration;
- XIV. Approve legislation to move to the House floor.
- XV. Present and communicate House approved legislation to the Executive Cabinet.
- XVI. Act as an SGA representative in campus meetings and specialized committee meetings when available.
- XVII. Act as an SGA representative at campus events when available.

## **Section V- Committees & Membership**

- I. Representatives shall serve on at least one House committee, and may serve on more than one, at the discretion of the Speaker.
- II. Representatives from each grade will chair their individual Class committees and determine its membership based on Representatives being in their respective grade.
- III. The Speaker may grant exceptions for committee membership.
- IV. The Chairs of each committee will be chosen by the Speaker.
- V. The Standing Committees are as follows:
  - a. The Committee on Club Relations:
    - I. Responsible for overseeing the relations and communication between clubs and organizations and the Student Government Association.
    - II. Responsible for overseeing new club requests and ensuring all clubs and organizations are running smoothly and effectively.
    - III. Responsible for providing clubs and organizations with the resources they request within budget constraints.
  - b. The Committee on Diversity & Inclusion:
    - I. Commits itself to diversity as it relates to awareness, education, respect and practice at every level of the organization.

- II. Committed to understanding and meeting the diverse needs of the student body and the radical inclusion of all students.
  - III. Committed to fighting injustice and inequity as it relates to the quality of student life at Stevenson University.
- c. The Committee on Service & Philanthropy:
- I. Serve the Stevenson University community, as well as surrounding Baltimore community, through the creation, planning, and execution of various service projects throughout the SGA term.
  - II. Assist Stevenson University clubs and organizations with proposed and planned service projects by providing student assistance, resources, and promotion aid.
- d. The Committee on Marketing & Public Relations:
- I. Responsible for marketing for the Student Government.
  - II. Responsible for assisting clubs and organizations create flyers and other marketing tools as well as educate clubs and organizations on the most effective marketing strategies.
- e. The Committee on Student Services:
- I. Responsible for a variety of projects and initiatives that pertain to the aid of students regarding student life and issues on campus.
  - II. Addresses concerns that range from facilities to wellness and includes anything not addressed by other committees.
  - III. Takes concerns directly from the student body and addresses them with the aim to advocate for the student body.

## **Section VI- Membership of the Senate**

- I. Members shall consist of:
  - a. One representative from each club/organization recognized by SGA
- II. Each club/organization shall designate a member to serve as Senator in the Senate, the process may be left to each club/organization. Once a Senator is chosen, they must fill out the Senate Application which will be published on August 1<sup>st</sup> of every year.
- III. The terms of all Senators begin the first academic day of the school year and end at the last Senate meeting on the academic calendar.

## **Section VII- Responsibilities of Senators**

- I. Senators are expected to adhere to all responsibilities, within reason, at the discretion of the Vice President:
- II. Attend all legislative meetings
- III. Attend all training sessions that are applicable, as designated by the Vice President.
- IV. Approve creation of clubs/organizations by a majority vote after it has received approval from the Office of Student Activities. Following approval, the vote must be approved by the Executive Cabinet, and may be vetoed by the President. The Senate may override the veto by a two-thirds (2/3) majority.
- V. The Senate shall approve special funding requests by a two-thirds (2/3) vote.
- VI. Senators must make an active effort to engage and be available to their respective club/organizations. This will be monitored and enforced by the Vice President.
- VII. Senate meetings will be held once to twice a month.
- VIII. During the meetings, the Senate members should meet in the perspective committees to work on what was designated to them by the committee head.
- IX. All general body Senate members should be present at the meeting unless notifying the President of the Senate with a suitable reason that they approve.
  
- X. A Senator cannot:
  - a. Concurrently serve in an appointed Executive and Judicial Branch role.
  - b. Concurrently serve as President or Vice-President of a different club/organization that is either active and funded or active and non-funded through SGA.
  - c. Laterally shift to a different Senator position without proceeding through the standard appointment process.

## **Section XIII- Senator Vacancies**

- I. In the event a Senator position for a club/organization is vacant, that club/organization may appoint a new Senator to carry out the remainder of the term.

## **Section IX- President & President Pro Tempore of the Senate**

### **Subsection A: The President of the Senate**

- I. The Vice President shall serve as the Presiding Officer of all Senate meetings.
- II. Establish individual parliamentary procedure for Senate meetings;

- III. Decide on date, time, and location of all Senate meetings;
- IV. Establish general procedural rules for the Senate;
  - V. Work in conjunction with the Director of Finance to oversee and coordinate Special Funding Requests;
- VI. Arrange for multiple guest speakers from faculty, staff, and community partners;
- VII. Maintain an accurate record of Senator's attendance to ensure there is good standing with SGA for allocation and remaining active.

### **Subsection B: The Senate President Pro Tempore**

- I. The Senate President Pro Tempore shall be a Senator elected by the majority of the Senate during the 2<sup>nd</sup> meeting of the Senate.
- II. The President Pro Tempore shall serve as Presiding Officer when the Vice President cannot preside over meetings.
- III. The President Pro Tempore shall serve other duties as directed by the Vice President.
- IV. If there is a vacancy in the position of President Pro Tempore, the Senate will select a new President Pro Tempore by a majority vote.

## **ARTICLE II EXECUTIVE BRANCH**

### **Section I- The Executive Cabinet**

- I. The SGA President shall serve as Chair of the Executive Cabinet.
- II. Responsible for initiating legislation from the House of Representatives, developing student policy, soliciting input from campus representatives, and performing tasks that develop from the duties of the Executive Branch.
- III. Each member of the Executive Cabinet will be held accountable for detailing position updates at Executive Cabinet meetings. This includes but is not limited to:
  - a. meetings they have attended;
  - b. events they have planned;
  - c. events that they are in the process of planning;
  - d. as well as events that have happened.
  - e. There will also be a section addressing concerns that students have.
- V. The Executive Cabinet will be held accountable for attending bi-weekly meetings with the advisor to discuss tasks to accomplish and address student concerns that

have been gathered. The SGA President & Vice-President will meet the advisor weekly.

- VI. The Executive Cabinet will be expected to meet bi-weekly one-on-one with the SGA advisor to talk about the direction in which they are going with tasks related to their position.
- VII. The Executive Cabinet members will be held responsible for serving office hours mandated by the President of the SGA, including the Speaker of the House and Chief Justice.
- VIII. The Executive Cabinet will be responsible for attending retreats to help the organization grow and maintain its reputation within the Stevenson community.
- IX. The Executive Cabinet will be responsible for planning a general student body town hall meeting to occur as needed that addresses student concerns.
- X. Directors must be approved by a majority vote of the House of Representatives.
- XI. All decisions of the Executive Cabinet shall be decided by majority vote, and any tie shall be decided in favor of the SGA President.
- XII. The Executive Cabinet shall meet once a week at a time that is convenient for all members.
- XIII. All members should be present at the Executive Cabinet meetings unless the SGA President or Vice President is notified in advance with a suitable reason that they approve.
  
- XIV. Membership is as follows:
  - a. President
  - b. Vice President
  - c. Director of Public Relations & Alumni Outreach
  - d. Director of Finance
  - e. Director of Philanthropy
  - f. Director of Diversity & Inclusion
  - g. Freshman Class Representative
  - h. Sophomore Class Representative
  - i. Junior Class Representative
  - j. Senior Class Representative
  - k. Speaker of the House, ex-officio, non-voting member
  - l. Chief Justice, ex-officio, non-voting member
- XV. An Executive Cabinet member cannot:
  - a. Concurrently serve in a Legislative, Judicial, or an additional Executive Branch role.
  - b. Laterally shift to a different Executive position without proceeding through the standard appointment process.
- XVI. The SGA President may, at their discretion, select individuals to serve in positions not outlined by the bylaws to address the goals of their administrations. These individuals will serve as ex-officio, non-voting members.

## **Section II- Positions & Responsibilities**

### **Subsection A: The President**

- I. Preside over all SGA Executive Cabinet meetings.
- II. Review past SGA events to evaluate and improve them.
- III. Coordinate all SGA member duties.
- IV. Promptly respond to student inquiries and issues as needed.
- V. Communicate clearly with campus administration including campus departments.
- VI. Oversee student organizations/committees.
- VII. Execute the Constitution.
- VIII. Work with the Vice President, Director of Finance, and advisor(s) to establish budget for the year.
- IX. Create procedures and rules to carry out business of the Executive Cabinet.
- X. Appoint any vacancies of Vice President and Chief Justice for House approval.
- XI. To call a special meeting of the Executive Cabinet when deemed necessary, or when petitioned by two-thirds (2/3) of the Executive Cabinet.
- XII. Meet with the President of the University and Vice President of Student Affairs at least monthly.
- XIII. Serve as a voting member on the Alumni Association Board.
- XIV. Represent SGA at campus functions as necessary.

### **Subsection B: Vacancy**

- I. In the event of a vacancy of the President, the following shall take place:
  - a. The President must notify the Executive Cabinet, Speaker, and Chief Justice.
  - b. The Vice President will assume the role of Acting President for the remainder of the term. The Senate President Pro Tempore shall serve as President of the Senate until a Vice President is appointed.
  - c. In the event there is no Vice President to assume the role of Acting President, the Speaker shall convene a special session of the House of Representatives no less than a week after the vacancy. The House of Representatives shall elect a member of the Executive Cabinet or House to serve as the new President by a two-thirds (2/3) majority for the remainder of the term

### **Subsection B: The Vice President**

- I. Serve as acting SGA President in the President's absence.
- II. Must hold two town hall meetings each semester and report to the executive cabinet.
- III. Assist the president in shared SGA duties.
- IV. Work with the President, the Director of Finance, the Advisors to establish allocation for the academic year.
- V. Represent SGA at campus functions as necessary.
- VI. Serve as the President of the Senate.



### **Subsection C: Vacancy**

- II. In the event of a vacancy of the Vice President, the following shall take place:
  - d. The Vice President must notify the Executive Cabinet, Speaker, and Chief Justice.
  - e. The President will appoint a new Vice President to be approved by the House of Representatives. The Senate President Pro Tempore shall assume the role of Presiding Officer of the Senate until a new Vice President is chosen.
  - f. In the event the President cannot appoint a new Vice President, the Executive Cabinet shall have a vacancy of the Vice President until one can be nominated and approved, or until the next election.

### **Subsection D: Directors & Class Representative**

- I. Public Relations & Alumni Outreach Director:
  - a. Collaborate to create publicity for and advertise events to the campus.
  - b. Serve as an administrator for all social media platforms including the website.
  - c. Distribute all digital marketing to social media sites, plasma screens, and SU Portal.
  - d. Create informative and entertaining videos to enhance the SGA.
  - e. Create marketing plans and enact them to promote the values and mission of the SGA.
  - f. Assist members of the Executive Cabinet with marketing plans and advertisement of specific events.
  - g. Act as an SGA representative in campus meetings and specialized committee meetings when available.
  - h. Serve on the Alumni Association Board, which requires:
    - i. Completing new member orientation;
    - j. Attending all board meetings and alumni events; and
    - k. Serving on the engagement committee and attending committee meetings .
    - l. Involve alumni in SGA events, initiatives, and service projects.
  - m. Act as a liaison between alumni and students.
  
- II. Finance Director
  - a. Coordinate and oversee the Special Funding Request process and Budget allocation process through the Senate or Executive Cabinet when the Senate cannot meet.
  - b. Maintain a current outline of and plan for the SGA related budgets.
  - c. Work with the President, the Vice President, and the advisors to establish all allocation for the academic year.
  - d. Act as an SGA representative in campus meetings and specialized committee meetings when available.
  - e. Update Allocation and Special Funding request forms when necessary.

III. Philanthropy Director

- a. Evaluate opportunities for service projects and plan for the semester.
- b. Coordinate at least two service events each semester.
- c. Serve as the Chair for the Philanthropy Service Committee of the Senate and assist them in carrying out fundraisers and special events.
- d. Serve as the Relay for Life team captain.
- e. Assist clubs and Senate Committees with their various service events and activities as necessary.
- f. Maintain an ongoing list of needs and services in the community and distribute opportunities for community service monthly to club officers.
- g. Act as an SGA representative in campus and specialized Committee meetings when available.

IV. Diversity & Inclusion Director:

- a. Serve as a liaison between the SGA and the Center of Diversity and Inclusion (the "CDI").
- b. Work with the CDI to help enhance and provide inclusive practices.
- c. Serve as Chairperson of the Diversity and Inclusion Committee of the Senate, to empower students to serve the student body, and advocate for policy changes within the University.
- d. Work with members and Executive Boards of diverse student organizations to understand and meet the dynamic and evolving needs of the students.

V. Class Representative

**Senior Class Representative**

- a. Chair the Senior Class Committee, preside over all Class Committee meetings and establish a hierarchy within the Council as needed.
- b. Assist seniors with fundraising throughout the year for the class.
- c. Fundraise throughout the year to have a secure budget in order to plan grad week.
- d. Formulate ideas for educational events that will help seniors with the transition from college to the professional environment.
- e. Plan baccalaureate to represent the graduating class.

**Junior Class Representative**

- a. Chair the Junior Class Committee, preside over all Class Committee meetings and establish a hierarchy within the Council as needed.
- b. Address the concerns of the Junior class population.
- c. Contribute to Homecoming week.
- d. Plan a large-scale spring semester event.

**Sophomore Class Representative**

- a. Chair the Sophomore Class Committee, preside over all Class Committee meetings, and establish a hierarchy within the Council as needed.
- b. Address the concerns of the sophomore class population.
- c. Contribute to Homecoming week.
- d. Plan a Sophomore Class event.
- e. Act as Freshman Class Representative until one is elected.

### **Freshman Class Representative**

- a. Chair the Freshman Class Committee, preside over all Class Committee meetings, and establish a hierarchy within the Council as needed.
- b. Assist Sophomore, Junior, and Senior Class Committees with homecoming as needed in the fall semester and plan Spring Fling in the spring semester.
- c. Join the Executive Cabinet immediately upon election.
- d. Address the concerns of the Freshman class population.

### **Subsection E: Vacancy**

- I. In the event of a vacancy of any of the Director positions, the President shall appoint a new director to be nominated and approved by a majority vote of the House of Representatives.
- II. In the event a Class Representative position is vacant, the Judicial Board will open applications no less than 2 weeks after the vacancy (unless the vacancy window falls into an election for said position) and submit up to two names for the respective position to be voted on and approved by the House of Representatives by a majority vote.

## **ARTICLE III JUDICIAL BRANCH**

### **Section I- Membership of The Judicial Board**

- I. The membership of the Judicial Board shall consist of:
  - a. The Chief Justice
  - b. Even number of Associate Justices

### **Section II- Duties of The Judicial Board**

- I. Interpret the Constitution and Bylaws of the Student Government Association.

- II. Have the power of judicial review over actions of the Executive Cabinet, House of Representatives, and Senate.
- III. Head and adjudicate all cases of appeal concerning elections and qualifications for candidacy.
- IV. Establish general procedural rules and ethical considerations for the Judicial Council.
- V. Act as the elections committee for elections.
- VI. Enact and review the Election Guidelines for candidates.
- VII. Review all Constitutional amendments before the Senate's vote.
- VIII. Enforce the voting bylaws
- IX. Take appropriate action, in accordance with the attendance policy, against those who have been brought up for review.
- X. Meet no less than twice a month.

### **Section III- Duties of The Chief Justice**

- I. Serve as the head of the Judicial Branch.
- II. Oversee the SGA Constitution.
- III. Record and post all minutes of the SGA Executive Cabinet meetings.
- IV. Print and distribute weekly meeting minutes to the Executive Cabinet.
- V. Maintain an accurate record of the officers' attendance at meetings and activities and report this to the SGA President.
- VI. Act as SGA representative in campus meetings and specialized committee meetings when available.
- VII. Learn and implement parliamentary procedure throughout the SGA.
- VIII. Have an outstanding sense of ethics and strive to remain neutral throughout voting processes and discussion of issues.
- IX. Have an outstanding sense of professionalism and keep meetings on task and productive.

### **Section IV- Duties of The Associate Justice**

- I. Serve directly under the supervision of the Chief Justice
- II. The Associate Justices are selected from the applicant pool during the senate application period by the Chief justice.
- III. The senior most Assistant Justice may chair meetings of the Judicial Council in the absence of the Chief Justice
- IV. The senior most Assistant Justice may serve as Acting Chief Justice, upon the resignation or impeachment of the Chief Justice, until a new Chief Justice is elected by the Judicial Council and approved by the Senate.
- V. One designated member of the council shall record all minutes of the Judicial Council.
- VI. Perform other duties as designated by the Chief Justice.

### **Section V- Vacancies**

- I. In the event there is a vacancy in the office of Chief Justice, the President will appoint an Associate Justice to be nominated. This nominee must receive approval from the House of Representatives by a two-thirds (2/3) vote.
- II. In the event there is a vacancy in the position of Associate Justice, the Chief Justice will appoint a student to be considered a nominee. This nominee must receive approval from the House of Representatives by a two-thirds (2/3) vote.\

## **ARTICLE IV ELECTIONS**

### **Section I- Procedure**

- I. All elections shall be governed by the Judicial Board. The Judicial must lay out a plan prior to each election and present it to each branch.
- II. This plan shall be submitted to the Executive Cabinet and House of Representatives for majority approval no later than 4 weeks prior to general elections.
- III. All special elections shall be determined by the Judicial Board.

## **ARTICLE V IMPEACHMENT**

### **Section I- Impeachment Procedures**

- I. The Judicial Board must assume all impeachment charges brought forth by the House of Representatives.
- II. The Board shall then hold a hearing to determine the validity of charges brought forth.
- III. If a member is impeached & removed, they cannot seek office in any branch of SGA for their remainder as a student at Stevenson University.
- IV. The procedure is as follows:
  - a. The Judicial Board shall determine a date to hold the hearing where the accused shall serve as the “Defense” and the House Speaker shall choose a House manager to serve as “Prosecution.”
  - b. The Judicial Board will determine an outline as to how the hearing will be held that will be agreed by both the Prosecution and Defense.

- c. After the hearing, the Board shall vote, and its verdict is final.

**ARTICLE VI**  
**FINANCES & FEES**

**Section I. Funding Requests & Fines**

1. When reviewing requests for special funding, the Executive Board shall take into consideration the following:
  - a. The attendance record of the club’s representative,
  - b. Whether the fines assessed for absence contributed to the budget shortage; and
  - c. Whether the club could host their remaining events with their current budget.
2. Any club deemed to be not in good standing (whose representative has missed three or more meetings in a semester without proper notice or excuse) is barred from applying for additional funding from the Executive Board for that semester and must meet their event requirements or face losing funding entirely.
3. Clubs who are not allotted funding from SGA are not subject to fines, but are, however, subject to suspension from special funding at the discretion of the Executive Board, not to exceed one semester.
4. Fines for absence from Senate meetings without proper notice or excuse shall be assessed in the following manner:
  - a. For the first offense, a formal warning shall be issued.
  - b. For every subsequent offense, the club shall be fined in a pattered interval which starts at 2% of the club’s beginning budget and increases by 2 percentage points for every additional missed meeting, resetting at the end of each semester.
  - c. Examples of Club Fines:

Club Budget	First Absence	Second Absence (4%)	Third Absence (6%)	Fourth Absence (8%)
1000	Warning	\$40 Fine	\$60 Fine	\$80 Fine
500	Warning	\$20 Fine	\$30 Fine	\$40 Fine
250	Warning	\$10 Fine	\$15 Fine	\$20 Fine
100	Warning	\$4 Fine	\$6 Fine	\$8 Fine

**Section II- Allocation**

1. Process

- a. Clubs and Organizations seeking to receive an allocated budget will submit an online form by the designated date set by the Student Government Association.
  - b. All allocation request forms will be reviewed by the financial committee after the submission time is over to ensure that clubs are requesting a budget that does not violate any restrictions. The financial committee will also apply any fees incurred by clubs. Clubs will be contacted by email if there are any questions, stipulations or changes in their allocation request.
  - c. Once reviewed and approved, the allocation request will be voted on by the Student Government Association's President, Vice President, Speaker of the Senate, and Director of Finance. The Advisors of the Student Government will also sit in on the meeting as advisors.
2. Procedure
- a. A fine of \$50 will be applied for every day that the form is late. If a club fails to submit a budget allocation request before the allocation voting meeting, the club in question will not have a budget for the following semester.
  - b. Clubs should plan for not having any budget rollover from semester to semester. Any money in a club account that is fundraised will rollover. Money from SGA will be subject to the SGA rollover policy.
  - c. For accounting purposes, SGA will assume that the money spent by a club is prioritized to be fundraised money first, unless specified by the club. It is the club's responsibility to follow up with student activities for each purchase.
    - i.Ex. If a club fundraised \$500 and was given a budget of \$500 for the semester and the end budget balance was \$200, SGA will assume that the club spent their fundraised money first and the \$200 left was the contribution of SGA and will be subject to the rollover policy unless specified by club. (Edit to fit new reasoning)
3. Policies
- a. Meet all requirements for active and funded groups
  - b. Clubs cannot request money for conferences
  - c. Clubs cannot request money for personal club member apparel or swag including name tags.

### **Section III- Class Allocation**

- 1. Allocation:
  - a. Class council budgets will be allocated the base amount of \$1000 annually.
  - b. Additionally, each class council will be given funding with a ratio per student at the beginning of the first day of classes in the fall.
    - i.Freshman Class Council will receive \$1.00 per student in the freshman class
    - ii.Sophomore Class Council will receive \$1.30 per student in the sophomore class

- iii. Junior Class Council will receive \$1.00 per student in the junior class
- iv. Senior Class council will receive \$3.571 per student in the senior class

## **Section IV- Special Funding Requests**

1. Process
  - a. The absolute minimum amount of time SGA needs to review a Special Funding Request is 8 days before the next Senate Meeting. Please be aware Senate Meetings occur biweekly. It is the responsibility of the club to ensure that there is enough time between their submission of the request and their event. Submitting a Special Funding Request does not guarantee your club will receive the funds.
  - b. The request will need to be voted on by the SGA E-cabinet before it is voted on by the Senate
  - c. The senate will vote on the request
  - d. Once voted on by the senate, the SGA Director of Finance will notify the club on whether or not they have been approved by the senate. The Director of finance will then notify Student Activities to adjust the budget accordingly.
2. Procedure
  - a. All proposals must meet the following:
    - i. Request will enhance student learning at SU
    - ii. Request will result in direct benefit to a number of students in or not in your club
    - iii. Students need to play a role in the planning and programming of the event
    - iv. Students club must meet the requirements for being an active club at SU
    - v. Application thoroughly completed and reviewed by club advisor
    - vi. Purpose of the proposal meets one or more of the criteria from Criteria section
3. Request Restrictions:
  - a. Apparel - A special funding request cannot be used for any type of apparel exclusively for members of a particular club. If apparel will be offered as a giveaway for students attending, then the money can be requested. The word "Apparel" includes, but is not limited to: t-shirts, hoodies, jackets, hats, polos, pants, name tags and other swag items. T-shirts may be requested if it is to give away to students on campus or be interacted with at an event.
  - b. Conferences – Conferences should be funded through fundraising by the club or through individual members. SGA can match what the club has put forward through fundraising with a maximum amount of \$500.
  - c. SGA E-cabinet reserves the right to identify events as conferences. The club in question can appeal to the E-cabinet by requesting a meeting.