

# Belmont University SGA Bylaws

The following document contains the Student Government Association of Belmont University's Bylaws.

## A BYLAW CREATING A LEGISLATIVE PROCESS WHEREBY CONGRESS CAN RECEIVE AND VOTE ON LEGISLATION

WHEREAS, the demand for a formal process for voting on legislation is required to further the progress of the mission of the Student Government Association of Belmont University, Belmont University, and the students thereof,

BE IT ENACTED BY THE STUDENT GOVERNMENT ASSOCIATION OF BELMONT UNIVERSITY THAT:

Section 1:	<p>The Student Government of Belmont University's process for receiving legislation will be according to the following guidelines:</p> <ol style="list-style-type: none"><li>1. All proposed legislation must be sponsored by at least two members of Congress.</li><li>2. All legislation, excluding constitutional amendments, shall be distributed to five (5) days, one week, prior to the Congressional Meeting whereby they will be debated and voted on.</li><li>3. All legislation that is to be presented to Congress must contain the following documents:<ol style="list-style-type: none"><li>4. An attached document that explains the legislation in concise terms.</li><li>5. A document that is the piece of legislation in its entirety.</li><li>6. The Vice President of Student Government is responsible for making sure that each member of Congress is sent the legislation five (5) days before the Congressional Meeting whereby it will be debated and voted on.</li><li>7. The individuals sponsoring the legislation are responsible for ensuring that the Vice President receives the legislation at least twenty-four (24) hours before it is distributed to Congress for review.</li><li>8. Legislation will be brought to the floor during the, 'New Business' portion of Congressional Meetings.</li><li>9. A member of Congress must motion to bring legislation before the assembly. This motion must be seconded and approved by majority.</li><li>10. All legislation will be presented on the floor for a period not exceeding ten minutes. The person who is to present the legislation will be decided upon by the sponsors of said legislation.</li><li>11. After the legislation is presented there may be a 'motion to inquire'. This motion only requires a second; no vote is required. The period of questioning may not exceed 5 minutes.</li></ol></li></ol>
Section 2:	<p>The Student Government of Belmont University's process for debating legislation will be according to the following guidelines:</p> <ol style="list-style-type: none"><li>1. After the period of inquiry there may be a motion to discuss.</li><li>2. The Vice President will moderate and facilitate the discussion.</li><li>3. After the time is up and/or the discussion has been closed there may be a motion to vote.</li></ol>

Section 3:	<p>The Student Government of Belmont University’s process for voting on legislation will be according to the following guidelines:</p> <ol style="list-style-type: none"> <li>1. A motion to vote must be seconded and approved by the majority of Congress.</li> <li>2. After the motion is approved there will be a vote by hand. The Vice-President may also choose to take a ballot vote if so desired.</li> <li>3. Legislation requires a simple majority for the motion to carry.</li> </ol>
------------	--

**A BYLAW TO ESTABLISH A PROCESS FOR GRANT PETITION**

WHEREAS, Official guidelines and policies are necessary for the Grant Petition Process, AND

WHEREAS, No official guideline has been established, AND

NOW THEREFORE, BE IT ENACTED BY THE STUDENT GOVERNMENT ASSOCIATION OF BELMONT UNIVERSITY THAT:

Section 1:	<p>For an organization to be eligible to petition they must meet the following prerequisites:</p> <ol style="list-style-type: none"> <li>1. The petitioning organization must be officially recognized by the Office of Student Activities at Belmont University.</li> <li>2. Petitioning organizations must attend a Grant Petition information session during the current semester prior to submitting the Grant Petition.</li> <li>3. Petitioning organizations must complete all necessary requirements within the timeline of one (1) Grant Petition Round, in order that each Grant Petition round can be accurately reported to the Office of Student Activities.</li> <li>4. Any event for which an Organization is petitioning for a grant must be approved by the Office of Student Activities before any funding is awarded.</li> </ol>
Section 2:	<p>Grant petitions may fall into, but are not limited to, the following categories (in descending order of importance):</p> <ol style="list-style-type: none"> <li>1. Campus-wide Programming <ul style="list-style-type: none"> <li>● Programming targeting the majority of campus.</li> <li>● Students serving as the primary audience.</li> <li>● Open to all students.</li> </ul> </li> <li>2. New Student Organizations <ul style="list-style-type: none"> <li>● Modest start up funds in order to get the organization off to a successful start.</li> <li>● Newly recognized student organizations only.</li> <li>● Must petition within one academic year of receiving new recognition status.</li> <li>● New student organizations are only eligible to receive funding once in this category.</li> </ul> </li> <li>3. Physical Resources <ul style="list-style-type: none"> <li>● Equipment that will directly or indirectly benefit the student population at large.</li> </ul> </li> <li>4. Conference &amp; Registration Fees <ul style="list-style-type: none"> <li>● Educational and professional development experiences through conference attendance.</li> <li>● Must demonstrate potential positive impact to Belmont as a result participation.</li> <li>● Student presentations at conferences are strongly encouraged.</li> </ul> </li> </ol>

Section 3:	<p>The following items are ineligible for funding:</p> <ol style="list-style-type: none"> <li>1. T-shirts.</li> <li>2. Bake Sales.</li> <li>3. Individually personalized items (these are items that are intended for use by only one person such as a jersey with a player’s name on it).</li> <li>4. Items that will only benefit the petitioning organization unless it is a New Student Organization or Physical Resource Petition. However, even these petitions must show some rationale for how the funding will benefit the Belmont student population.</li> <li>5. Any item that is not in accordance with the Belmont Bruin Guide.</li> </ol>
Section 4:	<p>The amount of money allotted to each individual grant petition will be decided by the finance committee and based primarily upon the petitioning party’s grant’s potential contribution to the Purpose of the Student Government Association. Other factors influencing the finance committee’s decisions include the organization’s prudence and demonstrated need.</p>
Section 5:	<p>Programming and event petitions must be for one (1) specific event – not multiple events. Organizations can submit as many petitions as they desire at any given Grant Petition meeting. The funds for which the Organization is petitioning must be used within the semester that the petition is submitted.</p>
Section 6:	<p>Grant Petition rounds will be held at the discretion of the Finance Committee Chairperson and Treasurer. During normal fall and spring semesters, a minimum of one (1) Grant Petition round will be held each calendar month excluding those months overlapping with the beginning and end of each semester.</p>
Section 7:	<p>The petitioning Organization must submit the petition online via the SGA BruinLink page. The application is made up of two (2) documents: 1) the general petition information questionnaire and 2) an itemized budget of all predetermined expenses. Both of these documents will be provided by the Treasurer on the SGA BruinLink page. Petitions must be submitted online by the published deadline found on the SGA BruinLink calendar or they will not be considered for that round of Grant Petitions. The petitioning organization will then be required to wait until the next round of Grant Petitions.</p>
Section 8:	<p>If the petition is for an event that has already happened or a purchase that has already been made then they must turn in the receipts to the SGA Office at the time of the petition. This type of petition will be referred to as a Retroactive petition.</p>
Section 9:	<p>Petitioners should be prepared to respond to questions from the Treasurer for additional information so that the petition can be appropriately considered in time for the Grant Petition Meeting.</p>
Section 10:	<p>The representative that attends the Grant Petition Meeting must be the same as the individual who attended the required Grant Petition information session.</p>
Section 11:	<p>All Grant Petition dates, as well as consolidated guidelines of one (1) Grant Petition round, will be published on the SGA BruinLink page.</p>

Section 12:	Every two weeks, the SGA Treasurer and Finance Committee Chairperson will meet to prepare questions and any necessary materials for the upcoming Grant Petition Meeting.
Section 13:	At a pre-determined Finance Committee meeting the petition will be presented to the members of Finance Committee. At that meeting, representation from each petitioning Organization must be present in order to defend the petition. The organization's representative will be given a reasonable period of time to speak to the members of the Finance Committee in order to provide adequate rationale for his or her particular financial request. The Finance Committee will then have the opportunity to engage in a round of Q&A with the organization's representative. Finally, the Finance Committee will vote to recommend a funding amount for each petition.
Section 14:	Once a final decision has been made, the funding recommendations will submitted to the Office of Student Activities to be reviewed pending approval. Once approved, the SGA President and Treasurer will sign and give the organization representative a final Awards Certificate reflecting the final decision. This letter will need to be completed and signed by the organization representative and Advisor. In order to receive the awarded funds, the organization must turn the completed letter into the Office of Student Activities no later than two weeks after the date of the award. Check requests and/or agency account transfers may take up to two weeks to process from when the award letter is turned in.
Section 15:	If the petition is for an event that has not happened, or a purchase that has not been made, then the organization must turn in all receipts and the appropriate forms no later than seven days after the event has happened or the purchase was made. These types of petitions will be referred to as Proactive petitions.
Section 16:	If the receipts turned in after an event or purchase show that there is a difference less than \$10, then the petitioning organization may keep the difference. If the difference is greater than \$10, then the petitioning organization must return the unspent funds.
Section 17:	SGA will publish a comprehensive list of organizations that received funding, how much they received, and what they received funding for.
Section 18:	SGA will also provide detailed reports of each Grant Petition round, as well a semester report, to the Office of Student Activities.

#### **A BYLAW TO ESTABLISH POLICY REVIEW COMMITTEE'S JUDICIAL PROCEDURE**

WHEREAS, A detailed process regarding the enforcement of judicial policies within Student Government Association is needed, AND

WHEREAS, No system for gathering evidence regarding policy infractions, holding a hearing for violations, and enforcing violations has been established, AND

NOW THEREFORE, BE IT ENACTED BY THE STUDENT GOVERNMENT ASSOCIATION OF BELMONT UNIVERSITY THAT:

Section 1:	The Chairman of the Policy Review Committee must be given evidence of any violation that might affect an SGA Congress member's status.
Section 2:	The Policy Review Committee will act as voting judges in a hearing. Any Committee members unable to participate without bias may excuse themselves from voting.
Section 3:	There will be a minimum requirement of a majority vote, two-thirds (2/3) of the voting judges, in order to pass a decision regarding an SGA member's status.
Section 4:	An information meeting will take place within the Policy Review Committee to discuss and analyze the violation before the hearing.
Section 5:	There will be a letter of notification written and given to the individual selected for review at least forty-eight hours prior to the designated hearing. This letter will summarize the specific details about the violation, the request for said Congress member's presence at a hearing (time and location included), and an explanation of the hearing process.
Section 6:	A hearing will take place with the following parties invited: the Policy Review Committee, the member under review, and any Cabinet members. Only the Policy Review Chairman, the voting judges, and the member under review will be allowed to speak during the hearing process.
Section 7:	If the individual selected for review chooses not to attend his/her hearing, then the judges will vote upon the member's status without a formal hearing process.
Section 8:	The Policy Review Committee Chairman will preside over the hearing and make sure it proceeds as follows: 1) There will be a reading of the infraction and any extra details concerning the case. 2) There will be five (5) minutes allotted for a rebuttal from the member under review. 3) There will be ten minutes allotted for a question and answer session between the Policy Review Committee and the member under review. 4) There will be a decision made by two-thirds (2/3) majority of votes from the judges, and it will be read to the member under review. 5) There will be time allotted for the member under review to give a response to the decision. 6) Lastly, the documents will be recorded and turned into a comprehensive case study compilation.
Section 9:	If a member of Policy Review commits an infraction, then Policy Review will recuse themselves from the trial due to bias and a judicial review committee will be chosen at random five days prior to hearing from remaining committees to bring member up on trial. The Chairman of Policy Review will also recuse him/herself and a temporary Chairman will be selected at random to conduct trial. Members that are chosen to be a part of the temporary judicial review committee will receive procedures on how the trial will be organized (Bylaws, location, time etc..)
Section 10:	If the Policy Review Chairman comes under judicial review, then a temporary Chairman will be appointed by the Vice President and Director of Policy Review. If Policy Review Chairman is expelled from the Student Government Association, then the temporary Chairman will take on the role as permanent Chairman.

**A BYLAW TO ESTABLISH A PENAL SYSTEM FOR CONGRESS MEMBERS VIOLATING ATTENDANCE POLICY**

WHEREAS, Attendance of all but two Congress and/or committee meetings per semester is required by the Student Government Association, AND

WHEREAS, A judicial branch with a Parliamentarian has been established to handle violation of such matters,

NOW THEREFORE, BE IT ENACTED BY THE STUDENT GOVERNMENT ASSOCIATION OF BELMONT UNIVERSITY THAT:

Section 1:	Members of the Student Government Association are expected to miss no more than two meetings per semester with the exception of extenuating circumstances.
Section 2:	Extenuating circumstances include but are not limited to a death in the family, illness, university excuse, class, class lab, exam, or participation in an official Belmont University athletic team sports event.
Section 3:	Tardiness will count towards a partial absence. If a congress member is not present for the first roll call at the beginning of the meeting, then one-half absence shall be assessed to that member. A second roll call will be done quietly by the Secretary immediately before moving onto New Business as set in the meeting agenda. Any member counted present for the first roll call, but not present for the second roll call shall be assigned one half absence.
Section 4:	All Student Government members are required to contact the Secretary, and if not available, the Vice President, before meeting time if an absence or early departure from the meeting is imperative.
Section 5:	Upon a third unexcused absence, the member is subject to review by the Policy Review Chairman.

**A BY-LAW TO ESTABLISH A PROCESS FOR APPOINT TO VACANT POSITION'S WITHIN THE STUDENT GOVERNMENT ASSOCIATION**

WHEREAS, the SGA Constitution enumerates the power to appoint members to vacant positions to the SGA President.

WHEREAS, the process beyond this point is poorly defined, and should be explicitly stated.

NOW THEREFORE, BE IT ENACTED BY THE STUDENT GOVERNMENT ASSOCIATION OF BELMONT UNIVERSITY THAT:

Section 1: The President has the power, as defined in the SGA Constitution, to put individuals up for appointment before Congress. The President shall select the individuals they wish to appoint and send this information to the secretary to be distributed to Congress.

Section 2: The appointees shall be made known to Congress five (5) days before the approval vote is to occur.

Section 3: Individuals to be appointed must be approved by a simple-majority vote of Congress.

Section 4: Individuals to be appointed will be presented before Congress and introduced by the President. The individual will then have an opportunity to present themselves before Congress. Following these introductions, the floor will immediately move into a period of questions whereby any member of SGA may ask the individual questions.

Section 5: Following questions, the floor may move into a period of internal discussion or immediately in to a vote. If such a motion is made, then the individual to be appointed will be asked to step out of the room.