

The By-Laws of Butler University's Student Government Association

Revised March 2008

I. ELECTION OF OFFICERS

- A. The SGA Election Commission shall be responsible for running the elections of the SGA President and all Class Officers.
 1. The SGA Election Commission shall consist of seven full time students in good standing with the University who are also SGA representatives. These individuals shall be nominated and elected by the SGA Assembly. In the case that more than seven individuals are nominated, the SGA Assembly members will take a ballot vote ranking their top seven choices. The seven SGA Election Commission candidates receiving the largest number of votes will then serve as the SGA Election Commission.
 2. The SGA Election Commission shall be nominated during the first regular SGA Assembly meeting of the second semester. Their election shall take place no later than the second regular SGA Assembly meeting of the second semester.
 3. No member of the SGA Election Commission may be a candidate for any class officer position (including Senior Class Social Chair), SGA President, or any SGA Executive Board position.
 4. The SGA Election Commission's duties and responsibilities shall include, but not be limited to:
 - a. Outlining election procedures.
 - b. Publicizing the candidates' platforms.
 - c. Holding an open forum or debate.
 - d. Investigating allegations and violations related to the election guidelines.
 5. In the case of Freshmen Class Officer Elections, there shall be an ad-hoc Election Commission appointed by the SGA President and confirmed by the SGA Assembly.
 - a. This Commission shall be appointed and presented for confirmation no later than the third regular SGA Assembly meeting of the first semester.
 - b. No member of this commission may be a candidate for any Freshmen Class Officer position.
- B. Each candidate for President of the Student Government Association (SGA) shall present a petition signed by fifty full time students to the Elections Commission. No more than twenty students who sign the petition may be from any one separate housing unit. Every residence hall, Greek House, and all commuters who are non-Greek affiliated will be constituted as a separate housing unit.
- C. Petitions for the Presidency of SGA shall be filed with the Election Commission no later than 5:00 p.m. on the Monday three weeks prior to the election.
- D. If more than two candidates file for election for the position of SGA President, a first election will be held on the first Monday in March. If no candidate receives a majority vote (50% +1 vote), a second election (final) will be held on the following Wednesday. In the runoff election a candidate must receive a simple majority to win (50% +1 vote).
- E. No candidate for SGA President may spend more than the amount determined by the Election Commission on his/her campaign. This includes the market value of all supplies

donated to the campaign free of charge. Each candidate will be required to submit a complete campaign expenditure report prior to the installation of new officers. No candidate may receive funds from any campus housing unit or organization. Any breach of this regulation shall be reviewed by the SGA Election Commission, *who shall be empowered to decide all matters related to election regulation infractions. (removal)*

- F. The newly elected SGA President and Executive Board members shall assume their respective offices at the last regularly scheduled SGA Assembly meeting of the spring semester. All newly elected officers will participate in an oath of office ceremony at this meeting.
- G. Write-in ballots for the office of SGA President and all Class Officer positions shall be void, and write-in campaigns shall be prohibited.
- H. Appeals of Election Commission disciplinary decisions and appeals regarding the validity of election results shall be brought to and voted on by SGA Assembly by a majority vote (50% + 1 vote).

II. DUTIES OF OFFICERS

- A. The regular duties of the SGA President shall include serving as the official representative of the student body, delegating specific duties for the Executive Board to carry out during their terms, and coordinating student representation on University committees. He/She shall also serve as a student representative on the Board of Trustees Student Affairs Committee.
- B. The regular duties of the Vice President of Administration of SGA shall include supervising the process pertaining to the inception of new student organizations and coordinating student personnel for the University Academic and Judicial Board of Appeals. He/She shall also serve as a student representative on the Board of Trustees Student Affairs Committee. The Vice President of Administration shall be the chairperson of the Council on Presidential Affairs (hereafter referred to as "CPA").
- C. The regular duty of the Vice President of Programming shall be to oversee all programming funded by SGA. The Vice President of Programming shall be the chairperson of the Program Board.
- D. The regular duties of the Vice President of Finance shall include overseeing the accounting and financial records of SGA, serving on the Board of Trustees Finance and Facilities Committee, and distributing any SGA scholarships. The Vice President of Finance shall be the chairperson of the Finance Committee.
- G. E. The regular duties of the Vice President of **Public Relations** shall include promoting all SGA sponsored events and overseeing the content and maintenance of the SGA website. He/she shall maintain the SGA office, prepare the weekly SGA Assembly agenda, record the weekly SGA Assembly minutes, monitor the attendance of SGA representatives, prepare the SGA representatives' binders and placards and communicate to the student body the proceedings of SGA Assembly meetings. The Vice President of **Public Relations** shall be the chairperson of the **Public Relations** Committee.
- F. The regular duties of the Vice President of Diversity shall include overseeing all programming funded through Respecting, Embracing, and Achieving Community Harmony (hereafter referred to as "R.E.A.C.H.") and maintaining communication with all recognized diversity organizations. The Vice President of Diversity shall be the chairperson of R.E.A.C.H.

H. The regular duties of the Parliamentarian shall include insuring that Parliamentary Procedure is followed as described in the current edition of "Robert's Rule of Order, Newly Revised." The Parliamentarian shall also be responsible for monitoring and ensuring that all committee members, clubs, and the SGA adhere to the SGA constitution and by-laws. The Parliamentarian must go through training deemed necessary by the SGA President before taking office. He/she will be an ex-officio, non-voting and independent member of SGA assembly and of the Executive Board.

III. SGA ASSEMBLY MEMBERSHIP

A voting member of the SGA Assembly shall be defined as a full-time student who is an elected or appointed representative of a housing constituency, class officer, Program Board Committee Chair or Co-Chair, CPA Committee Chair or Co-Chair, R.E.A.C.H. Committee Chair or Co-Chair, Finance Committee member, Public Relations Committee member, or appointed representative of a recognized student organization.

IV. SGA ASSEMBLY REPRESENTATIVES

- A. Representatives shall be elected or appointed at the beginning of each academic semester by their individual housing units or campus organization (see sections B-G) so that every constituency has an equal opportunity to be represented. Each constituency is responsible for declaring its apportioned representative(s) by submitting a written letter or email of intent to the SGA Vice President of Public Relations prior to the second regularly scheduled SGA Assembly meeting of each semester. Failure to do so will result in forfeiture of those constituencies' voting privileges and all related responsibilities for that semester.
- B. Housing constituencies shall be defined as individual units in: Ross Hall, Residential College, Schwitzer Hall, and floors in University Terrace and individual buildings in the Apartment Village. The above listed shall be allowed up to but no more than one voting representative per residential unit elected by formal or informal election.
- C. Each Greek house shall be allowed up to but no more than two voting representatives.
- D. The commuters shall be referred to as a collective unit, and shall be allowed up to but no more than ten voting representatives, to be chosen by the Off-Campus Student Organization.
- E. Every SGA recognized student organization shall be allowed one voting representative, to be selected collectively by each individual organization.
- F. Every SGA Council on Presidential Affairs Committee Chair or Co-Chair, Program Board Committee Chair or Co-Chair, R.E.A.C.H. Committee Chair or Co-Chair, Finance Committee member, and Public Relations Committee member shall be recognized as a voting representative.
- G. One member from each set of class officers shall serve as a voting representative, to be selected collectively by the four officers.
- H. Any voting representative of SGA that is absent from any two meetings in one academic semester will be issued a warning in the form of an email from the Vice President of Public Relations; if the representative misses a third meeting, their respective unit/organization will lose their voting privileges along with the privilege to apply for and receive grants through SGA for the remainder of the semester. The organization will receive notification via an email from the Vice President of Public Relations.

- I. Each voting representative of SGA may appoint one alternate for their position. They must submit this name prior to the second meeting of each semester to the Vice President of Public Relations.
- J. No one person may serve as an SGA voting representative for more than one entity; all CPA, Program Board, R.E.A.C.H., Finance, and Public Relations Committee members must satisfy their voting responsibilities for that respective group.

V. COMMITTEES

- A. Standing SGA committees shall be established for Finance, R.E.A.C.H., CPA, Public Relations, and all Program Board committees.
- B. Special ad-hoc committees may be established for a given purpose and shall be dissolved when the purpose has been fulfilled or a predetermined time has expired. The President of SGA shall appoint the Chairperson and committee members of any ad-hoc committee.
- C. Committee Coordination.
 - 1. Each committee chairperson will meet with his or her committee as deemed necessary to plan and carry out their specified activities.
 - a. Membership- SGA Assembly representatives and any interested students are eligible to serve on the committees.
 - b. Duties- Duties of committee members shall be assigned at the discretion of each committee chairperson.

VI. STUDENT GOVERNMENT ASSOCIATION BUDGET

- A. The Vice President of Finance will make the budget available upon request.
- B. All committee chairpersons shall submit monthly reports of expenditures to the Vice President of Finance.
- C. The Executive Board and the SGA Assembly shall review and recommend changes in the budget, upon monthly updates.

VII. FINANCES

- A. Use of the Student Activity Fee monies must be in accordance with the approved budget.
- B. Any change in the use of the Student Activity Fee must be approved by and accepted by the Executive Board.
- C. The Vice President of Finance has the discretion to ask for clarification and/or justification of any expenditure of SGA monies.

VIII. STUDENT GOVERNMENT ASSOCIATION GRANTS

- A. The Grants Committee will have the responsibility of reviewing all Grant applications. The Grants Committee will then present to the SGA Assembly the application for final approval with a vote. The Grant Committee will present its recommendations on the application at the same time it presents the application to the SGA Assembly. The grant shall be approved with a simple majority vote of the SGA Assembly (50% + 1 vote).
- B. The Vice President of Finance is the chair of the Finance Committee. The chairperson will be a non-voting member, voting only in the case of ties.
- C. All groups requesting a SGA grant must comply with all the Finance requirements as found on the Grant application. Each year's Grants Committee may decide requirements.
- D. Procedure for Co-Sponsorships – without a grant:

1. The group's President must ask the chairperson of the appropriate SGA committee under which the event would fall, if his/her committee would be interested in a co-sponsorship. If affirmative, SGA will be considered a co-sponsor and the monies will come from the appropriate committee budget.
2. If negative, the applying group must then apply for a SGA grant if they still desire to be sponsored for the proposed event.

IX. DEFINITION OF A QUORUM

Fifty-one percent (51%) of the current voting members in good standing of SGA shall constitute a quorum for the conduct of any business at a regular or specially called meeting of SGA.

X. DEFINITION OF REFERENDUM

Ten percent of the full-time students shall constitute the minimum voters necessary to validate a Student Referendum for any purpose with the exception of Class Officer elections.

XI. PARLIAMENTARY AUTHORITY

- A) The current edition of "Robert's Rules of Order, Newly Revised," shall be the standard for parliamentary procedures where it is not inconsistent with the SGA's Constitution or By-Laws and enforced by the Parliamentarian at each SGA general assembly.
- B) The role of the Parliamentarian is to advise the SGA President in responding to points of order and parliamentary inquiries, and to provide advice on conducting a meeting according to the rules. Only the President, not the Parliamentarian, can rule on the proper application of the rules.

XII. RECORD OF PROCEEDINGS

SGA must keep a public record of its proceedings, and the weekly SGA Assembly meeting minutes taken by the **Vice President of Public Relations** shall be posted for public review on the SGA website. At the request of 1/5 of the members present, SGA shall record the vote of each representative, or have the vote cast by secret ballot.

XIII. ADVISORS

The Butler University SGA has the right to have advisors. The advisors shall come from the Programs for Leadership and Service Education (PuLSE) office. These advisors shall be there for SGA to look to for consultation, advice, and as an administrative resource. SGA also has a right to have a faculty advisor. This person shall serve as a resource and will be chosen by SGA on a yearly basis.

XIV. PUBLICATION OF THE CONSTITUTION AND BY-LAWS

At the beginning of each year, a copy of the Constitution and By-Laws shall be given to each voting representative, and shall also be updated and posted on the SGA website. Copies must also be made readily available to all housing units, campus organizations, and individual students, if requested.

XV. APPROVAL OF STUDENT ORGANIZATIONS

Prior to approval by the necessary administrative official in accordance with university regulations, the SGA Assembly shall be empowered to approve the constitution of any organization of students, which is seeking recognition on the Butler University campus. In the case of organizations already established, all extensive revisions or amendments to the constitutions must follow the procedure established for approval of constitutions of new student groups. The Vice President of Administration will oversee all procedures regarding new Student Organizations.

XVI. JURISDICTION OVER STUDENT ORGANIZATIONS

The Student Government Association may revoke the charter of any organization under its jurisdiction after first notifying the organization of charges against it and allowing a period of two weeks for formal reply.

XVII. AMENDMENTS

A proposed amendment to these By-Laws shall be submitted to SGA at a regular meeting of the Student Government Association Assembly. A proposed amendment shall be voted on at the next regular meeting at which it was proposed. A simple majority vote shall be required for ratification of the proposed amendment. The sponsor of the amendment shall provide typed copies for each Assembly member.

XVIII. CLASS OFFICERS

- A. Members of each class shall be defined as the following: members of the Senior Class shall include all students in their fourth year of college or university education after high school. The Junior class shall include all students in their third year of college or university education after high school. The Sophomore class shall include all students in their second year of college or university education after high school. The Freshman class shall include all students in their first year of college or university education after high school.
- B. The officers of each Class shall include the President, Vice President, Secretary and Treasurer, and in the case of the Senior class, Social Chair.
- C. All candidates must submit an official petition containing the signatures of twenty-five members of the said class and a statement of intentions to the SGA Election Commission in order to have their name placed on the ballot.
- D. Candidates may begin campaigning within the budget pre-set by the Election Commission, after their petition has been approved by the SGA Election Commission. Candidates that fail to comply with the "Guidelines for Election of Class Officers" are subject to penalties determined by the SGA Election Commission.
- E. All members of each said class are eligible to vote for their class officers. Class officers will be elected with a simple majority of the total votes (50% + 1 vote)
- F. The SGA Election Commission will decide upon election disputes or appeals.
- G. Duties of Class Officers:
 1. The President shall:
 - a. Serve as chairperson of the Class Council and preside over council meetings.
 - b. Serve as an ex-officio member on the Alumni Board of Directors.
 - c. Direct the planning and execution of all activities pertaining to Commencement (Senior class only).
 - d. Direct the planning and execution of any class sponsored projects and activities.
 2. The Vice-President shall:
 - a. In the event of the vacancy of the President, assume the duties of the President for the remainder of the term.
 - b. Stand in whenever the President is unable to carry out the duties of the office.
 - c. Advise the President on matters of policy.
 - d. Carry out the duties delegated by the President.
 3. The Secretary shall:

- a. Take minutes at class council meetings and with administrators.
 - b. Distribute meeting notices and minutes as requested by the President.
 - c. Carry out the duties delegated by the President.
4. The Treasurer shall:
- a. Keep an accurate record of the disbursements and receipts of Class funds.
 - b. Make financial reports at Class Council meetings.
 - c. Carry out the duties delegated by the President.

XIX. PROGRAM BOARD OF STUDENT GOVERNMENT ASSOCIATION

- A. Purpose – The Program Board shall work with the Assembly towards developing and implementing a broad cultural, intellectual, social public service and recreational programs for the students of the University.
- 1. Mission: Aiming to enhance student life, Program Board offers educational and entertaining activities. Program Board strives to provide diverse programming in order to promote school pride, campus unity, and campus involvement.
- B. Duties – The Program Board shall be responsible for carrying out programs as defined under Part A, subject to University regulations. The specific nature of the Programs Board’s duties shall be:
- 1. To establish a committee structure which will assist in the day to day programming of activities.
 - 2. To work with other organizations in the University wide programming subject to the policies governing co sponsorship.
 - 3. To administer the budget approved by the Executive Board and the SGA Assembly. Prior to final approval of the budget, Program Board chairs have the opportunity to request and recommend changes to the budget set by the Vice President of Finance.
 - 4. To serve the University’s students program interests in conjunction with SGA on a non-partisan basis.
 - 5. To serve as a voting member of SGA House.
- C. Membership – *the Executive Members of Program Board are:*
- 1. Chairperson: Vice President of Programming of SGA
 - 2. Treasurer: Vice President of Finance of SGA
- Selected Committee Chairpersons shall be:*
- 1. Coffeehouse
 - 2. Concerts
 - 3. Contemporary Entertainment
 - 4. Dance Marathon
 - 5. Films
 - 6. Podium Expressions
 - 7. Out & About in Indy
 - 8. Recreation
 - 9. Special Events
 - 10. Spring Sports Spectacular
- Ex-Officio Members:*
- 1. SGA President

- D. Selection of Members – To be qualified for a position on Program Board, an individual must be a full-time student and not be on either disciplinary or academic probation. The Program Board Committee Chairpersons shall be appointed by the SGA Vice President of Programming by a process of application and interview. Students may NOT serve on any other SGA Executive Board and as a Program Board Chair simultaneously.
- E. Duties of Executive Members of Program Board:
1. The Chairperson shall:
 - a. Preside over all meetings;
 - b. Oversee all Board Committees;
 - c. Serve as a liaison to the SGA Assembly meetings.
 2. The Vice President of Finance shall:
 - a. Be in charge of the Program Board budgets.
 - b. Keep the SGA Assembly informed of the financial conditions of Program Board.
- F. Procedure – Expenditures are to be kept within the allowed budget(s) as approved by the Vice President of Programming and the Vice President of Finance.
- G. The Program Board shall meet at least once weekly during the academic year.
- H. Removal of a Program Board Member – to remove a member of Program Board a removal recommendation must be made by the Vice President of Programming and the SGA Executive Board, followed by a two-thirds vote of the SGA Assembly. The member in question must be given both one week’s notice of the charges and an opportunity to defend himself/herself before the Assembly prior to the vote.

XX. RESPECTING EMBRACING and ACHIEVING COMMUNITY HARMONY OF STUDENT GOVERNMENT ASSOCIATION

A. *Purpose* – R.E.A.C.H. shall work with the SGA Assembly, Program Board, CPA, the Public Relations Committee, and Finance Committee towards developing and implementing broad cultural, intellectual, and public service programs with a diversity focus and towards addressing diversity concerns for the students of Butler University.

Mission: In partnership with SGA, R.E.A.C.H. is committed to promoting diversity within race, spirituality, gender, and sexual orientation in order to foster tolerance while cultivating an open-minded environment. Through programming, and campaigns, R.E.A.C.H. strives to educate Butler’s community to appreciate and respect differences in others while being a support system for diversity organizations and a voice of justice for students.

B. Duties- R.E.A.C.H. shall be responsible for carrying out programs as defined under Part A, subject to University regulations.

C. Membership- *The Executive members of R.E.A.C.H. are:*

1. The Executive members of R.E.A.C.H. are:
 - a. Chairperson-Vice President of Diversity of SGA
 - b. Treasurer-Vice President of Finance of SGA
 - c. The Committee Chairpersons
2. The Committee Chairpersons may be but are not limited to
 - a. Communications
 - b. Programming (Race and Sexual Orientation)

- c. Programming (Gender and Spirituality)
- d. Special Events
- 3. Ex-Officio Member
 - a. SGA President
- 4. Assembly
 - a. The R.E.A.C.H. Assembly shall be comprised of any full-time student who attends assembly meetings.
 - b. Voting members shall be one representative from each Butler housing facility: Residential College, Ross, Schwitzer, University Terrace, Apartment Village, each Butler recognized Greek organization and any campus recognized organization (one individual from each Butler housing facility and campus recognized organization may also be chosen as an alternate.)
 - 1. Any voting member of R.E.A.C.H. who is absent from any two meetings in one academic semester will be issued a warning in the form of an email from the R.E.A.C.H. Communications Chair. If a constituent who is the representative for a Butler housing facility or campus recognized organization misses a third meeting, his/her respective organization will lose voting privileges along with the privilege to apply for and receive grants through R.E.A.C.H. for the remainder of the academic semester. The organization will receive notification via an email from the R.E.A.C.H. Communications chair.
- 5. The committee chairperson positions available should be determined each year for the upcoming academic year by the SGA Vice President of Diversity.

D. *Selection of Committee Chairs*-To be qualified for a committee chair position on the R.E.A.C.H. Executive Board, an individual must be a full time student and not be on either academic or disciplinary probation. The R.E.A.C.H. Committee Chairpersons shall be appointed by the Vice President of Diversity by an application and interview process. Students may NOT serve on any other SGA Executive Board and as a R.E.A.C.H. representative simultaneously.

E. *Committee Chairperson Responsibilities*

- 1. To attend all R.E.A.C.H. Executive Board and Assembly Meetings
- 2. To serve as a voting member in SGA
- 3. To serve a scheduled office hour in the SGA office each week
- 4. To establish a committee and utilize said committee.
- 5. Other responsibilities, including individual responsibilities of each chairperson, will be determined annually by the [newly elected] Vice- President of Diversity.

F. *Grants*

- 1. All grants policies outlined in the grant guidelines shall be followed.
- 2. All grants will be reviewed by the SGA Grants Committee and a member of the R.E.A.C.H. Executive Board. The SGA Grants Committee will present its recommendations on the application at the same time it presents the application to R.E.A.C.H. Assembly.
- 3. The SGA Vice President of Finance is the Treasurer of R.E.A.C.H.
- 4. Only voting members of R.E.A.C.H. Assembly who have not missed more than three meetings within the current academic semester are eligible to vote on R.E.A.C.H. grants.

5. All represented Butler housing facilities and campus recognized organizations who have one absence or less prior to the presentation of the grant proposal to SGA Grants Committee are eligible for up to the maximum amount possible for either a R.E.A.C.H. General Purpose or R.E.A.C.H. Event Grant as stated in the grant guidelines.
6. All represented Butler housing facilities and campus recognized organizations who have no more than two absences prior to the presentation of the grant proposal to SGA Grants Committee are eligible only for the maximum amount possible for a R.E.A.C.H. Event Grant as stated in the grant guidelines.
7. All represented Butler housing facilities and campus recognized organizations who have not retained voting rights are eligible only up to the maximum of \$500 for a R.E.A.C.H. Event Grant.
8. Quorum:
 - a. Fifty-one percent (51%) of the current R.E.A.C.H. Assembly voting members in good standing of R.E.A.C.H. shall constitute a quorum for the conduct of any business at a regular or specially called meeting of R.E.A.C.H.
9. The proposed grant shall be approved with a simple majority vote (50% +1 vote).
10. Parliamentary Authority:
 - a. The current edition of "Robert's Rules of Order, Newly Revised," shall be the standard for parliamentary procedures where it is not inconsistent with the SGA's Constitution or By-Laws.

G. Meetings

R.E.A.C.H., whose General Assembly meetings at all times shall be open to all students, shall at the end of each semester set the time and the place for meetings for the following semester. R.E.A.C.H. Assembly meetings must be once every other week, bypassing weeks of Butler designated breaks and final exams.

H. Removal of a R.E.A.C.H. Board Member – to remove a member of R.E.A.C.H. Executive Board a removal recommendation must be made by the Vice President of Diversity and the SGA Executive Board, followed by a two-thirds vote of the SGA Assembly. The member in question must be given both one week's notice of the charges and an opportunity to defend himself/herself before the Assembly prior to the vote.

XXI. COUNCIL ON PRESIDENTIAL AFFAIRS OF THE STUDENT GOVERNMENT ASSOCIATION

- A. Purpose – CPA serves as the liaison between the students and the administration to help address problems and work proactively towards change in the Butler community.
- B. Mission – The Council on Presidential Affairs works actively and positively toward the betterment of the Butler community by serving as a liaison between the students and the administration, researching student issues, and presenting proposals that give voice to student's issues and concerns.
- C. Duties – The members of CPA shall:
 1. Serve as a voting member of the SGA Assembly.
 2. Serve the University's students in helping to solve problems and better the University.

3. Serve a scheduled office hour as requested by the Vice President of Administration.

D. Membership – *The Executive Members of CPA are:*

1. Chair – Vice President of Administration of SGA
2. Ex-Officio Members
 - a. SGA President

CPA members shall be comprised of representation from:

1. Greek Housing Units
2. Commuters
3. Residence Life Housing Units

E. Selection of Members – To be qualified for a position on CPA, an individual must be a full-time student and not be on either disciplinary or academic probation. The members of CPA shall be appointed by the Vice President of Administration by a process of application and interview. Students may NOT serve on CPA or any other SGA Executive Board simultaneously.

F. Duties of Executive Members of CPA:

1. The Chair shall:
 - a. Preside over all meetings;
 - b. Oversee all committees;
 - c. Serve as a liaison to the SGA Assembly meetings;
 - d. Serve as a student delegate to the Board of Trustees Student Affairs Committee.
2. The ex-officio member shall:
 - a. Act as chair in the absence of the Vice President of Administration

G. CPA shall meet at least once weekly during the academic year.

H. Removal of a CPA member – To remove a member of CPA, a removal recommendation must be made by the Vice President of Administration and the SGA Executive Board, followed by a two-thirds vote of the SGA Assembly. The member in question must be given both one weeks notice of the charges and an opportunity to defend himself/herself before the SGA Assembly prior to the vote.

XXII. FINANCE EXECUTIVE BOARD OF THE STUDENT GOVERNMENT ASSOCIATION

A. Purpose – The Finance Executive Board shall work with the Assembly, Program Board, CPA, Public Relations, REACH, and all student organization to aid in financial assistance whether it be through financial grants or fundraisers. The Finance Executive Board shall also function to help all student organizations to grow and realize their full potential.

B. Duties – The Finance Executive Board shall be responsible for carrying out the following duties, which shall be:

1. To work with all student organizations within Butler University in finding ways to help fund all organizations.
2. To see that all organizations within Student Government Association are staying within the budget that was given to them as proposed by the Assembly.
3. To provide a process for Grants in order to help organizations thrive.

4. To provide information for fundraising opportunities in order for student organizations to grow and provide programming for all students at Butler University.

5. To serve as a voting member of the SGA Assembly.

C. Membership – *The Executive Members of the Finance Executive Board are:*

1. Chairperson – Vice President of Finance of SGA

Selected Committee Chairpersons shall be:

1. Grants

2. Fundraising

3. Advancement

Ex-Officio Members

1. SGA President

D. Selection of Members – To be qualified for a position on the Finance Executive Board, an individual must be a full-time [undergraduate] student and not be on either disciplinary or academic probation. They also must have served on either Grants Committee or Fundraising Committee in order to be qualified for the position. The Finance Executive Board Members shall be appointed by the SGA Vice President of Finance after an application and interview process. Students may NOT serve on any other SGA Executive Board and as a Finance Executive Member simultaneously.

E. Duties of Executive Members of the Finance Executive Board Members:

1. The Chairperson shall:

a. Preside over all meetings

b. Supervise all Board Committees

c. Serve as a Liaison to SGA Assembly meetings.

F. Procedure – To monitor all expenditures of organizations that have received grants from SGA assembly as well as to monitor all organizations within SGA to see if their allotted monies are spent correctly.

G. The Finance Executive Committee shall meet bi-weekly during the academic year.

H. Removal of a Finance Executive Board Member – to remove a member of the Finance Executive Board, a removal recommendation must be made by the Vice President of Finance and the SGA Executive Board, followed by a two-thirds vote of the SGA Assembly. The member in question must be given both one week's worth of notice of the charges and an opportunity to defend himself/herself before the Assembly prior to the vote of removal.

XXII. PUBLIC RELATIONS COMMITTEE OF THE STUDENT GOVERNMENT ASSOCIATION

A. Purpose – The Public Relations Committee shall work with the SGA Assembly, the SGA Executive Boards, and all recognized student organizations to aid in the promotions and advertisements of events and programs, as well as, assist in the operations and events of the SGA executive board and SGA assembly.

B. Duties – Public Relations Committee shall be responsible for carrying out the following duties, which shall be:

1. To help promote and advertise on-campus events sponsored by SGA and recognized student organizations through oral and written (print and electronic) communications.
2. Manage the operations of weekly SGA Assembly meetings
3. Maintain and oversee the SGA Executive office and SGA's H.U.B.
4. Plan all events sponsored by the SGA Executive Board including but not limited to Apple For You, Spring Banquet, Holiday parties, and Free Stuff Wednesday.
5. To serve as a voting member of the SGA Assembly.

C. Membership – The Public Relations Committee Members are to be determined by the Vice President of Public Relations. The Executive Members of the Public Relations Committee are:

1. *Chairperson*: Vice President of Public Relations
2. *Selected Committee Chairpersons shall be*:
 1. Assembly Operations
 2. Webmaster
 3. Media
 4. SGA Executive Board and SGA Assembly Events
3. *Ex-officio*: SGA President

D. Selection of Members – To be qualified for a position on the Public Relations Committee, an individual must be a full-time student and not be on either disciplinary or academic probation. The Public Relations Committee. Members shall be appointed by the SGA Vice President of Public Relations after an application and interview process. Students may NOT serve on any other SGA Executive Board and as a Public Relations Committee Member simultaneously.

E. Procedure –The Public Relations Committee shall help to communicate and promote the causes and proceedings of SGA and all recognized campus organizations through written and oral communication to all SGA constituents.

F. The Public Relations Committee shall meet weekly during the academic year.

G. Removal of a Public Relations Committee Member – To remove a member of the Public Relations Committee, a removal recommendation must be made by the Vice President of Public Relations and the SGA Executive Board, followed by a two-thirds vote of the SGA Assembly. The member in question must be given both one weeks notice of the charges and an opportunity to defend himself/herself before the SGA Assembly prior to the vote.