

**THE CONSTITUTION
AND BY-LAWS OF
THE
STUDENT GOVERNMENT
OF
BABSON COLLEGE**



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THE CONSTITUTION OF THE STUDENT GOVERNMENT OF BABSON COLLEGE



Preamble

It shall be the duty of the Babson College Student Government to provide an officially recognized student organization that identifies and represents student interests, promotes undergraduate student participation in the overall policy and decision-making processes of the College, enhances the quality and scope of education, and promotes the general welfare of the undergraduate student body.

ARTICLE I – NAME, PURPOSE AND STRUCTURE

SECTION 1. The name of this organization shall be the Student Government Association of Babson College, hereafter referred to as the Government or SGA.

SECTION 2. It shall be the purpose of SGA to represent, promote, and further the interests of the undergraduate student body among the students, faculty, administration, trustees, and any other parties concerned with the Babson community.

SECTION 3. It shall be the duty of the Government to handle the Government funds. This handling shall include the use of generally accepted accounting principles and an annual operating budget comprised of undergraduate student fees for the academic year.

SECTION 4. The governing structure of SGA shall consist of the Executive Board (E-Board) and Senate. The E-Board may appoint non-elected volunteers to serve as their assistants.

ARTICLE II – QUORUM

A quorum shall consist of two-thirds (2/3) of the voting members of the Government.

ARTICLE III – EXECUTIVE BOARD

The elected offices of the President, Executive Vice President (EVP), Vice President of Finance, Vice President of Communications, and Vice President of Clubs and Organizations shall collectively constitute the Executive Board.

SECTION 1. The Executive Board shall preside over and conduct all meetings of the Government.

SECTION 2. A full-time undergraduate student is eligible to pursue an Executive Board position provided that the following requirements are satisfied.

(A) The President

1. The student has completed at least 3 full semesters at Babson College.
2. The student has a cumulative grade point average (GPA) of at least 2.50 at the time of candidacy.
3. The student will be able to fulfill his or her term at Babson as a full-time undergraduate student for at least one academic year immediately following his/her election to office.
4. The student must be in good academic and conduct standing with Babson College.
5. The student must forfeit executive positions in any and all other student organizations upon election.
6. The student must be a current or former representative of the Student Government Association, or have attended a minimum of 4 Student Government meetings over the course of the fall and spring semesters prior to election.

(B) All other Executive Board positions

1. The student has completed at least 1 full semester at Babson College.
2. The student has a cumulative GPA of at least 2.50 at the time of candidacy.
3. The student will be able to fulfill his/ her term at Babson as a full-time undergraduate student for at least one academic year immediately following his/her election to office.
4. The student must be in good academic and conduct standing with Babson College.
5. The student must forfeit the position of President in any and all other organizations upon election.
6. The student must be a current or former representative of the Government, or have attended a minimum of 3 Senate meetings over the course of the fall and spring semesters prior to candidacy.

SECTION 3. In the event that a vacancy of an Executive Board position after the election, a new election shall be held for that office. Candidates for the vacant position shall be accepted in the manner described in Article III, Section 1 of the By-Laws, except in the case of the President, whose office shall be filled by the Executive Vice President, and a new Executive Vice President shall be elected to fulfill the office for the remainder of the term of office.

SECTION 4. All officers must adhere to College policies and community standards and act in accordance with the College Honor Code. Any officer may be dismissed from office on the grounds of a violation of College policy that results in a status change, malfeasance, inability, or unwillingness to perform the required duties. A dismissal requires a quorum of the Executive Board and the Senate. A decision of a college disciplinary body (Honor Board or Administrative Hearing Officer) will supersede this quorum.

ARTICLE IV – SENATE

The Senate shall be composed of four (4) students from each class directly elected by the members of their respective year and one (1) Senator from each class appointed by the SGA President.

SECTION 1. Senators shall be elected by, and will serve as representatives of, their class. Each Senator will possess the authority to vote on behalf of his or her respective class. Students are eligible to run for a Senate position in their respective class year only, defined as the class year in which the individual matriculated into Babson College. The only exception shall be transfer students, whose class year shall be defined as their graduating class year.

SECTION 2. A full time undergraduate student is eligible to pursue a Senate seat provided that the following requirements are satisfied:

- (A) The student has a cumulative grade point average of at least 2.50 at the time of candidacy; this requirement is waived for students pursuing a Senate seat in the fall semester of their first year who do not have a collegiate GPA.
- (B) The student will be able to fulfill his or her term at Babson as a full-time undergraduate student for at least one academic year immediately following his or her election to office; this requirement may be waived, per Article V, Section 3(A) of the By-Laws.
- (C) The student must be in good academic and conduct standing with Babson College.

ARTICLE V – NON-ELECTED VOLUNTEERS

When the Executive Board is in need of assistance, E-board members may appoint non-elected individuals to serve as their assistants. In order to do so, members must provide a working list of responsibilities to applicants.

ARTICLE VI – AMENDMENTS TO THE CONSTITUTION

The Constitution may be amended by a two-thirds (2/3) vote of the Executive Board and Senate. Amendments shall take the form of striking a word or words or adding a word or words. Amendments shall not take the form of implied or unwritten interpretations.

SECTION 1. A motion to amend this constitution must be made by an elected Senator or Executive Board officer. Before the Constitution Review Committee Chair can honor this motion, the Government must have received prior notification of its placement on the agenda. To fulfill the notification requirements, the proposed change must be brought to the attention of the Government at the preceding meeting.

- (A) When notifying the Government of a proposed Constitutional amendment, a Senator or Executive Board officer must inform the members of the change or changes inherent in the proposal. The proposal is not to be discussed at the time of announcement; however, the Government is expected to be aware of what the proposal entails.

SECTION 2. The Constitution and its By-Laws shall be considered for complete revision no more than every three years. Line-item and other small changes may be made more frequently. The extent of the revision and the manner in which it is to be conducted is to be recommended by the Executive Board and ratified by the Senate and Executive Board.

ARTICLE VII – BY-LAWS

The rules contained in the SGA By-Laws shall govern the Government in all cases.

BY-LAWS OF THE STUDENT GOVERNMENT OF BABSON COLLEGE



ARTICLE I – MEETINGS

SECTION 1. A regular meeting of the Student Government shall be held once every week of the fall and spring semesters unless otherwise ordered by the Executive Board.

SECTION 2. Any member of the student body, faculty, or administration may attend any general meeting of the Student Government unless specified by the Executive Board.

ARTICLE II – MEMBERSHIP

SECTION 1. Every undergraduate student at Babson College is a member of the student body and shall enjoy equal rights under this Government. Membership in the Student Government Association shall be open to all students regardless of race, color, national or ethnic origin, ancestry, religion, gender, sexual identity or expression, age, physical or mental disability, and veteran status or other protected status. All elected officers and Senators must be full-time students in good academic and conduct standing at the time of election or appointment and during their time in office.

SECTION 2. Expectations of all elected members of Student Government

- (A) Members shall be familiar with the Student Government Constitution and all rules and regulations contained therein.
- (B) Members are required to attend all regular and special meetings of the Government.
- (C) Members shall arrive on time to all meetings.
- (D) Members shall behave appropriately and respect the opinions of other members.
- (E) All members of the Executive Board will meet regularly with their Staff Advisor.

SECTION 3. This policy will be the policy of the Executive Board and Senate. All members will be permitted one (1) unexcused absence per academic year. After the first absence the member will be sent a warning letter which will serve as notice. If a second unexcused absence occurs, the member will be asked to resign his/her position. The Executive Board will decide whether or not any excuses are acceptable.

- (A) Excused absences shall consist of irregular absences related to religious observances, class obligations, family emergencies, interviews, sickness, and varsity athletic or club sport competitions.
- (B) Excused absences shall be reported at least 24 hours prior to the meeting.

SECTION 4. Executive Board Members and Senator Dismissal

- (A) An ad-hoc standards committee shall convene when a member of the Government meets possible grounds for dismissal. If the matter involves a Senator, the Executive Board and Advisor shall serve as the committee. If the matter involves an Executive Board member, the Advisor, at least one Senator from every class, and at least two Senators from the Executive Board member's board shall serve as the committee.
- (B) Grounds for removal from office include but are not limited to:
 - 1. Insufficient accomplishment of tasks
 - 2. Violation of attendance policy
 - 3. Abuse and/or misuse of power
 - 4. Actions unbecoming of an SGA member, including violations of the Babson College Honor Code.
- (C) The process for removal from office consists of the following:
 - 1. All ad-hoc standards committee members sign a confidentiality form before proceeding.
 - 2. The accused party may present a case against the grounds for removal. The Advisor shall determine the appropriate amount of time for the accused party to present this case with questions and points of clarification.
 - 3. After the accused presents, the member will leave for a closed-door discussion for committee to deliberate.
 - 4. A simple majority (3 of 5) can remove an officer. Only the Executive Board may vote for a Senator removal, and only the Senators may vote for an Executive Board member removal.
 - 5. If the accused party chooses to appeal the removal, the member must submit this appeal to the Advisor. The same process will implement with an entirely new committee, but the committee members will be determined by Advisor.
 - 6. The Advisor will debrief after the process to determine areas for improvement.

ARTICLE III – ELECTIONS

SECTION 1. It shall be the object of the Election Committee to administer and oversee the annual elections of the Executive Board and Senators, to ensure the election process proceeds according to the rules outlined in the By-Laws, and to clarify any misunderstandings or issues that arise preceding, during, or following the election. Accordingly, should any misunderstanding or issue arise, it is the right and the responsibility of the Election Committee to act unilaterally as it sees fit in the best interests of the student body.

- (A) The Election Committee shall be comprised of the Election Commissioner and at least one Assistant Election Commissioner. The Election Commissioner shall be the Executive Vice President, unless the EVP is a potential candidate for the next election. In this case, the President will appoint a Commissioner by the first Senate meeting of March.
- (B) The Staff Advisor to the Government shall serve as a non-voting, moderating member of the Election Committee.
- (C) The Election Committee is empowered to impose sanctions as it sees fit upon those found in violation of election guidelines. All actions and decisions by the Committee shall have the implied approval of the Government unless otherwise provided herein. It shall be the duty of the Election Commissioner to keep the Government informed of all committee actions and decisions.

SECTION 2. All persons seeking nominations to any office must submit to the Election Commissioner a petition endorsed by fifty (50) of the eligible voters of their class year for Senate positions and seventy-five (75) of the eligible voters of the general student body for all Executive Board positions. Eligible voters are defined as currently enrolled, full-time members of the undergraduate student body.

- (A) In the event that a misrepresentation of signatures is detected, the petition shall be returned to the candidate and must be corrected and resubmitted within twenty-four (24) hours.
- (B) All candidates must submit their qualifications to the Election Commissioner for final approval for eligibility for office.

SECTION 3. All candidates for Executive Board positions are required to give a brief speech before the Government outlining their qualifications and their reasons for seeking office.

SECTION 4. The names of all candidates who have been approved by the Election Committee will be entered on the ballot alphabetically.

SECTION 5. In the event that any controversy evolves prior to, during, or following the election, the matter is to be resolved by the Election Committee.

SECTION 6. All physical flyers, banners, and marketing materials must be removed and appropriately disposed of by the end of the voting period.

SECTION 7. Candidates found in violation of any of the election policies and procedures may be deemed ineligible, and his or her name may be removed from the ballot.

SECTION 8. A tie shall be defined as such when and only when the number of votes that separates two candidates is zero; that is, a tie occurs only when two or more candidates have the same number of votes. In the event of a tie, a revote shall occur between the candidates who tied. This revote shall begin no later than ninety-six (96) hours after the close of the previous election.

SECTION 9. The limit on campaign spending shall be determined by the Election Committee and made known to candidates via the application. Campaigners are required to maintain an accurate statement of dollars spent. Candidates must keep all campaign-related expense receipts and make them available to the Election Committee on the first day of voting.

ARTICLE IV – STUDENT GOVERNMENT EXECUTIVE BOARD

SECTION 1. Executive Board Membership

- (A) Executive Board members are required to serve their full term, an academic school year. If an Executive Board member is unable to complete his or her full term, the member in question will forfeit the entire term in office as soon as such a conflict becomes known.

SECTION 2. Executive Board Duties

- (A) Shall be responsible for having a working knowledge of the Constitution.
- (B) Shall act as a general steering committee for the Government.
- (C) Shall attend weekly Executive Board meetings.
- (D) Shall manage and utilize the SGA office and maintain posted office hours.
- (E) Shall appoint the members to each of the five (5) SGA Senate Boards.
- (F) Shall maintain accurate documentation of the work associated with their respective positions in order to provide relevant information to successors.

SECTION 3. The President

- (A) Shall act as the primary representative of the Student Government Association to all students, faculty, administrators, the media, former students, and the general public.
- (B) Shall manage all external affairs of the Government.
- (C) Shall work closely with the Executive Vice President to manage all aspects of SGA as an organization.
- (D) Shall preside at all SGA meetings and shall see that all meetings are conducted in an orderly manner.
- (E) Shall appoint four student Senators, one from each class.
- (F) Shall appoint members to the Election Committee.
- (G) Shall act as the presiding officer and set an example for the assembly regarding courtesy, fairness, and the application of rules and must maintain a position of impartiality.
- (H) Shall lead SGA trainings, bonding activities, and retreats.
- (I) Shall have access to discretionary spending of up to \$3,000.

SECTION 4. The Executive Vice President

- (A) Shall assume all the duties of the President in the temporary absence of the President.
- (B) Shall manage all internal affairs of the Government, including but not limited to direct reports from all Executive Board Vice Presidents.
- (C) Shall chair Student Life Board.
- (D) Shall enforce the attendance policy to all Senators, and provide letters of warning to Senators when necessary.
- (E) Shall send out the General Assembly meeting agenda at least 24 hours in advance of the General Assembly meeting.
- (F) Shall chair any Constitutional Review Committee.
- (G) Shall have access to discretionary spending of up to \$2,500.

SECTION 5. The Vice President of Finance

- (A) Shall handle all financial transactions pertaining to the Government and keep accurate records of the same.
- (B) Shall develop and employ controls to ensure consistencies in evaluating funding requests and approvals.
- (C) Shall maintain accurate records of funding approvals to date and provide a report on financial balances to the Government.
- (D) Shall respond to cost and finance issues concerning the student body.
- (E) Shall collaborate with the Student Life Suite in regards to the usage of the Purchasing Card.
- (F) Shall determine financial sanctions for student organizations in the event of any financial mismanagement.
- (G) Shall chair the Ways and Means Board.
- (H) Shall manage the reimbursement process.
- (I) Shall ensure that funds are allocated for the benefit of the student body.
- (J) Shall have access to discretionary spending of up to \$2,500.

SECTION 6. The Vice President of Clubs and Organizations

- (A) Shall consult recognized organizations in regards to registration and planning of events.
- (B) Shall lead new student organization approval process
- (C) Shall plan the Organizational Fair at the beginning of each academic year in conjunction with the Office of Student Activities and Leadership.
- (D) Shall disseminate relevant club and organization updates and information through Program Council meetings.
- (E) Shall serve as a point of contact for all new student clubs and organizations to aid in transition process.
- (F) Shall regularly collect and communicate a calendar or listing of all registered organizations' events to the student body.
- (G) Shall report to the VP of Finance organizations' eligibility for funding in the current semester.
- (H) Shall chair the Clubs and Organizations Board.

- (I) Shall serve as a Government liaison to the Campus Activities Board.
- (J) Shall oversee the Babson-Olin-Wellesley Ambassador and be ready to facilitate cross-college organization connections.
- (K) Shall lead the school spirit initiatives.
- (L) Shall have access to discretionary spending of up to \$2,500.

SECTION 7. The Vice President of Communications

- (A) Shall record the minutes and attendance of all meetings of the Government and shall post the minutes within 48 hours of the meeting.
- (B) Shall plan the annual Student Leadership Awards in conjunction with the Office of Student Activities and Leadership.
- (C) Shall manage incoming and outgoing communications including, but not limited to, the SGA email account and social media accounts.
- (D) Shall enforce the attendance policy to all members of the Executive Board.
- (E) Shall chair the Academic Affairs Board.
- (F) Shall be an expert in the rules and applications of the Constitution.
- (G) Shall be responsible for communicating SGA progress and accomplishments to the student body.
- (H) Shall organize Program Council meeting logistics and format.
- (I) Shall serve as one of two student representatives on the Undergraduate Academic Policy Committee (UAPC), and be responsible for attending all UAPC meetings scheduled during the academic year.
- (J) Shall be responsible for monitoring communications of Undergraduate Clubs and Organizations.
- (K) Shall have access to discretionary spending of up to \$2,500.

SECTION 8. The Vice President of Operations

- (A) Shall chair the Campus Improvements Board.
- (B) Shall preside over SGA space, including space usage and maintenance.
- (C) Shall manage SGA artifacts, assets, and supplies.
- (D) Shall maintain institutional memory of the Government, including records, alumni directory, photos, and transition documents.
- (E) Shall collaborate with the VPC for SGA Office Hours, or equivalent programs.
- (F) Shall chair the Election Committee unless running for an elected position in which case, the Executive Board member will consult with the rest of the Executive Board and Advisor(s) to determine an Election Committee Chairperson.
- (G) Shall have access to discretionary spending of up to \$2,500.

ARTICLE V – STUDENT GOVERNMENT SENATE

SECTION 1. The SGA Senate shall serve as duly elected representatives of the undergraduate student body. The Senate works to protect the rights of students, defend the integrity of this constitution, investigate issues relevant to student life, and openly discuss any matter that affects the general welfare of the student body of Babson College or elements thereof.

SECTION 2. Senate Structure

- (A) The Senate shall be composed of four (4) students from each class directly elected by the members of their respective year and one (1) Senator from each class appointed by the SGA President.
- (B) The SGA President shall run weekly SGA meetings, and if absent, the Executive Vice President shall take responsibility.

SECTION 3. Senate Membership

- (A) Senators are required to serve their full term, one academic school year (fall and spring semesters). If a Senator is unable to complete his or her full term, the Senator will forfeit his or her entire term in office as soon as such a conflict becomes known. An exception shall be made for up to four Senators per class intending to study abroad in the spring semester. Senators with the intention to study abroad must make the Election Committee aware at the point of the submission of their Interest Form of any intention to study abroad.
- (B) In the event of a vacancy of a Senate seat, the Executive Board shall appoint the individual to the Senate who accumulated the next highest vote total in the previous Senate election in the departing Senator's respective class. If the fifth place Senator is ineligible or declines the appointment, the sixth place Senator shall be appointed and so on until a new Senator is found. In the case of no eligible remaining Senators, the SGA President will nominate a student with the appropriate academic standing to fill the vacancy for the remainder of the term. The Senate and Executive Board must confirm the appointment of the SGA President with a two-thirds (2/3) vote.

SECTION 4. Senator Responsibilities

- (A) Shall represent their respective class year in any and all aspects of their responsibilities as Senator.
- (B) Shall attend weekly SGA meetings scheduled by the Executive Board.
- (C) Shall be a member of a Senate Board and attend all regular Board meetings and those deemed appropriate by the Board Chair.
- (D) Shall report to the Board Chair with updates from respective committee meetings.
- (E) Shall be responsible for representing the student body on at least one committee within his or her respective Board and attend those regular meetings.
- (F) Each class year's Senators collectively have the ability to request up to \$500 in discretionary funding from the Operating Budget per semester.

SECTION 7. Voting

- (A) Every Senator and Executive Board Member has one vote.
- (B) Any item coming up for vote in the Government can be postponed by a majority vote of the voting members present at that meeting. A postponed item must be voted on at the next SGA meeting.

SECTION 8. Resolutions

- (A) The Senate and Executive Board can, by majority vote (51%), pass resolutions.
- (B) Resolutions passed by the Senate and Executive Board and signed by the President will become the official position of the Government.
- (C) The President may veto any resolution passed by the Government.
- (D) The President has ten (10) academic days to veto a resolution upon its passage. If no action is taken within ten (10) academic days, the resolution becomes official.
- (E) Resolutions that are vetoed by the President may be overridden with three-fifths (3/5) vote of the Senate and Executive Board and will become the official position of the Government.

ARTICLE VI – STUDENT GOVERNMENT B.O.W. AMBASSADOR

SECTION 1. The Babson-Olin-Wellesley Ambassador

- (A) Shall serve as a liaison between Babson-Olin-Wellesley organization leaders and Student Government leaders, linking related clubs to promote collaboration.
- (B) Shall hold the same set of standards and responsibilities as a class Senator.
- (C) Shall report to the Vice President of Clubs and Organizations and sit on the Clubs and Organizations Board.
- (D) Shall assist other B.O.W. ambassadors in organizing monthly B.O.W. all-students events.
- (E) Shall meet regularly with the B.O.W. ambassadors.
- (F) Shall attend Wellesley and Olin organization fairs, and represent B.O.W. at Babson's Organization Fair.
- (G) Shall attend at least one Wellesley and one Olin Student Governance meeting each semester.
- (H) Shall have attended Babson College for at least two semesters prior to election.

ARTICLE VII – STUDENT GOVERNMENT BOARDS

SECTION 1. SGA consists of five (5) Boards whose purpose is to address student and organization needs. Each Board will meet at least once a month and hold subsequent meetings on an as-needed basis. Board members will include SGA Senators and Executive Board officers and faculty/staff liaisons from relevant departments where conversations, policies, problems, concerns or issues may occur. Every appointed member of the Board from the Senate is required to be at all Board meetings. Board members may also select non-elected students to join discussions and meetings. The Chairperson of each Board is an Executive Board member and shall run his or her Board.

SECTION 2. Academic Affairs Board

- (A) Shall address any issues facing students that relate to academics. Issues may relate to study abroad, Honor Board, academic calendar, academic policies, tuition, curriculum, careers and Academic Services.
- (B) The Vice President of Communications and one other member of the Board shall serve as the student representatives on the Undergraduate Academic Policy Committee (UAPC). They are responsible for attending all UAPC meeting scheduled during the academic year.
- (C) Shall be the liaison for the Faculty Senate to establish student representation whenever

- possible on relevant faculty or academic committees.
(D) Shall lead faculty appreciation efforts.

SECTION 3. Campus Improvements Board

- (A) Shall review and implement, if possible, any suggestions for general improvements to campus voiced by the student body.
- (B) Shall be responsible for attending Facilities and Sustainability Advisory Committee meetings, as well as Student Technology Advisory Council (STAC) meetings.
- (C) Shall be responsible for ensuring that the buildings and grounds on the Babson campus are conducive to living and adhering to sustainable practices. They will propose and suggest ways to maintain and enhance the appearance of the campus.
- (D) Shall be responsible for attending Student Technology Advisory Council (STAC) meetings.

SECTION 4. Clubs and Organizations Board

- (A) Shall be responsible for promoting campus pride and enforcing existing traditions, as well as developing new traditions to excite and engage current and future students.
- (B) Shall be responsible for planning activities in conjunction with the VP of Clubs and Organizations.
- (C) Members of the Board shall sit on the Founders Day, Family and Friends Weekend, and Back to Babson Committees.
- (D) A Campus Activities Board representative will sit on this Board.
- (E) A Babson-Olin-Wellesley (BOW) Collaboration representative will attend BOW meetings on behalf of the Government and sit on this Board.
- (F) The VP of Clubs and Organizations will act as Chairperson of this Board.

SECTION 5. Student Life Board

- (A) Shall review and implement, if possible, any suggestions for general improvements to student life voiced by the student body, including but not limited to Residence Education, Housing, Health Services, Student Activities and Leadership, multi-faith programs, and arts programs.
- (B) Shall be responsible for attending Babson Bookstore Committee meetings in order to provide feedback regarding products, services, and marketing.
- (C) Shall be responsible for attending Public Safety and Traffic Appeals meetings.
- (D) Shall be responsible for attending Dining Advisory Board meetings and other meetings with Sodexo to address any student requests or concerns with the meal plan or options provided in all Babson dining facilities.

SECTION 6. Ways and Means Board

- (A) Shall represent the Student Government in the scope and magnitude of all financial matters pertaining to the student body.
- (B) The Board will consist of at least five members. At least four members (one member of each class) will be chosen from the Senate, in addition to the Vice President of Finance who serves as Chairperson of the Board.
- (C) The Board shall serve two functions: (1) to review budget proposals submitted by

active Student Organizations, including the Government, and allocate funds from the SGA Operating Budget accordingly and (2) to review budget proposals submitted by individuals and allocate funds from the SGA Innovation Fund accordingly.

(D) No voting member of Ways and Means shall be able to vote on a budget proposal of an organization in which they hold an officer position.

ARTICLE VIII – NON-ELECTED VOLUNTEERS

Non-elected volunteers shall receive formal training in their duties and be invited to attend weekly Senate meetings. They shall collaborate with their respective Executive Board member to determine responsibilities.

ARTICLE IX – PROGRAM COUNCIL

The mission of Program Council is to organize and help facilitate all clubs and organizations on campus. Any member of the Babson community may attend any meeting of Program Council.

SECTION 1. The Vice President of Communications and the Vice President of Clubs and Organizations shall preside over Program Council.

SECTION 2. A regular meeting of Program Council is to happen once a month unless otherwise stated by the Executive Board.

SECTION 3. All registered student clubs and organizations must send at least one representative per organization to attend Program Council. An individual may not serve as the representative to more than one organization.

SECTION 4. An organization's failure to send a representative to Program Council will result in the organization's forfeiting its funding for the duration of the semester.

SECTION 5. An organization's failure to send a representative to Program Council for the last session of each semester will affect an organization's standing for funding in the following semester.

SECTION 6. An organization may appeal its standing for funding through the Clubs and Organizations Board.

ARTICLE X – FUNDING

SECTION 1. The Student Government is a non-profit, tax-exempt organization.

SECTION 2. The following rules apply to all funds released by SGA.

- (A) All SGA funding must be spent for the benefit of undergraduate students and open to the entire community. Funding for SGA internal operations (approved by the Staff Advisor) are the only exceptions.
- (B) Without exception, all requests for disbursement must be accompanied by a valid, itemized receipt. All disbursements will be made by check. There will be a two to three

week cycle to produce checks after proof of expenses is produced.

- (C) SGA will not fund purchases of alcohol, national dues, prepaid debit cards, drink tickets, miscellaneous accounts, newsletters, phone bills, private banquets, charities, and other spending deemed unnecessary by the board. Additionally, Public Safety details shall not be funded for any organization that receives money for a cover charge or entrance fee. The Government, Campus Activities Board, and the Senior Week Committee are the only organizations allowed to purchase alcohol and drink tickets with Student Government funds. Mandatory collection of entrance fees at alcohol-related events is prohibited.
- (D) All revenues collected at an event funded by the Government must be returned at the discretion of Way and Means Board. Collected revenues are to be returned to the Administrative Coordinator, Student Affairs, Reynolds 211, within two (2) business days. If SGA funds only a portion of an event, then a respective percentage of the revenues must be returned to the Government.
- (E) Approval of an off-campus event will be determined at the discretion of the Ways and Means Board as to whether it benefits the entire student body.

SECTION 3. Student Government Operating Budget

- (A) The Student Government Operating Budget (“Operating Budget”) shall be defined as the money allocated to SGA each year by Babson out of student activity fees.
- (B) All funding requests must be submitted through Life@Babson and must have the full approval from the respective student organization’s treasurer or president.
- (C) The Ways and Means Board will only allocate funds from the Operating Budget for those organizations that are recognized by the Office of Student Activities and Leadership as eligible “active” organizations, as well as of SGA Executive and Senate Boards. In the event that the Ways and Means Board is requesting funding, the Executive Board will act as the Ways and Means Board.
- (D) Each organization or SGA member requesting funds will submit to the Ways and Means Board a budget or event funding proposal 48 hours prior to the scheduled Ways and Means meeting. The Board will then determine whether Operating Budget funds will be allocated to the organization for the event.
- (E) Budget requests that are vague, incomplete, or improperly completed shall be returned to the organization submitting the request, and that organization shall not be considered for an allocation until a corrected budget request is resubmitted.
- (F) The Board will communicate a decision on the funding request within five (5) days of the respective organization’s presentation to the Ways and Means Board.
- (G) If the amount of funding required by an organization is less than \$500, the VP of Finance may allocate the money without the proposal’s going before the Ways and Means Board. The VP of Finance will communicate a decision on a funding request less than \$500 within seven (7) days of its submission to Life@Babson.
- (H) If the amount of funding required for an event exceeds \$2,500, the budget is required to be proposed to the Senate and requires a two-thirds (2/3) vote of approval by the Senate and Executive Board in attendance. Attendance for the respective organization at this budget hearing is mandatory.
- (I) The Ways and Means Board has the discretion to invite any organization whose funding request is under \$2,500 to present to the Senate and Executive Board. Attendance for the respective organization at this budget hearing is mandatory.
- (J) The Board is charged with the responsibility and authority to inquire and investigate

- any complaint pertaining to finances from the student body. The Board can also conduct periodic audits of organizations receiving Government allocated funds.
- (K) The Board reserves the right to prohibit funding from certain organizations whose activities do not reflect or align with the mission of Babson College.
 - (L) Once a budget is approved, any deviation from the original proposal without the permission of the VP of Finance may result in confiscation of the funds or punitive action as recommended by the Senate and Executive Board.
 - (M) Between semesters, the Student Government Executive Board may make funding decisions for emergency interim spending and planning without consent from the Senate. The Executive Board will consult with the Staff Advisor to the Government.
 - (N) All organizations may request to have their funding request in totality reviewed by the Senate Body and Executive Board under the discretion of the VP of Finance.
 - (O) All funds allocated by the Ways and Means Board may be overruled by a two-thirds (2/3) vote of the Senate and Executive Board.
 - (P) The funding proposal dates of Ways and Means Board Meetings shall be posted through SGA and made available to the student body. Any changes shall be communicated to organizations. In emergency situations only, the VP of Finance shall be contacted for information about off-cycle requests.
 - (Q) Part of the SGA Operating Budget shall be automatically allocated to several recurring expenses, until otherwise determined by the Government. These expenses consist of the following:
 1. Reynolds Resource Room
 2. PollEverywhere voting software
 3. Babson Weekend and Airport Shuttle Services and the respective GPS system
 4. American Student Government Association (ASGA) membership fee

SECTION 4. The following rules apply to funds allocated to events planned by organizations out of the SGA Operating Budget.

- (A) Organizations must appear before the Ways and Means Board to request funding at least seven (7) days prior to the event. Organizations must get authorization from the Ways and Means Board before contracting for goods or services, with the exceptions reviewed on an individual basis. Student Government will not be held responsible for any unapproved contracts. Organizations must submit a budget or Event Funding Proposal to the Vice President of Finance in the format directed by him/her. If an organization spends more than it is allocated, the extra costs will be borne solely by the organization.
- (B) All funding approved by the Ways and Means Board must be used within the academic year for which it was approved. Exceptions can be made at the discretion of the Board.
- (C) All debts incurred during an event must be presented for payment within three weeks of the event. Failure to do so will result in the debt's being borne solely by the organization.
- (D) All events must be advertised at least four (4) school days prior to the event, and advertisements must state that Student Government is co-sponsoring the event. Copies of the SGA logo can be used for this purpose.
- (E) The Ways and Means Board reserves the right, at any time, to audit the books of any organization receiving funds. Any fraud or misrepresentation on the part of an organization as determined by the Vice President of Finance will make that organization ineligible to receive additional funding for the remainder of the academic

year. All debts of such an organization, past, present, or future, will be borne solely by the organization.

- (F) The Ways and Means Board recommends at most \$15 of food and \$1.50 of drinks per person per event. If an organization receives funding for food at an event, it is required that the organization keeps track of attendance. The attendance report shall be submitted to the Vice President of Finance within two (2) business day following the event.

SECTION 5. Student Government Innovation Fund

- (A) The Student Government Innovation Fund (“Fund”) shall be defined as the sum of all funds received by SGA outside of the Operating Budget, plus any funds specifically allocated out of the Operating Budget by the Senate and Executive Board.
- (B) The purpose of the Fund is to create a medium that will allow all students, not just those belonging to organizations, to create positive and innovative improvements to the undergraduate experience through the help of SGA.
- (C) SGA will be in charge of encouraging donations by those members of the Babson and local community including, but not limited to, students, faculty, staff, and alumni. SGA will have a list of on-going projects that are in this Fund to allow those who donate to specify projects or to donate to the fund as a whole.
- (D) All money released from the Fund must be spent for the benefit of the entire Student Body.
- (E) No budget request can be approved that is greater than 25% of the total amount remaining in the Fund at the time of the request, unless the request is deemed to have exceptional merit by a 3/4 vote of the entire governing body.
- (F) No money can be released from the Fund when the remaining balance is under \$1,000.
- (G) Any recurring amounts to be spent (i.e. maintenance fees, etc.) must come out of SGA Operating Budget, and not the Fund. This requirement may be overruled by a majority vote of the Ways & Means Board each time the recurring amount must be funded.
- (H) No organization or non-undergraduate can request money from the Fund.
- (I) Money released from the Fund may be spent on an event if, and only if, there is no way for the event to be sponsored by an organization.
- (J) All budget requests shall be submitted through Life@Babson and shall be reviewed by the Ways & Means Board to ensure that they meet the criteria listed herein, according to the normal Ways & Means funding proposal dates. Additional review sessions may be scheduled at the discretion of the VP of Finance.
- (K) Upon approval by the Ways & Means Board, at the next Government meeting, the Senate and Executive Board shall by majority vote either approve or deny the funding request.

SECTION 6. The following rules apply only to funds released to individual undergraduates through the SGA Innovation Fund.

- (A) Upon approval of the funding request by the Senate and Executive Board, the Executive Vice President shall select a Board to work with the individual requesting the funds. The Board members shall ensure that funding guidelines are followed and shall help provide any additional resources necessary to implement the idea.
- (B) All money released from the Fund must be spent during the fiscal year in which it was

- released. Any unspent money will be returned to the Fund for reallocation.
- (C) The denial of any funding request by the Senate and Executive Board may be overruled by a petition signed by 100 members of the Student Body. The President may veto the petition upon consultation with the SGA Advisor.
 - (D) The Government shall allocate \$5,000 each year out of the Operating Budget to replenish the Innovation Fund.

SECTION 7. Campus Activities Board

- (A) The Campus Activities Board may only request up to 45% of the Student Government’s annual academic budget
- (B) The Campus Activities Board must present their budgets on a line item basis to the Ways and Means Board
- (C) The budgets must be vetted by the Campus Activities Board’s Advisor prior to their presentation to the Ways and Means Board
- (D) Campus Activities Board will have complete discretion of how to spend their funds on a per event basis upon approval, so long as the change does not deviate from 10% from the original budget’s line items
- (E) Any leftover funds from an event shall go back to the Student Government, however, they can be re-requested by the Campus Activities Board to be diverted back to an upcoming event
- (F) The Campus Activities Board has the right to up to two emergency meetings with the head of Ways and Means per semester to re-allocate its funds among its remaining approved events and unspent funds from previous events. The head of Ways and Means must approve the re-allocation, however, has the authority to single-handedly approve re-allocations of over \$2,500. The Campus Activities Board may request additional emergency meetings, however, the head of Ways and Means withholds the right to reject the request (provided the two meetings have been fulfilled) and the reallocation will need to go through the process outlined in Article X Sections 2-4.

ARTICLE XI – COMPENSATION

SECTION 1. Executive Board members of the Student Government Association are the only positions to receive compensation. E-Board members are compensated as follows:

President	\$1000.00 per academic year
Executive Vice President	\$1000.00 per academic year
VP of Finance	\$1000.00 per academic year
VP of Clubs and Organizations	\$1000.00 per academic year
VP of Communications	\$1000.00 per academic year
VP of Operations	\$1000.00 per academic year

SECTION 2. These sums are to be paid in the following manner:

One half (1/2) at the end of the fall semester.

One half (1/2) at the end of the spring semester.

ARTICLE XII – AMENDMENTS TO THE BY-LAWS

These By-Laws may be amended at any meeting of the Student Government by a vote of two-thirds (2/3) of the Senate and Executive Board. Amendments will be voted on the condition that the proposed amendment has been submitted at a previous meeting by a Senator, by an act of the Senate requesting action, or by a petition signed by twenty percent (20%) of the student body that is presented to the Student Government President.

ARTICLE XIII – CONSTITUTIONALITY OF BY-LAWS

If any clause, section, paragraph, or sentence of these By-Laws is found to be inoperative or otherwise void, the remaining portions are to be deemed valid and enforceable. When required to fulfill SGA's macroscopic mission, the Executive Board may by majority make exception to any part of the Constitution.