

# BYLAWS

## OF THE STUDENT GOVERNMENT ASSOCIATION OF BIOLA UNIVERSITY

### BYLAW I: ELECTIONS

SECTION I: PURPOSE The election process shall be used to secure the SGA President, SGA Senior Vice President and the Senate for each new academic year. This Bylaw shall ensure the proper functioning of this process and enforcement of the provisions and regulations of the election process.

### SECTION II: LEADERSHIP

1. The SGA election process shall be under the jurisdiction of the Vice President of Administrative Services, or someone appointed by him/her. If the Vice President of Administrative Services appoints someone else, the appointment must be approved by the current SGA President and SGA Advisor.
2. The Vice President of Administrative Services (or appointed officer) shall be responsible for calling together a committee to assist in the election process, which he/she shall chair.
3. The Elections Committee must include at least the SGA Vice President of Community Relations and two additional SGA staff members. If any of the above members are running for an elected position within SGA, they shall be deemed ineligible to participate in the Elections Committee and shall be replaced at the discretion of the Vice President of Administrative Services (or appointed officer). A member of the SGA Advisor's office shall also sit on the Elections Committee.

### SECTION III: DUTIES AND RESPONSIBILITIES

1. The Vice President of Administrative Services (or appointed officer) shall be responsible for planning and administering the SGA elections:
  - i. The following offices shall be filled in the SGA elections:
    - a. SGA President and Senior Vice President
    - b. Senators

### SECTION IV: PROCESS

1. The SGA President and Senior Vice President shall run jointly.
2. Senators shall run specifically for the constituency they would like to represent and must reside in the constituency they represent during their term of office. Commuter Senators must be commuters during their term of office.
3. The SGA elections shall be held no later than seven weeks prior to the end of the spring semester.
4. Campaign rules:
  - i. No campaigning of any nature shall be allowed prior to the official opening of the election week.
  - ii. No candidate shall be allowed to receive any monetary contribution from any Biola University department.
  - iii. Campaign materials may not violate Biola's posting regulations. Improperly posted materials

- must be immediately removed by the offending campaign team.
- iv. Any candidate that fails to abide by the regulations specified by this Bylaw, and/or in the SGA Elections Handbook, shall be subject to disqualification at the discretion of the Elections Committee and the SGA Advisor.
5. Voting Procedures:
    - i. Polling Places
      - a. Polling places shall be provided in convenient campus locations. Specific locations are to be determined by the Elections Committee.
      - b. The Elections Committee should select officers of SGA to manage the voting booths. However, if needed, the Elections Committee may appoint any undergraduate student to manage the voting booth.
      - c. No running candidate or any member of their campaign team shall manage any voting booth or linger by any voting booth.
      - d. General election polls are required to be open two consecutive days.
  6. Voting
    - i. Elections shall be conducted by secret ballot.
    - ii. All currently enrolled undergraduate students are eligible to vote. Each student may vote only once.
    - iii. Each student shall have the right to vote for the SGA President and Senior Vice President and the specific Senate candidate for their current constituency.
    - iv. Voters may abstain from voting on any office(s) without invalidating their ballot.
  7. Determining SGA Election Winners
    - i. President/Senior Vice President
    - ii. The President/Senior Vice President team that receives a simple majority will be awarded the positions.
    - iii. If there is no team who receives a simple majority of the total valid ballots cast, a run-off election must occur between the two teams who received the highest percentage of the total number of valid ballots cast.
    - iv. If a President/Senior Vice President team runs unopposed, they must campaign in an effort to achieve a minimum vote threshold of 10% of the total undergraduate student body.
    - v. If an unopposed President/Senior Vice President team fails to obtain the required minimum vote threshold of 10% of the total undergraduate student body, the appointment of the President/Senior Vice President shall be determined through a hiring process led by the current President and Senior Vice President.
    - vi. In case of a tie between two teams, the outcome of the elections shall be determined by the electoral college.
  8. Senators
    - i. For each contested Senate position, the candidate that receives the top voting percentage (a plurality) will be awarded the position.
    - ii. In case of a tie, the Senior Vice President-Elect shall determine the senator-elect from among the tied candidates.
    - iii. If any Senate seat is uncontested (Uncontested meaning one or fewer candidates for on campus, bluff or block senate seats. Two or less candidates for off campus senate seats), the appointment of the senator shall be determined through a hiring process lead by the Senior Vice President-Elect.
    - iv. Any candidate for an on campus, Block or Bluff senate position must obtain the signatures of 20% of their constituents to be eligible for hiring.

- v. Any candidate for a commuter Senate seat must obtain 75 signatures from undergraduate commuter students to be eligible for hiring.
  - vi. Senate candidates who are eligible for hiring must submit their signatures to the Vice President of Administrative Services (or appointed officer) by the senate application due date determined by the Senior Vice President Elect.
  - vii. A hiring process for the senate position may only take place if the senate seat has gone uncontested in the most recent election cycle.
9. Declaration of SGA Election Results
- i. The results of the elections, including the total number of ballots cast for each qualified candidate, shall be officially announced no later than forty-eight hours after the official closing of the polls.
  - ii. No official predictions of elections results shall be allowed.
  - iii. The Vice President of Administrative Services (or appointed officer) shall attempt to contact all candidates and notify them of the elections results prior to public notification.
  - iv. After candidates have been notified, official elections results shall be posted in a public place.
10. SGA Electoral College
- i. The electoral college allots the student body one vote per Senate constituency.
  - ii. Each vote shall be in agreement with the most recent majority vote of that constituency.
  - iii. In the case that a constituency has a tied popular vote, each candidate shall receive .5 electoral votes from that constituency.
  - iv. In the case that the electoral college reaches a tie, the tie-breaking vote shall be determined according to the consensus of the Elections Committee.
  - v. A simple majority of the electoral college secures the office of the President and Senior Vice President.

#### SECTION V: RUN-OFF ELECTIONS

- 1. Run-off elections shall be conducted within three business days of the first declaration of results.
- 2. Election polls are required to be open for six hours.
- 3. Any other rules regarding run-off elections shall be determined by the Elections Committee.

#### SECTION VI: ADDITIONAL RULES AND REGULATIONS

- 1. No candidate may serve on the Elections Committee.
- 2. No member of the Elections Committee may endorse any candidate.
- 3. If any ballots are found to be fraudulent or invalid, as determined by the Elections Committee, the vote shall not be counted.
- 4. If a fraudulent or an invalid vote changes the result of the President/Senior Vice President election, the outcome of the election shall be decided by the electoral college.
- 5. If a fraudulent or an invalid vote changes the result of any Senate election, the outcome of the election shall be decided by the Senior Vice President-Elect.
- 6. The Elections Committee shall be responsible for making specific decisions and crafting policies not specified in this bylaw. These must be clearly presented to all candidates.
- 7. Any decision made by the Elections Committee may be appealed to the Senate by either a candidate involved, or by a member of the Senate, upon written request submitted to the current President and Senior Vice President.
- 8. Any decision made by the Elections Committee may be overruled by a 2/3 majority vote of the Senate.
- 9. All other rules and regulations will be determined in the SGA/SMU Elections Handbook.

#### SECTION VII: RECORD OF REVISIONS

1. Approved Spring 1983
2. First Revision Spring 1988
3. Second Revision March 1991
4. Third Revision March 1994
5. Fourth Revision March 1996
6. Fifth Revision April 2004
7. Sixth Revision February 2005
8. Seventh Revision May 2005
9. Eighth Revision March 2006
10. Ninth Revision February 2007
11. Tenth Revision May 2007
12. Eleventh Revision May 2007
13. Twelfth Revision June 2013
14. Thirteenth Revision March 2014
15. Fourteenth Revision February 2017

## **BYLAW II: HUMAN RESOURCES POLICY**

**SECTION I: PURPOSE** The human resource policies and practices process shall be used to secure the hired staff for each new year in SGA. This Bylaw shall ensure the proper functioning of this process and enforcement of the provisions and regulations of the hiring process.

**SECTION II: HIRING LEADERSHIP** The responsibility of the hiring process for the proceeding academic year shall fall under the authority of the incoming President to delegate as he/she sees fit.

### **SECTION III: HIRING PROCESS**

1. Executive Board
  - i. Aside from the President and Senior Vice President, all Executive Board positions shall be appointed.
  - ii. Each hiring committee for the Executive Board shall consist of the President-elect, Senior Vice President-elect, incoming Vice President of Finance, and the SGA Advisor.
  - iii. In the case of the Vice President of Administrative Services, the hiring committee shall also include the incoming SMU President.
  - iv. All final hiring decisions shall be determined by the President-elect, subject to the approval of the SGA Advisor.
2. Community Relations Branch
  - i. All Community Relations Branch positions shall be appointed.
  - ii. The hiring committee for Marketing Coordinator shall consist of the incoming Vice President of Community Relations, the outgoing Coordinator for that position, and the incoming Vice President of Finance.
  - iii. The Marketing Coordinator shall be appointed by a majority vote of the hiring committee.
  - iv. The Vice President of Community Relations and the Marketing Coordinator shall be responsible to appoint all other staff positions within their department.
  - v. Every hiring decision shall be subject to the approval of the SGA Advisor.
  - vi. All final hiring decisions shall be determined by the incoming Vice President of Community Relations, subject to the approval of the SGA Advisor.
3. Administrative Services Branch

- i. All Administrative Services Branch positions shall be appointed.
  - ii. The hiring committee for the Office Assistants shall consist of the incoming Vice President of Administrative Services and the current Vice President of Administrative Services.
  - iii. Office Assistants shall be appointed by the incoming Vice President of Administrative Services.
  - iv. Every hiring decision shall be subject to the approval of the SGA Advisor.
  - v. All final hiring decisions shall be determined by the incoming Vice President of Administrative Services, subject to the approval of the SGA Advisor.
4. Positions not filled by the Election Process
    - i. Any Senate position not filled by the election process shall be appointed by the President Elect & Senior Vice President Elect, subject to the approval of the SGA Advisor.
    - ii. Any Presidential and Vice Presidential position not filled by the election process shall be appointed by the current President and Vice President, subject to the approval of the SGA Advisor.
  5. Positions vacated during term of office
    - i. Any appointed position vacated during term of office shall be appointed by the Executive Board.
    - ii. Any Senate position vacated during term of office shall be filled by a nomination of the Executive Board and confirmed by a majority vote of the Senate.

#### SECTION IV: EMPLOYEE CONDUCT

1. Both hired and elected staff members are subject to all University human resource policy.
2. Termination
  - i. The responsibility for termination of a staff member's employment shall fall under the supervision of the SGA Advisor in consultation with the Executive Board, SGA President and any other direct supervisors with confirmation of the decision given by the Senior Director of HR.
  - ii. The responsibility for terminating the President shall fall under the SGA Advisor in consultation with the Senior Director of HR.
  - iii. The President and the respective supervisor shall follow all University Human Resources policy as it relates to termination and receive authorization from the University Director of Human Resources before terminating the employee.
  - iv. In cases of termination, the vacated position shall be appointed in accordance with the Constitution and Bylaws.

#### SECTION V: RECORD OF REVISIONS

1. Approved May 2005
2. First Revision May 2007
3. Second Revision June 2013
4. Third Revision March 2014

#### **BYLAW III: PAYROLL COMMITTEE**

SECTION I: NAME This committee shall be named the SGA Payroll Committee.

SECTION II: PURPOSE The purpose of the Payroll Committee is to determine the appropriate hours and pay rates for all SGA employees.

### SECTION III: MEMBERSHIP

1. Executive Board
2. SGA Advisor

### SECTION IV: APPROPRIATION

1. Changes made to payroll shall be made after a majority vote by the payroll committee with the approval of the Biola University Human Resources representative.
2. All hours or pay rate changes shall occur the semester following the decision.

SECTION V: NEW POSITIONS The hours and pay rate of any new position is subject to a majority vote of the Payroll Committee.

### SECTION VI: RECORD OF REVISIONS

1. Approved April 1994
2. First Revision April 2004
3. Second Revision May 2005
4. Third Revision April 2011
5. Fourth Revision March 2014

## **BYLAW IV: BUDGET POLICY**

SECTION I: PURPOSE The budget policy shall be used to give guidelines to the budget apportionment process in the Senate as well as the management of the budget throughout the semester.

SECTION II: BUDGET POLICY All SGA expenditures shall fall in compliance with the approved budget.

### SECTION III: BUDGET RESPONSIBILITY

1. The responsibility of the budget management shall fall under the Vice President of Finance
2. The proposal for budget apportionments shall be the responsibility of the Vice President of Finance.
3. All budget apportionments shall be validated by a 2/3 vote of the Senate.

### SECTION IV: BUDGET PROPOSALS

1. The Vice President of Finance and the Vice President of Community Relations shall create the Community Relations budget proposal.
2. The Vice President of Finance and the Vice President of Administrative Services shall create the General budget proposal.
3. The Vice President of Finance shall create the remaining budget proposals.
4. All persons referred to above are those that will hold the position for the following semester.
5. All budget proposals must be submitted and presented to the current Senate at least one week before budget apportionment.

### SECTION V: BUDGET APPORTIONMENT

1. The Vice President of Finance shall oversee the apportionment process of the student fee at the end of a semester for the preceding semester.
2. The apportionment of the budgets shall be determined by a 2/3 vote of the Senate.

#### SECTION VI: BUDGET MANAGEMENT

1. The Vice President of Finance has the power to reallocate a department's budget within each event per request of the department head.
2. Any budget reallocation outside of an event is limited to \$1,000 twice a semester with the approval of the Vice President of Finance.
3. Any budget reallocation in excess of the above qualifications must be approved by a majority vote.
4. The Vice President of Finance has the power, with the approval of the President and the SGA Advisor, to freeze all transactions on departmental accounts in cases of budget mismanagement.
5. The Senate shall have the authority to control revenue from all departments.

#### SECTION VII: RECORD OF REVISIONS

1. Approved May 2005
2. First Revision June 2013
3. Second Revision March 2014