

Constitution of the Student Government Association of Texas Lutheran University

ARTICLE I. NAME

The name of this organization shall be the Student Government Association of Texas Lutheran University (TLU), hereafter referred to as the SGA.

ARTICLE II. OBJECT

Subject only to the statutory regulations of the TLU Board of Regents and the TLU President, the SGA represents undergraduate students in voicing their concerns, promoting student interests, managing student fees and properties, and advocating for student social, academic, and spiritual life at Texas Lutheran University.

ARTICLE III. MEMBERSHIP

Section One. Composition.

The SGA shall consist of the Student Body President, a staff advisor, two faculty advisors, and a legislative body of at-large Representatives consisting of one senator for every 90 TLU FTE undergraduate students, rounding up. The actual number of senators shall be determined annually by March 1 using full time, undergraduate enrollment data from the start of the fall and spring semester.

Section Two. Senators.

A. Qualifications. Senators must:

1. Be enrolled for a minimum of twelve credit hours during their term of office except for final-semester seniors, who must be registered for the number of hours required for graduation.
2. Be in good academic and disciplinary standing as determined by Student Engagement.
3. Demonstrate and maintain a minimum cumulative GPA of 2.0 during their term of office.

B. Term of Office.

A senator shall serve a term of one (1) year or until a successor is elected and installed. A senator's term of office shall begin annually on May 1. There is no limit to the number of terms that a student may serve as a senator.

C. Election.

1. The student body shall elect, by written or electronic ballot, the SGA Senators through a plurality at-large vote.
2. Spring Elections for 75% of the open senator seats shall be held annually within the month of April.
3. Fall Elections for the remaining 25% of the open senator seats shall be held annually within the month of September.
4. In the event of a tie among the candidates polling lowest for the last open senator position, only the names of the candidates tied will be placed on a new ballot and a new election conducted.
5. If there is only one candidate for the office, the office may be filled by acclamation.

D. Removal and Resignation.

1. Removal. A senator shall be removed from office for the following reasons:
 - a. Failing to maintain a minimum 2.0 cumulative grade point average, as verified by Student Engagement.
 - b. As a result of successful disciplinary proceedings against a senator in which removal from office is the recommended sanction.
 - c. Failing to attend four (4) SGA related functions broken down in this way. Senators are allowed up to 2 unexcused absences, 1 excused absence, and 1 mental health day in a semester. If you cannot make to SGA, please alert Secretary and Director of Senator. Please fill out the attendance form.
 - d. Through an act of recall by the TLU student body.
2. Resignation. A senator may resign by submitting a request in writing to the SGA Secretary.

E. Vacancies. Vacancies shall be filled by the candidate receiving a majority of the legal votes cast in an election during a special election at the beginning of the following semester. A special consideration can be taken if there is a dire need to election a senator within a semester. A 2/3 majority vote by the senate is needed to officially elect this senator candidate.

F. Compensation. Senators may be compensated in a time and manner designated in the SGA Bylaws.

G. Attendance. Senators will be responsible for fulfilling their office's duties by attending all SGA-related functions including Business meetings, committee meetings, internal and institutional committees. The method of attendance enforcement will go as follows:

1. SGA will follow the TLU "University Absence Policy" to follow a set of standards to determine what warrants an absence to be excused. The University Policy excuses TLU sponsored athletic and performance absences and absences excused by a licensed physician. If you have an absence, you feel warrants an excuse yet is not predetermined by the TLU Attendance Policy, speak directly to the SGA Secretary and he/she will determine if the absence is recorded as excused or unexcused.
2. Senators who have used their 2 unexcused absence, 1 excused absence, and 1 mental health day. This can cause removal from the Senator position.
 - a. After Two (2) unexcused absences, the officer/senator will meet with either the Vice President or President to discuss their absences.
3. If you cannot attend an SGA related event, you may find a substitute SGA member to fulfill your responsibilities. Failure to do so will result in an unexcused absence.
4. Attendance will be recorded at all SGA related functions including but not limited to: Business meetings, committee meetings, internal committee meetings, and institutional committee meetings.
5. Senators shall provide at least a twenty-four (24) hours' notice to the SGA Secretary and SGA Director of Senators before a business meeting in the case that the officer will not be present in order to excuse an absence.

Section Three. Staff Advisor.

The staff advisor to the SGA shall be appointed by the Dean of Students and shall serve a term of office at the discretion of that administrator. The advisor may attend SGA and Executive Board meetings and participate in discussion and debate, but may not vote, make motions or second motions, and does not count toward the quorum requirement.

Section Four. Faculty Advisor.

Two faculty advisors, selected by the appropriate faculty organization and process, may attend SGA and Executive Board meetings and participate in discussion and debate, but may not vote, make motions or second motions, and does not count toward the quorum requirement.

ARTICLE IV. OFFICERS

Section One. Composition.

The officers of the SGA shall be: a President, a Vice President, a Comptroller, a Secretary, and a Director of Senators.

Section Two. Qualifications.

A. All Officers shall:

1. Be enrolled for a minimum of twelve credit hours during their term of office except for final-semester seniors, who must be registered for the number of hours required for graduation.
2. Be in good academic and disciplinary standing as determined by Student Engagement.
3. Demonstrate and maintain a minimum cumulative GPA of 2.0 during their term of office.
4. Not have been removed previously from office in SGA.

B. President, Vice President, and Comptroller. The president, vice-president and comptroller must have completed at least one semester at TLU at the time of election.

Section Three. Election.

A. Election.

1. President, Vice President, Secretary, Comptroller, and Director of Senators
 - a. The student body shall elect the president, vice-president, secretary, comptroller, and Director of Senators by written or electronic ballot. A plurality vote shall elect.
 - b. Elections shall be held annually in April.
 - c. In the event of a tie, only the names of the candidates tied will be placed on a new ballot and a new election conducted within ten days of the initial election.
 - d. If there is only one candidate for an office, the office may be filled by acclamation.

Section Four. Duties of Officers.

A. President. The president shall:

1. Chair regular and special meetings of the SGA Executive Board.
2. Appoint senators to SGA standing committees and designate a chairperson for each unless otherwise specified in this constitution.
3. Chair regular and special meetings of the SGA in the absence of the vice-president.

4. Serve as, or nominate a designee to serve as, a representative to Texas Lutheran University boards and committees whenever student representation is requested by the administration. Nominees must be confirmed by the SGA.
5. Annually, present a report of the SGA's activities and progress TLU Board of Regents and TLU President's Cabinet.
6. Perform other duties as prescribed in this Constitution, or in the parliamentary authority adopted by the SGA.

B. Vice President. The vice-president shall:

1. Chair regular and special meetings of the SGA.
2. Succeed to the office of SGA President should the SGA President vacate the office.
3. Serve, *ex-officio*, a member of SGA committees.
4. Serve as, or nominate a designee to serve as, a representative to Texas Lutheran University boards and committees whenever student representation is requested by the administration. Nominees must be confirmed by the SGA.
5. Perform other duties as prescribed in this Constitution, or in the parliamentary authority adopted by the SGA.

C. Comptroller. The comptroller shall:

1. Serve, *ex-officio*, a member of SGA Finance committee.
2. Maintain a record of SGA funds and SGA funded accounts as well as purchases and expenditures authorized by the SGA.
3. Oversee the distribution of funds to specifically include making requests of the business office of TLU to payout moneys of the SGA.
4. Make financial reports at each regular meeting of the SGA.
5. Prepare for external audit, the financial records of the SGA at the close of each fiscal year.
6. Annually, propose a budget for the next fiscal year to the SGA for approval by April 15.
7. Serve as a member of the University Budget and Planning Committee.
8. Perform other duties as prescribed in this Constitution, or in the parliamentary authority adopted by the SGA.

D. Secretary. The secretary shall:

1. Maintain a record of the proceedings of the Executive Board and the SGA.
2. Notify officers, committee members, and delegates of their election or appointment; furnish committees with whatever documents are required for the performance of their duties and have on hand at each meeting a list of existing committees and their members.
3. Prepare, prior to each meeting, the suggested agenda to be distributed to members of the SGA, showing the exact order, under the correct headings, matters known in advance that are due to come up and, if applicable, the times for which they are set.
4. Maintain record book(s) in which this Constitution, the Bylaws, and any other documents are entered, with any amendments to these documents properly recorded, and have the current record book(s) on hand at every meeting.
5. Make the minutes and records available to members upon request.

6. Perform other duties as prescribed in this Constitution, or in the parliamentary authority adopted by the SGA.

E. Director of Senators. The director of senators shall:

1. Set up the SGA meeting venue prior to the start of meetings.
2. Organize any audio-visual equipment to be used during the meetings.
3. Greet new members and guests and brief them on protocol and procedures prior to the start of meetings.
4. Ensure that the meeting starts on time and check that only authorized members are present and participating in voting.
5. Maintain the SGA's official membership roll and call the roll when it is requested or required.
6. Document absences and report them to the body for action.
7. Collect physical ballots and tally votes during meetings.
8. Assist the chair of the meeting, as instructed by the membership, to maintain order.
9. Perform other duties as prescribed in this Constitution, or in the parliamentary authority adopted by the SGA.

Section Five. Term of Office.

- A. Term of Office for the President, Vice President, and Comptroller.** The president, vice president, and comptroller shall serve a term of one (1) year or until a successor is elected and installed. The term of office shall begin annually on May 1.
- B. Term of Office for Other Officers.** The secretary and director of senators shall serve a term of one (1) year or until a successor is elected and installed. The term of office shall begin at the conclusion of the meeting in which they are elected.
- C. Term Limitations.** Students may serve no more than two consecutive terms in the same office. No member may concurrently occupy the office of more than one SGA Officer.

Section Six. Removal and Resignation.

- A. Removal.** An officer shall be removed from office for the following reasons:
1. Failing to maintain a minimum 2.0 cumulative grade point average, as verified by Student Engagement.
 2. As a result of successful disciplinary proceedings against an officer in which removal from office is the recommended sanction.
 3. Failing to attend five (5) SGA related functions broken down in this way. Officers are allowed up to 2 unexcused absences, 3 excused absences, and 1 mental health day in a semester. If you cannot make it to an SGA meeting, please reach out to the executive board.
 4. For elected officers, through an act of recall by the TLU student body.
- B. Resignation.** An officer may resign by submitting a request in writing to the SGA Advisor.

Section Seven. Vacancies.

- A. President.** A vacancy in the office of the president shall be filled by the vice-president of SGA.

B. Vice President and Comptroller. A vacancy in the office of vice-president or comptroller shall be filled by the candidate receiving a majority of the legal votes cast by the student body in a special election for which at least fourteen (14) days' notice of the election has been given.

C. Other Officers. An officer vacancy, with the exception of president, vice-president, or comptroller shall be filled by election at the next regular meeting of the SGA after the office is identified as vacated.

Section Eight. Compensation.

Officers shall be compensated in the time and manner designated in the SGA Bylaws.

ARTICLE V. MEETINGS

Section One. Regular Meetings. Regular meetings of the SGA will be held at least twice a month during the academic year at a time identified in the Bylaws unless otherwise specified by the membership.

Section Two. Special Meetings. Special meetings of the SGA may be called by the president or upon the written request of five (5) members of SGA. The purpose of the meeting shall be stated in the call. Except in cases of emergency authorized by Student Engagement, at least five (5) days' notice shall be given to members by telephone, in writing, or electronic means.

Section Three. Quorum. The quorum for regular and special meetings of the SGA shall be a majority of the membership.

Section Four. Rules of Conduct.

A. Legislation. The Texas Lutheran University Board of Regents and/or its President holds final approval on major resolutions passed by the SGA regarding monetary policy and acceptance of new fraternities and/or sororities.

B. Student Body Referenda.

1. The SGA may require legislation to be decided by student body referendum through a motion requesting such action receiving a majority of the legal votes cast.
2. The student body may request that any SGA legislation, proposed or passed, be considered or reconsidered by a student body referendum.
 - a. A referendum shall be authorized upon the submission and verification of a student petition representing fifteen percent (15%) of the student body on the Seguin campus.
 - b. A petition must include the names of the students and the students' identification numbers so that they may be verified by the TLU Registrar.
3. A student body referendum shall be conducted within 20 days of the vote by SGA or the petition verification date.
4. Legislation voted on by referendum shall be approved by receiving a majority of the legal votes cast.
5. Legislation shall take effect upon certification of the vote by the Election Committee and subsequent approval by the Dean of Students.

ARTICLE VI. EXECUTIVE BOARD

Section One. Composition. The Executive Board shall consist of the president, vice president, comptroller, secretary, Director of Senators of the SGA.

Section Two. Powers.

The Executive Board shall:

1. Establish the agenda for regular meetings of the SGA.
2. Be authorized to conduct the business of the SGA between academic semesters or in an emergency situation as authorized by Student Engagement with the exception of authorizing expenditures in excess of \$1,000.

Section Three. Meetings.

- A. Regular Meetings.** The Executive Board shall meet weekly at a time and place designated by the president. Members must be provided with at least twenty-four (24) hours' notice by telephone, in writing, or electronic means.
- B. Special Meetings.** Special meetings of the Executive Board may be called by the President or upon the request of two (2) members of the Executive Board. The purpose of the meeting shall be stated in the call. Except in cases of emergency authorized by Student Engagement, at least two (2) days' notice shall be given to members by telephone, in writing, or electronic means.
- C. Quorum.** The quorum for regular meetings and special meetings of the Executive Board shall be a majority of its members.

ARTICLE VII. COMMITTEES

Section One. Standing Committees.

The standing committees of SGA shall be the Finance Committee, the Legislation Committee, the Elections Committee, and the Marketing Committee.

- A. Finance Committee.** The Finance Committee shall review allocation requests, offering its recommendations to the SGA. It shall also develop rules and policies for allocation requests and the distribution of funds. The committee shall be composed of four (4) senators and the Comptroller of the SGA, who shall serve an ex-officio member.
- B. Legislative Committee.** The Legislative Committee shall review the SGA constitution, bylaws and policies as requested by the SGA or the student body of TLU. The committee shall be composed of four (4) senators, including its chairperson.
- C. Elections Committee.**
- a. The Elections Committee shall organize and conduct the elections and referendum votes for the organization. It shall also recommend to the SGA the procedures for conducting voting activities and promote to the student body the activities of the SGA. The committee shall be composed of four (4) senators, including its chairperson.
 - b. If any member of the Committee shall be a candidate in an election, endorse a candidate, be plaintiff in a challenge, or otherwise become ineligible to serve on the Committee, the Elections Commissioner shall appoint, with the approval of the Senate, a replacement to serve for that election or specific challenge.

D. Marketing Committee. The Marketing Committee shall promote to the student body the activities of the SGA. The committee shall be composed of four (4) senators, including its chairperson.

Section Two. Ad Hoc Committees.

Ad Hoc Committees shall be created as deemed necessary by the SGA. Ad Hoc Committees shall consist of a chair and at least three (3) other members, nominated by the Student Body President and confirmed by the SGA.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

The most recent edition of *Robert's Rules of Order Newly Revised* shall govern the SGA in cases to which they are applicable and in which they are not inconsistent with this constitution or the bylaws that the SGA may adopt.

ARTICLE IX. AMENDMENTS

Section One. Proposing Amendments.

Amendments to this constitution may be proposed by a vote of two-thirds of the SGA, or by a student petition representing fifteen percent (15%) of the student body on the Seguin campus. A petition must include the names of the students and the students' identification numbers so that they may be verified by the TLU Registrar.

Section Two. Approval of an Amendments.

A student body referendum vote on the proposed amendment shall be conducted no less than ten (10) days or more than 21 days after being proposed. Notice of the vote shall be publicized in the official student newspaper at least ten (10) days prior to the date of the vote. Amendments to the constitution shall be adopted by receiving a majority of the legal votes cast.

Section Three. Implementation of Amendments.

Amendments to the constitution take effect upon certification of the vote by the Election Committee and subsequent approval by the Texas Lutheran University Board of Regents.

BYLAWS of the Student Government Association of Texas Lutheran University

ARTICLE I. STUDENT ORGANIZATIONS

Section One. Recognition

The Senate of the SGA shall have the power to give temporary or full charter to any student organization voted by the Senate to be in accordance with the SGA constitution. Student organizations recognized by the Senate shall be deemed official organizations subject to the rules and regulations of the TLU SGA constitution and bylaws.

Section Two. Funding

To receive allocations, organizations must maintain recognized status, complete all necessary paperwork, and attend all required meetings.

ARTICLE II. COMPENSATION

Section One. Executive Compensation

The executive board of the SGA may be compensated in the form of an annual stipend. The amounts of the stipend are to be approved by April 15th for the following year by a vote of two-thirds of the SGA. The Senate may not raise or lower the amount of the stipend during a term of the executive officers of the SGA concurrent with its own.

Section Two. Senate Compensation

The senators of the SGA may not be compensated in the form of an annual stipend.

ARTICLE III. ELECTIONS

Section One. Regular Election Schedule

- A. The Election schedule, available to the Student Body at least two weeks ahead of the Election day, shall include the following:
 - a. A statement of officers to be elected.
 - b. A schedule of dates and times indicating the period during which candidate applications will be received and where applications are to be submitted.
 - c. Stipulations as to be the time period and standing rules of campaigning.
 - d. Voting schedule, including the election date(s) and the ballot location.
 - e. Stipulation of the date and time when the Committee will receive, review, and resolve challenges or complaints.
 - f. The time when election results will be made to the public.
- B. In addition to the Election Schedule, the candidates will be given a copy of the SGA Constitution and Bylaws and applicable literature about the office they seek.
- C. A Forum of the Candidates will be organized by the Committee to address the duties, rights, and responsibilities they have during the electoral campaign and afterwards, if elected.
- D. Certification of Eligibility is a document issued to the candidate by the Elections Committee that certifies their eligibility to run for the Senate position they have applied. Upon receiving the Certification of Eligibility, the candidate officially becomes eligible to run and hold their seat in the SGA, if elected.

Section Two. Campaigning Material

- A. All candidates certified to run will be able to campaign for the offices they seek during the election campaign, which may not last longer than two weeks. The candidate can start their campaign as soon as they receive the Certification of Eligibility from the Elections Committee.
- B. All campaigning materials of the candidates shall pertain to relevant student-oriented issues.
- C. Campaigning may take any form the candidate chooses, except the use of campus mail, voice mail, bribery, door to door campaigning in the residence halls, TLU message or the TLU Intranet.
- D. All campaigning materials shall follow the guidelines for posted materials given in the current Student Handbook of Texas Lutheran University.
- E. The Dog House can be used for campaigning purposes, but each candidate has a size limit of no more than 2x3 feet. All Dog House rules apply.
- F. All campaigning materials posted in an on-campus facility must have the approval of that building manager.
- G. All campaigning materials must be taken off within 48 hours after the Election Day.
- H. All candidates are expected to participate in the Forum. The forum date and time will be announced by the Elections Committee and shall occur at least three days before the Election Day.

Section Three. Campaigning Rules Violations

- A. Any candidate found in violation of any of the aforementioned campaigning rules (see will be held responsible and given the penalty by the Elections Committee.)
- B. Immediate disqualifications will be issued by both the Elections Committee, and SGA staff advisor, to candidates who participate in early campaigning and/or hold a smear campaign. Once campaigning officially begins, all other cases will be individually addressed to the Elections Committee.
- C. The penalty decision, as deemed appropriate by the Elections Committee, will be given to the candidate in writing no later than 48 hours after the violation has happened.

Section Four. The Ballot

- A. The ballot shall list all candidates in alphabetical order by last name.
- B. Applications of all candidates will be posted on the election ballot.

Section Five. Complaints

- A. Any complaints regarding the Elections must be filed in writing with the Elections Committee and sent to the SGA Staff Advisor, 24 hours after the Election is over.
- B. The Committee will discuss the complaint and determine its validity and notify the complaining party of the decision within 48 hours after receiving the complaint.
- C. Notification of decision will be emailed by the staff advisor for SGA within 48 hours.

Section Six. Appeals

- A. If the complaining party is not satisfied with the decision reached by the Elections Committee, they may file an appeal with the SGA Advisor/Dean of Students, no later than 48 hours after receiving the Committee's decision.
- B. If the party who the complaint was brought against is not satisfied with the decision reached by the Elections Committee, they may file an appeal with the SGA Advisor/Dean of Students, no later than 48 hours after receiving the Committee's decision.
- C. Notification of decision will be emailed by the staff advisor for SGA within 48 hours.

ARTICLE IV. FINANCE

Section One. Fiscal Year

The fiscal year of the SGA shall be from June 1st to the following May 31st.

Section Two. Budget

The SGA Senate shall have responsibility to pass the final SGA budget for the following fiscal year by April 15 of the current fiscal year. The SGA budget must be passed by the senators.

- A. All purchases which exceed the amount allocated by the SGA budget by greater than ten percent or fifty dollars must be approved by a majority vote of the Senate prior to the expenditure of such monies.
- B. All purchases of the SGA which are not specifically allocated in the SGA budget, and which exceed fifty dollars must receive approval by the Comptroller of the SGA prior to such purchases.
- C. Between May 1st and September 1st, the Executive Branch can approve all purchases.

Section Three. Funding

- A. **Student Activity Fee.** The budget of the SGA shall be derived from the student activity fee as approved by the SGA of TLU. The fee is reviewed annually by the University Budget and Planning Committee in consideration with recommendation from the SGA based upon the number of full-time students. The student activity fee can be increased up to ten percent each year as necessary correlating with inflation rates. An increase ranging from one-tenth percent through ten percent does not require an official poll of the student body. Any percentage over and above ten percent requires a forum and poll of the student body along with recommendations of the TLU Budget and Planning Committee.
 - a. Forty percent of this fee shall be applied to fund SGA operations and allocations and to assist organizations in their programming efforts.
 - i. Thirty percent of the anticipated budget may be used for SGA Senate sponsored programming and allocations.
 - ii. Ten percent of the anticipated budget may be used for the allocations reserve fund.

- iii. Sixty percent of the anticipated budget may be appropriated to organizations of TLU, unless requests from organizations totals less than sixty percent of the anticipated budget, in which case the difference shall be retained in the allocations reserve fund.
- iv. Any carryover of SGA appropriated funds for recognized organizations shall be returned to the SGA allocations reserve fund.

b. Sixty percent shall go to funding First-Year Experience, Campus Activities & Student Engagement, Campus Ministry, Intramurals, Campus Living Programming, Center for Servant Leadership, Campus Activities Board (CAB) and Diversity Enhancement Committee. This amount will be distributed as follows: Intramurals four- and one-half percent, Fitness Center four- and one-half percent, First Year/Campus Programming nine percent, Campus Activities four percent, CAB sixteen- and one-half percent, Campus Ministries three and three quarter percent, and Campus Living Programming twelve and three quarter percent, Diversity Enhancement Committee three percent, and Center for Servant Leadership two percent. The SGA may vary the outlined amounts by as much as four percent as necessary.

B. Allocations Procedure and Requirements. Any and all student organizations recognized by the SGA shall be official organizations eligible to apply for allocations from the SGA. Each organization requesting funding must complete the Finance training through Campus Activities in which the Allocations process is discussed.

Failure to complete the training may result in denial of allocations.

- a. All allocation requests must be submitting as a funding request on Connect@TLU at least twenty-one prior to a Business Meeting for review
- b. Organization advisor's must be aware and approve all funding requests
- c. The event or purchase on the funding request cannot occur within two weeks of the date of approval
- d. The SGA Comptroller will contact the organization to meet with the Finance Committee to review the funding request and make recommendations to the Senate if needed. One representative from each organization may be required to meet with the Finance Committee to discuss their request.

C. Allocation Considerations. SGA allocates based on priorities and reserves the right to grant or deny any allocation request or rescind its approval of an allocation if used improperly. First priority, TLU Student and Community. Second priority, surrounding community. Third priority, benefits just your organization.

- a. The following can be taken into consideration by the Senate:
 - 1. Attendance at programs (past & present).
 - 2. Support from an active membership.
 - 3. Effectiveness of campus programming.
 - 4. Effective use of past allocations.
 - 5. Benefit to Texas Lutheran University.
 - 6. Level of the organization's activity.
 - 7. Anticipated support from membership dues and fundraising.
 - 8. Planned events for the next year.

9. Previous year's goals met.
 10. Planning involved in programming.
 11. Commitment to growth and new programming.
 12. Each organization's total allocation cannot exceed \$5,000.00 a year.
 - i. Organizations that wish to participate in conferences/conventions may be granted \$4,000.00 of general allocations and an extra \$2,000.00 for conference-related expenses.
 - ii. Organizations not participating in conferences/conventions will receive a total of \$5,000.00 of general allocation funding.
 - iii. In the event an organization reaches the threshold of either \$4,000.00 or \$5,000.00 of general allocation funding, the organization may request that SGA provide one more allocation, pending the review and approval of the comptroller.
 13. If multiple organizations are co-hosting an event, and both organizations submit separate allocation funding requests, the organizations cannot split line items on both allocation funding requests. Only one organization can request funds for one line item.
 14. Allocations cannot be granted for the following:
 - i. Events that have already occurred
 - ii. Purchases made before approval of allocations.
 - iii. Alcoholic beverages.
 - iv. Allocations may be granted for the hiring of a vendor.
 - v. Advertising (the Student Engagement Office has supplies available for free).
 - vi. T-shirts or any other items that will be sold for profit or charitable donations.
 15. An individual TLU Student, not being sponsored by any recognized student organization, is eligible to receive up to \$1,000.00 of SGA allocation funding for conventions/conferences under the Universal Conference Budget.
 16. Each organization is permitted to receive a maximum of \$2,000.00 per academic year to fund T-shirt allocations.
 - i. This limit pertains exclusively to T-shirts and not the supplies also included in the events.
 - ii. Any additional "proof" charges also get incorporated into the total budget allowed for the organization.
 - iii. The \$2,000.00 limit does not carry over into the next academic year if an organization does not use the budget in its entirety.
- b. Gift Cards
1. SGA will follow the Student Handbook and University policy on gift cards.
- c. Approved Allocations

1. If the request is granted, all receipts and/or invoices must be submitted to Student Engagement Administrative Assistant for approval/reimbursement.
 - i. The organization may use up to \$300.00 maximum (\$100.00 per student maximum) in petty cash to use for the event(s) allocated for; the organization must fill out the Petty Cash Request Form found in the Student Engagement Office.
 - ii. Organizations can also pay for approved allocations by
 - a Submitting an invoice from a vendor
 - b Submitting a check request
- d. Approval of Requests
 1. It shall be the responsibility of the Comptroller to provide a written list of approved allocation grants to the Senate at least twenty-four hours in advance of the scheduled meeting for a majority vote of the Senate.
 2. The Comptroller will introduce the list of requests for Senate consideration under new business. Upon introduction of each grant proposal, the Senate must approve it as written, approve it with amendments, or refer back to the Finance Committee for further review and/or clarification. The Finance Committee and the organization's representatives will meet again. Any changes to the request must be made at this time for the Senate can only consider the request twice.
 3. If the Senate returns an amended proposal to the Finance Committee for review, the committee will be required to review it and report back to the Senate at the next scheduled meeting. The Comptroller will be required to provide a written statement outlining the conclusions of the allocations review to Senate members. The Senate will have the power to make final amendment(s) to the request at this time. Amendments are debatable and require a majority vote. After receiving notification of the Senate's denial, the requesting organization has the option to submit a new allocation request.
- e. Allocations Reserve Fund
 1. The SGA will contain, as part of its budget, an allocations reserve fund. The fund will be derived from no more than ten percent (ten percent) of the SGA budget.
 2. The allocations reserve fund shall be available to the Senate and other student organizations under the auspices of the Finance Committee for unbudgeted expenses that may be incurred.
 3. Moneys in the allocations reserve fund that are not allocated by the end of budgetary year will be carried over into the following year's surplus/reserve.

ARTICLE V. Community Service

Section One. Community Service Requirements

Members of SGA will complete a mandatory one (1) hour a month of community service. The designated community service project for SGA is the TLU Food Pantry. The SGA Staff Advisor will help with creating this schedule and process for member sign up.

ARTICLE VI. RECALL

Section One. Recall of Executives or Senators

Any executive or Senator of the SGA may be recalled for abuse or misuse of authority, discriminating against any member of SGA or their constituents, or for neglecting prescribed duties inherent to the office.

Section Two. Executives or Senators Ballot

Recall may be placed on an SGA ballot by a petition containing the signatures of fifteen percent of the students enrolled at TLU. Upon Senate vote approval or receipt of petition, and certification of the required signatures by the TLU Registrar, the Senate shall direct the Elections and Marketing Committee to hold a vote on the recall within fifteen school days.

Section Three. Executives or Senators Adoption of Recall

Recall, having been duly publicized, shall be voted on by those students eligible to vote in the election of the executive or Senator, and shall be adopted by a two-thirds vote of those eligible students casting ballots on the recall, as certified by the Elections and Marketing Committee. Recalls that are adopted by the students enrolled at TLU shall come into effect immediately upon certification of passage.

Section Four. Recall of Chairperson or SGA Committee Member

Any chairperson or voting member of an SGA committee may be recalled for abuse or misuse of authority, discriminating against any member of SGA or their constituents, or for neglecting prescribed duties inherent to the office.

Section Two. Initiating Recall of Chairperson or SGA Committee Member

Recall shall be initiated by a motion by a voting member of the Senate, including the alleged grounds for recall, during any meeting of the Senate.

Section Three. Chairperson or SGA Committee Member Adoption of Recall

Recall shall be adopted by a two-thirds vote of the Senators present and voting. Recalls which are adopted by the Senate shall come into effect upon declaration of passage.

ARTICLE VII: AMENDMENTS TO BYLAWS

Amendments to portions of these bylaws may be enacted by a two-thirds vote of the Senate. Upon declaration of adoption, unless otherwise noted in legislation, the amendments to these bylaws shall come into effect immediately.