



SGA Constitution

OF THE BARTON COLLEGE STUDENT GOVERNMENT ASSOCIATION

“*In organizations, real power and energy is generated through relationships. The patterns of relationships and the capacities to form them are more important than the tasks, functions, roles, and positions.*”

— Margaret Wheatley

THE BARTON COLLEGE STUDENT GOVERNMENT ASSOCIATION

Preamble

We, the students of Barton College, do establish the Constitution for the following purposes:

We believe that all students should be guaranteed their rights of free discussion, self-expression, and inquiry;

We believe in the right of self-government by all, for all, and have confidence in our ability to govern ourselves;

We believe that all students have the right and responsibility to participate in this government;

We believe that, as a student community, we should be dedicated to upholding the regulations, ideals and principles of this church-related institution of higher education.

Article I • Name

The name of the student self-governing organization at the College shall be “The Barton College Student Government Association.”

Article II • Purpose

The Student Government Association shall be primarily a student organization for unifying the student body, for clarifying the processes and items of interest to the College for the student body, and for providing its members with a channel through which they can voice their opinions in matters pertaining to student rights and welfare. The Student Government Association shall promote school spirit for the student body as a whole.

Article III • Membership

All persons who are duly enrolled as full-time students at the College shall be members of the Student Government Association, with the right to vote in all general elections and the right to be represented in the various branches of that government.

Article IV • Meetings

Meetings can be called by the president of the Association, any member of the Executive Board, a vote of two-thirds of the members of the Senate, or by petitions of one hundred members of the Association to the president of the Association. A quorum of two-thirds of the Senate must be met for voting. A majority vote of the quorum shall constitute the decision of the Association.

Article V • Division of Responsibility

All executive powers of the Student Government Association shall be vested in an Executive Branch; all legislative powers in a Legislative Branch; and all judicial powers in the Judicial Branch.

Article VI • Amendments

Proposed amendments to this Constitution shall be introduced in the Senate by a member of that body. The proposed amendment shall be sent to the proper legislative committee for study and shall be returned to the floor of the Senate within two weeks with the recommendations of the committee. If approved by a vote of two-thirds of the members of the Senate, and at the discretion of the Executive Board, the proposed amendment may be presented to the College Student Life Committee for recommendations. Any proposals by the Student Life Committee shall be submitted to the Senate by the next meeting for the proposed legislation. The Senate's final draft of the proposed amendment shall be submitted to the student body for a vote. Acceptance by two-thirds of the members of the student body who vote and approval by the College president shall be necessary for adopting an amendment.

Article VII • Ratification

This Constitution shall take effect subject to President's approval on or about August 1, 2018.

BYLAWS

Article I • Executive Branch

Section I / Responsibilities

The Executive Branch shall:

- Endeavor to ensure that the rights of the student body are protected and the responsibilities of its government are executed
- Serve as a liaison between the student body and the administration of the College
- Initiate programs and policies for the improvement of the student body
- Be responsible for the timely and proper execution of all programs enacted by the Legislative Branch
- Serve a complete one-year term, beginning with the installation of new officers
- Serve on Events Committee, Campus Improvement Committee, Fundraising Committee, or Publicity Committee
- Attend all Senate meetings (Executive Board members may not exceed one unexcused absence in one semester.)

Section II / Officers

A. President

1) Qualifications

Any candidate for president must be a full-time student of the college and must have completed at least sixty hours (or junior status, having completed four consecutive semesters as a full-time student, with the last two being at Barton) by the end of the election semester, twenty-seven of which must have

been completed at Barton. The candidate must possess and maintain a 2.7 cumulative GPA and remain in good judicial standing for his/her tenure of office. The candidate should demonstrate a vital interest in the Association, having held a position of responsibility in a campus organization in good standing. The candidate shall not serve as an executive officer of any other campus organization.

2) Duties

The President shall:

- Serve as Chief Executive Officer of the Association
- Represent the Association in matters pertaining to students of other colleges and universities, the Barton faculty, and the administration
- Serve as a non-voting member of the Board of Trustees
- Serve on committees at the request of the president of the College
- Preside at meetings of the SGA Executive Board
- Be responsible for either signing or vetoing, within three class days of receipt, all legislation brought to him/her by the Senate
- Appoint, with the approval of a majority of the members of the Senate, committees not provided for in these bylaws, which he/she deems necessary to perform the functions of the Student Government Association
- Report to the Senate on the State of the Association at the last meeting of each semester
- Present to the Senate, for publication, a report on the activities during his/her term of office
- Serve as a student representative on the College Student Life Committee
- Suggest a review of salaries once per school year
- Delegate extra duties and responsibilities to Executive Board members as he/she feels necessary
- Preside over student assembly meetings as needed
- Maintain a minimum of five office hours per week and have them posted in the Hamlin Student Center and at the offices of the SGA
- Perform other duties applicable to the office as prescribed by these Bylaws
- Nominate an associate justice to the Judicial Board for approval by the Senate
- Attend all Executive Board meetings
- Nominate a member to the SGA Financial Committee for approval by the Senate
- Serve as a voting member of Executive Board

B. Vice President

1) Qualifications

Any candidate for Vice president must be a full-time student of the college and must have completed at least sixty hours (or junior status, having completed four consecutive semesters as a full-time student, with the last two being at Barton) by the end of the election semester, twenty-seven of which must have been completed at Barton. The candidate must possess and maintain a 2.7 cumulative GPA and remain in good judicial standing for his/her tenure of office. The candidate should demonstrate a vital interest in the Association.

2) Duties

The Vice President shall:

- Serve as presiding officer of the Senate, but shall have no vote except to make or break a tie
- Assume the duties of the president in his/her absence or disability
- Serve as a voting member of the Executive Board
- Be responsible for chartering new clubs and withdrawing names of inactive clubs
- Maintain a minimum of five office hours per week and have them posted in the Hamlin Student Center and at the office of the SGA
- Shall serve as a student representative on the College Student Life Committee
- Perform other duties applicable to the office as prescribed by these Bylaws
- Attend all Executive Board meetings
- Nominate an associate justice to the Judicial Board for approval by the Senate
- Nominate a member to the SGA Financial Committee for approval by the Senate

C. Secretary

1) Qualifications - Any candidate for secretary must be a full-time student of the college and must have completed at least thirty hours (or sophomore status, having completed two consecutive semesters as a full-time student) by the end of the election semester. The candidate must possess and maintain a 2.7 cumulative GPA and remain in good judicial standing for his/her tenure of office. The candidate should demonstrate a vital interest in the Association. The candidate also must have competent secretarial skills.

2) Duties

The Secretary shall:

- Record and keep the minutes of all meetings of the SGA, Senate, and Executive Board
- Serve as a voting member of the Executive Board
- Function as Historian of the SGA
- Be responsible for all correspondence of the SGA
- Serve as chairperson of the Publicity Committee
- Maintain workable files in the SGA Office
- Be responsible for sending a list of all club names, advisors, presidents, post office box numbers, and Senate members to the offices of all club names, advisors, presidents, post office box numbers, and Alumni Affairs, and to the SGA Executive Board members
- Responsible for the production and dissemination of SGA announcements
- Attend all Executive Board meetings
- Maintain a minimum of five office hours per week and have them posted in the Hamlin Student Center and at the offices of the SGA
- Perform other duties applicable to the office as prescribed by these Bylaws

D. Treasurer

1) Qualifications - Any candidate for Treasurer must be a full-time student of the college and must have completed at least twenty-seven hours (or sophomore status, having completed two consecutive semesters as a full-time student) by the end of the election semester. The candidate must have a competent working knowledge of keeping financial records. The candidate must possess and maintain a 2.7 cumulative GPA and remain in good judicial standing for his/her tenure of office. The candidate should demonstrate a vital interest in the Association.

2) Duties

The Treasurer shall:

- Be responsible for receiving, disbursing, and accounting for all funds in accordance with the instructions of the Senate and the Association and Office of the College controller
- Serve as a voting member of the Executive Board
- Present to the Executive Board a monthly written comprehensive financial statement
- Serve as an assistant to the vice president and secretary
- Present a Treasurer's Report at meetings of the Senate. The report should summarize expenditures since the previous meeting and the current state of the budget
- Attend all Executive Board meetings
- Maintain a minimum of five office hours per week and have them posted in the Hamlin Student Center and at the offices of the SGA
- Perform other duties applicable to the office as prescribed by these Bylaws
- Recommend to the Senate an annual budget

E. Chief Justice

1) Qualifications - Any candidate for Chief Justice must be a member of the Association and must have completed at least sixty hours (or junior status, having completed four consecutive semesters as a full-time student, with the last two being at Barton) by the end of the election semester, twenty-seven of which must have been completed at Barton College. The candidate must possess and maintain a 2.7 cumulative GPA and remain in good judicial standing for his/her tenure in office. The candidate should demonstrate a vital interest in the Association.

2) Duties

The Chief Justice shall:

- Serve as a voting member of the Executive Board
- Preside at all meetings of the Judicial Branch
- Organize and direct all elections
- Attend all Executive Board meetings
- Maintain a minimum of five office hours per week and have the times posted in the Hamlin Student Center and at the SGA Office
- Perform other duties applicable to the office as prescribed by these Bylaws

F. Class Representatives

1) **Qualifications** - Class Representatives must be full-time students, possess and maintain a 2.5 cumulative GPA and be in good judicial standing for his/her tenure in office. The candidate should demonstrate a vital interest in the Association. Each Class Representative must have the required credit hours to be considered for their particular class level:

- Freshmen - enrolled in 12 hours
- Sophomore - 30 hours completed
- Junior - 60 hours completed
- Senior - 93 hours completed

2) **Duties**

Each class elects one student to represent the interests of their class.

- Class representatives must attend class meetings (Senior Class Representative must attend Alumni meetings.)
- Attend the monthly SGA Senate meetings and are involved in the planning and implementation of SGA events throughout the year
- Attend all Executive Board meetings
- Class Representatives are Executive Board positions, thus they receive an SGA salary
- Serve on Event Committee, Campus Improvement Committee, Fundraiser Committee, or Publicity Committee (must attend two meetings per month)
- Maintain a minimum of five office hours per week and have the times posted in the Hamlin Student Center and in the SGA office

G. Freshman Class Council

1) The Freshman Class Council is subordinate to the Executive Board. It will be comprised of one representative from each FYS class. Nominations for class representatives will be submitted to FYS instructors over a period of one week. At the conclusion of the nomination period each class will elect their representative to the council.

2) **Freshman Class Representative** – Freshman Class Representative will be selected from the 13 FYS class representative. The election will be open to all students and coordinated by the Chief Justice. The Freshman Class Representative will be the Chair of the Freshman Class Council.

Section III / Salaries

- All officers of the Executive Board shall be monetarily compensated
- The salaries shall be listed as items under the Executive Branch budget, as stated in Article VI, Section III-D of these Bylaws, and shall be approved through the required budget processes of the College.
- Each officer will receive a monthly stipend which will be calculated by dividing the total amount of monetary compensation by the number of months in office (not to exceed ten). This monthly stipend shall not be paid in advance. It shall be paid at a designated time, decided upon by the College controller, and this time shall remain consistent throughout the year.
- This monthly stipend shall not be paid if the officer does not perform his/her duties in accordance with these Bylaws because of prolonged illness or absence.

- If the Executive Board of the SGA believes an increase in compensation is appropriate, it may submit a recommendation to the Senate. Recommendations and/or requests for salary increases, approved by the Senate, must be submitted. Included and approved as a part of the regular annual budget process for the College at large. Final approval for such requests rests with the College president. Any monetary increase may not go into effect until the beginning of the following academic term with the new officers. Unless otherwise approved by the Senate and the College president, annual increases will not exceed the cost of living index.

Section IV / Faculty/Staff Advisor

The Vice President for Student Engagement and Success (VPSES) shall appoint a designee to serve as advisor to the Executive Branch. The Faculty/Staff advisor reports to the VPSES any concerns related to the SGA.

Section V / Elections

All Executive Officers of the SGA shall be elected in accordance with the procedure established in Article IV of these Bylaws.

Section VI / Executive Board

- 1) Membership - The Executive Officers and Class Representatives of the SGA shall serve as members of the Executive Board. The president shall preside. The advisor(s) to the Executive Branch shall attend as a non-voting member.
- 2) Duties - The Executive Board shall advise the president on matters of policy and shall recommend legislation to the Vice President for presentation to the Senate. All members of the Executive Board shall perform their duties until the end of the academic year, working with newly elected members as needed.

Section VII / Vacancies

- In the event the office of president becomes vacant, the Vice President shall assume the duties of the President for the remainder of the term. In such a case, the Secretary shall assume the legislative duties of the Vice President until such time as a special election can be held to fill the office of Vice President.
- If the offices of President and Vice President become vacant concurrently, the Secretary shall serve as acting President until such time as a special election can be held. In such case, the Chief Justice shall assume the legislative duties of the Vice President until such time as a special election can be held.
- If the office of Vice President becomes vacant, the secretary shall assume the legislative duties of the Vice President until such time as a special election can be held.
- If the office of the Secretary, Treasurer or Chief Justice becomes vacant, the Senate shall elect, by a vote of the majority of its membership, an interim officer until such time as a special election can be held. The interim officer shall meet all qualifications for the respective position as prescribed by these Bylaws.

Section VIII / Removal From Office

The Senate shall convene in special session as a Court of Impeachment when charges are brought against an SGA executive officer or executive appointee by eight members of the Senate or by petition by seventy-five

members of the student body. The charges of impeachment must state clearly, and by example, evidence of malfeasance in office. The accused official must be given written notice by the Senate a minimum of ten class days prior to the date of the trial.

Executive officers can be impeached for the following offenses:

- Being derelict in their duties
- Being guilty of behavior tending to injure the good name of the Association or the College, or
- Disturbing the Association's well-being or hampering the Association's work

Section IX / Impeachment

The Chief Justice shall preside at the trial and shall take great care to ensure that the rights of the accused are preserved, that both sides of the issue are represented fairly during the deliberations, and that only those allegations listed in the "Charge for Impeachment" are discussed. For impeachment hearings against the Chief Justice, the Vice President will preside. If for any reason the trial shall not be concluded in one session, the Court shall meet in daily session, excluding weekends, until a verdict has been reached. One of the signers of the "Charge of Impeachment", or his/her designated representative, shall state reasons to justify malfeasance and offer evidence and/or witnesses. The accused official, or his/her designated representative, shall be allowed to answer to the charges and present evidence and/or witnesses in his/her behalf. If the accused official does not desire to appear, he/she shall submit in writing to the Chief Justice, the name of his/her official representative. Failure to appear for trial or to have a representative present shall be interpreted as a plea of "No Contest." The Senate shall have the right to question witnesses after both sides have been presented and after being recognized by the presiding officer. If two-thirds of the members of the Senate vote guilty, the accused shall be immediately removed from office. Double Jeopardy applies: No official can be tried twice for a single offense.

Article II • Legislative Branch

Section I / Responsibilities

The Legislative Branch shall be known as the Senate and shall:

- Hold regular monthly meetings; special meetings may be called as needed by the Vice President or by the Legislative Branch (petition must be signed by two-thirds of the Senate)
- Enact all legislation it deems necessary for the general welfare of the student body
- Approve or reject and return to the SGA Vice President the proposed budget for the disbursement of Association funds
- Require periodic reports from all organizations receiving funds from the Financial Committee, Confirm or reject, by a majority vote of the membership, all special committee recommendations of the Vice President
- Override, at its discretion, presidential vetoes by a two-thirds vote of its membership
- Serve as a Court of Impeachment should charges be brought against any Executive Officer of the Association
- Elect, by a majority of the membership, an interim secretary of the SGA, an interim treasurer, or an interim chief justice, in the event of vacancy

- Establish rules of procedure at its first meeting
- Establish a standard meeting time and have the secretary enter it on the College calendar,
- Assure that, in order for an organization to maintain its charter, each organization sends a representative to meetings of the Senate
- These representatives are subject to all provisions of the Constitution and its Bylaws.
- Serve on Events Committee, Campus Improvement Committee, Fundraising Committee, or Publicity Committee (must attend two meetings per month).

Section II / Senate

- 1) Membership - The membership of the Senate shall be the SGA Executive Board, the president, or said designee, of each club/organization, including Greek and non-Greek, the Residence Hall Association, Class Representatives, and four elected senators.

Section III / Senators

- 1) Membership - All persons who are duly enrolled as full-time students at the College can run for a position as Senator. Four positions shall be available per academic year. Senators shall serve a one year term. In the event of a vacancy during the academic year, the president shall appoint another Senator to finish the term. Senators serve as chair on Events Committee, Campus Improvement Committee, Fundraising Committee, or Publicity Committee (Must attend two meetings per month.).

Section IV / Legislation

All legislation enacted by the Senate shall be categorized and acted upon in the following manner:

- Bills which include statutes, laws, and budget, and which are subject to veto by the President of the Association
- No bill shall be considered unless it has been presented to the Secretary by a Senator at least seventy-two hours prior to the announced time of the meeting at which the bill is to be considered. The bill shall be re-read and acted upon at the following meeting of the Senate. If a majority of the senators present approve the bill, it shall be sent to the President of the SGA for his or her approval.
- Every bill passed by the Senate shall be sent to the President of the SGA for his or her approval. If the President approves it, he or she shall sign it, return it to the secretary of the Senate within three class days of receipt, and the bill shall become law. If the President does not approve the bill, he or she shall return it with his or her objections to the Secretary within three class days of receipt. The Secretary shall enter the President's objections on record and place the bill on the agenda for the next meeting. If, after reconsideration, two-thirds of the members of the Senate shall agree to pass the bill, it shall become law without signature of the President. If, after three class days, the President has neither returned the bill signed, nor returned it with his or her objections, it shall become law.
- Resolutions are expressions of the Senate's feelings or desires, and are neither binding on the parties involved nor subject to veto. Nor resolution shall be considered unless it has been presented to the Secretary by a Senator at least seventy-two hours prior to the announced time of the meeting at which the resolution is to be considered. The resolution then shall be placed on the agenda for that meeting, distributed to the members prior to the meeting, read, debated, and acted upon. The resolution becomes effective immediately upon approval by majority of the members present. If a majority of the Senators present deem it necessary, the seventy-two hour requirement may be waived.

- Amendments to the Constitution or Bylaws, which are not subject to veto, but do require ratification by the student body. Approval of an amendment shall follow the procedure set forth in Article VI of the Constitution and Article VIII of the Bylaws.
- Chartering of new campus organizations, which is not subject to veto. The procedure for the chartering of a campus organization is set forth in Article IV of these Bylaws.

All legislation enacted by the Senate must be organized in the following manner:

Bills - Upon receipt of a bill from a member of the Senate, the Secretary shall organize it in the following manner:

- It shall be marked with the date of proposal to the Senate
- The date of acceptance (or rejection) by the Senate
- The sponsor's name

Resolutions shall be legislated in a like manner.

Section V / Meetings

- 1) Procedure - All procedural matters not covered in the Student Government Association Constitution, Bylaws and the Senate Rules of Procedure shall be determined in accordance with standard parliamentary procedure.
- 2) Quorum - A quorum for the transaction of business requires the presence of at least half of the Senate.
- 3) Regular Meetings - the Senate shall meet in regular monthly sessions during the academic year, at a time and place decided upon by the membership.
- 4) Special Meetings - Special meetings may be called when necessary by the Vice President or by petition to the Vice President by nine members of the Senate. Members of the Senate shall be given written notice of such a meeting at least 48 hours prior to the intended time of convening.
- 5) All Meetings - All meetings shall be conducted in accordance with provisions set forth in the Constitution and Bylaws.
- 6) Committee Meetings – Events Committee, Campus Improvement Committee, Fundraising Committee, or Publicity Committee (must attend two meetings per month).

Section VI / Removal From Office

For neglect of duty, a Senator may be removed from office by the club or organization she/he was elected to represent and/or by a majority vote of the Senate.

Article III • Judicial Branch

Section I / Responsibilities

The Judicial Branch shall:

- Be responsible for representing the interests of the Student Government Association and the student body in matters of student discipline
- Serve as liaison between the Student Government Association and the College administration in matters of student discipline, including serving on the student conduct board
- Interpret and rule on all matters involving constitutional questions or issues, and
- Serve as a student traffic court in accordance with the regulations recommended by the director of campus safety

Section II / Officers

The officers of the Judicial Branch include the chief justice and the associate justices.

Associate Justices (Approved by Senate)

- 1) Qualifications - No more than four Associate Justices are appointed, subject to approval by the Senate. One Associate Justice each by the President, Vice President, Senior Class Representative and the Junior Class Representative. Associate justices must be full-time students and must have completed sixty-two hours (or junior status) at the time of his/her appointment, twenty-seven hours of which must have been completed at Barton College. The candidate must possess a 2.5 cumulative GPA for his or her tenure of office. One of the Associate Justices shall be appointed by the President.
- 2) Duties
The associate justices shall:
 - Attend all called or scheduled meetings of the Judicial Branch
 - Serve as voting members of the Student Traffic Court, and
 - Be available to serve on the Student Conduct Board if the Chief Justice is unable

Section III / Elections

- The candidate receiving the most votes will be considered the winner. All candidates must receive a minimum of ten votes to be considered
- The Faculty/Staff Advisor must send the link of the ballot to the student body when the poll opens
- The Chief Justice must approve all poll workers in the event of non-electronic election
- The ballots shall be counted by the Chief Justice and the Faculty/Staff Advisor of the SGA. Election results are to be confirmed by the VPSES
- Final results shall be posted online and by campus email by the Faculty/Staff Advisor no later than twenty-four hours after the election
- Election results may be contested by filing a written complaint including the reason(s) to the Chief Justice by midnight of the third class day after the election results have been announced. The Chief Justice has three-day after reviewing the petition to determine the contention validity.
- Newly elected officers shall meet with the incumbent Senate and Executive Board until their installations, without the power to vote
- Write-in votes are allowed for any position

Section IV / Installation

- Newly elected officers of the Student Government Association shall be installed prior to the end of the spring term. The president of the College shall administer the following oath to each new officer.
- “Do you solemnly promise to execute faithfully and impartially and to the best of your ability, the duties assigned to you by the Student Government Association, the College, and its Constitution?”
- “If so, answer, ‘I do.’”

Article IV • Campus Organizations

Section I / Clubs and Organizations

All clubs and organizations, except social fraternities and sororities must receive permission to charter by the Senate.

Section II / Recognition

In order to be recognized as a campus organization, members of the proposed organization shall submit, to the vice president, a charter application which shall include the following:

- Proposed name of the organization
- Statement of purpose or function of the organization
- Signatures of a minimum of five members (unless a smaller membership is consistent with the organization’s objectives), four of whom must indicate their intention of assuming leadership; a group must maintain a minimum of five members to retain recognition
- Signature of at least one member of the faculty/staff, who has indicated a willingness to serve as advisor to the organization
- A letter from an official of any national, state, or regional organization of which the local organization may be planning to affiliate that expresses a willingness to approve this organization for affiliation, if applicable

Section III / Charter Application

Upon reviewing the charter application, including the signatures of the five charter members and advisor, the Vice President shall review the application and constitution with the SGA Advisor. The Vice President shall recommend that the Senate either accept or reject the charter application. Upon receiving the Vice President’s recommendation and a brief presentation by the group to the Senate, the Senate will vote to either accept or reject the application. A majority vote of the Senate membership shall be required for approval. The new club will have 30 days to submit a full membership roster and meet with the Vice President to establish membership in the Senate.

Section IV / Denial of Application

If the Senate denies the charter, the prospective organization shall be notified of the reasons for disapproval. The prospective organization shall have the right to appeal the Senate’s decision for denial to the College’s Student Life Committee. The Student Life Committee may uphold the Senate’s decision or recommend that the Senate reconsider the application.

Section V / Acceptance or Rejection

The Senate Constitution and Bylaws Committee shall recommend that the Senate either accept or reject the proposed constitution. If two-thirds of the membership of the Senate approves the constitution, the prospective organization's application/constitution will be forwarded to the College Student Life Committee and the College Assembly for final approval. If approved by the College Assembly, the organization will be recognized immediately as an official campus organization

Section VI / Notification

If the Senate does not approve the proposed organization's constitution, the Senate shall notify the prospective organization of the reasons for disapproval. The prospective organization shall have the right to appeal the senate's decision to the College Student Life Committee. The Student Life Committee may uphold the Senate's decision or recommended that the Senate reconsider its decision. The Senate's reconsideration shall be final.

Section VII / Maintaining Status

In order to maintain status as an official campus organization, all organizations must:

- Have an advisor
- Hold annual elections for officers by April 30th
- Send a representative to Senate meetings
- Maintain a minimum of five members

Groups that do not maintain these requirements will be considered for suspension, which will directly impact their ability to interact with the campus community and suspend any and all activities and events on campus sponsored by this group. Groups not in attendance for more than two meetings will lose voting rights and SGA funding.

Any actions toward Greek organizations will be recommended to the Student Life Committee, IFC and/or Panhellenic, the governing bodies of Greek organizations. SGA retains the power to suspend or fine Greek organizations for failing to meet said requirements.

Section VIII / Official Campus Organizations

Official campus organizations are not to be considered budgetary organizations of the SGA and are expected to be financially independent. However, in the case of an emergency, the organization may petition the treasurer of the SGA for financial assistance.

Article V • Budgetary Organizations

Section I / SGA Budget

Those campus organizations that are included in the Student Government Association budget shall be classified as budgetary organizations.

Section II / Budgetary Qualifications

To qualify as a budgetary organization, the organization must meet the following criteria:

- The organization shall meet all requirements for campus organizations established in Section VI of these Bylaws
- Requesting organizations must be a club or organization this is in good standing with the SGA
- The service rendered by the organization shall be of direct benefit to all members of the Association.

Section III / Standing Budgetary Organizations

- 1) Executive Branch of the SGA- Budgeting for the Executive Branch shall include allocations for its contingencies, operations and salaries, and the Scholastic Assistance Fund
- 2) Legislative Branch of the SGA- Budgeting for the Legislative Branch shall include allocations for operations and contingencies.

Section IV / Expenditures

All expenditures by budgetary organizations shall be subject to the requisition procedures established in Article VII of these Bylaws.

Section V / Funding Requests

Any organization that desires to receive funding as a budgetary organization must petition the treasurer. A two-thirds vote of the members of the Financial Committee shall be required for approval.

Section VI / Criteria for Funding

- A. Greatest priority for funding for club activities through SGA will be considered in the following sequence:
 - Will the proposed program benefit the entire campus community?
 - Will the proposed program portray Barton College giving back to the community (i.e. service projects, helping the disabled, etc.)?
 - Is the proposed program of direct educational benefit to the participants?
 - Presenting at a professional conference?
 - Traveling to attend lectures, presentations, or professional conference?
 - Is the proposed program of indirect educational benefit to the participants (i.e. a field trip to an entertainment experience that covers a targeted educational or professional field)?
 - Is the proposed program purely a co-curricular (not educationally related) experience which the primary source of funding comes from the club?
- B. General Considerations - the following criteria are listed in no particular order and will be taken into consideration for all funding requests through SGA:
 - Has there been a demonstrated effort to keep costs for the program reasonable (I.e. carpooling, room-sharing, comparing prices, fundraising, contribution of own money, etc.)?

- The club has had a low number of high dollar requests in the last year.
- If events are annually expected (Lighting of the Luminaries, Family Weekend, etc.) clubs may bring in a schedule of events that require funding at the beginning of each semester (dollar figures do not have to be exact, estimates are expected).
- If clubs require more money than originally requested, or desire to use requested money for something other than the original uses, the presenter must come back to the financial committee for re-approval.
- All left over money and receipts must be returned to SGA 48 hours after events.
- SGA will cover 25% of gas mileage (\$.44/ mile) for the event. If group is being transported by other means, SGA will not cover those costs (if mileage is unknown, MapQuest is a credible source)

Article VI • Rules for Requisition

Section I / Expenditure Approval

It shall be the responsibility of the Treasurer of the Association to personally approve all expenditures by budgetary organizations in accordance with the annual budget. The Financial Committee shall reserve the right to reject a requisition for funds if the request does not, in his or her opinion, conform to the budget of the organization making the request. The Treasurer may refer any request for funds to the Executive Board. All decisions of the Executive Board shall be final.

Section II / Prior Approval

All purchases and expenditures must be approved by the Treasurer of the Association prior to the purchase or expenditure.

Section III / Liability

Any expenditure not approved by the Treasurer of the Association shall become the liability of the organization and/or the individual making the unauthorized expenditure.

Section IV / Approval

It shall be the responsibility of the Treasurer and the Financial Committee to approve or deny any request for funds which exceeds the organization's budgetary allocation.

Section V / Financial Records

Financial officers of all budgetary organizations shall maintain accurate financial records for their respective organizations. All budgetary organizations shall receive a monthly financial statement from the treasurer of the Association. Any difference between the treasurer's statement and the financial records of the organization should be reported immediately.

Section VI / Credit Account

The Executive and Legislative Branches of the SGA shall be the only budgetary organizations that will be allowed to establish a credit account with the College Bookstore.

Section VII / Requisition Procedures

A requisition form shall be filled out completely for every request for funds with a copy distributed to the College Business Office and the SGA advisor. A written receipt or estimate from the vender itemizing the cost of purchase shall accompany the requisition. The requisition forms shall be signed by the chairperson or financial officer of the organization and the organizational advisor. The completed requisition form shall be presented to the treasurer of the Association within forty-eight hours of purchase.

Section VIII / Financial Committee

A Financial Committee shall be formed to assess funding requests from clubs and organizations according to the criteria described under Article VI, Section VI.

Membership – the Financial Committee will composed of no more than 7 full-time students of the college. The Treasurer shall be the chair of the Financial Committee. The other members will include the Sophomore Class Representative and a Representative from the Freshman Council. Each of the following Executive Board members shall appoint 1 student to the Financial Committee: President, Vice-President, Senior Class Representative and Junior Class Representative.

Article VII • Amendments

Proposed amendments to these Bylaws shall be introduced in the Senate by a member of that body. A special committee shall be created by the Senate to study the proposed amendment and shall be returned to the floor of the Senate by the next meeting with the recommendations of the committee. If approved by a majority vote of the members of the Senate, the proposed amendment shall be submitted to the College's Student Life Committee for coordination, prior to a vote of the student body. Acceptance by two-thirds of the members of the student body voting and approval by the College President shall be necessary for adopting an amendment.

Article VIII • Ratification

All items in these Bylaws pertaining to the election of new officers shall become effective upon that date established by the SGA Executive Board at the 2018 Spring elections. All remaining items in these Bylaws shall become effective immediately upon the installation of the new officers.

Written and Approved by SGA Senate, Spring 1999
Revised, Spring 2005. Approved by SGA Senate April 2005
Revised, Spring 2009. Approved by SGA Senate May 14, 2009
Revised, Spring 2018. Approved by SGA Senate February 21, 2018
Approved by President Douglas N. Searcy, Ph.D., June 26, 2018



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