

# THE CONSTITUTION OF THE STUDENT GOVERNMENT OF BABSON COLLEGE



**Last Revised**  
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## **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 the 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 the SGA shall consist of three distinct branches: Executive Board, Senate and Program Council.

## **ARTICLE II – THE EXECUTIVE BOARD**

The elected offices the President, Executive Vice President, Vice President of Finance, Vice President of Communications, and the Vice President of Campus Activities 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 of at least 2.25 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 President must forfeit executive positions in any and all other student organizations upon 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 average of at least 2.25 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. All executive board members must forfeit the position of President in any and all other organizations upon election.

**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 II Section 3 of the By-Laws from among the students qualifying according to Section 2 above and subsequently in Article II 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 judicial body (Honor Board or Administrative Hearing Officer) will supersede this quorum.

### **ARTICLE III – 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 their respective class. Students are eligible to run for a Senate position in their respective class year only.

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

1. The student has a cumulative grade point average of at least 2.25 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.
2. 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.
3. The student must be in good academic and conduct standing with Babson College.

### **ARTICLE IV – 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 Convention 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 V – BY-LAWS**

**SECTION 1.** 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.** A quorum shall consist of two-thirds (2/3) of the voting members of the Student Government.

**SECTION 3.** 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.** The Student Government Association of Babson College shall consist of three (3) entities: the Executive Board (E-Board), the Senate and the Program Council (PC).

**SECTION 2.** 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 standing at the time of election or appointment and during their time in office.

**SECTION 3.** 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 weekly with their Staff Advisor.

**SECTION 4.** Election of Executive Board and Senators

- (A) The persons charged with executing the SGA Elections Rules and Procedures shall be the Election Commissioner and the Assistant Election Commissioner, to be appointed by the President of the Government and approved by the Senate by the last SGA meeting of the fall semester preceding the spring election.
- (B) All persons seeking nominations to any office must submit to the Election Commissioner a petition endorsed by fifty (50) of the eligible voters of Babson College. Eligible voters are defined as currently enrolled members of the student body articulated in Article II Section 2 of the By-Laws.

- (C) In the event that a misrepresentation of signatures is detected, the petition shall be returned to the candidate and must be resubmitted corrected within twenty-four (24) hours.
- (D) All candidates must submit their qualifications, as set forth in Article II Section 2 of the Constitution, to the Election Commissioner for final approval for eligibility for office.
- (E) 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.
- (F) The names of all candidates who have been approved by the Election Committee will be entered on the ballot alphabetically.
- (G) In the event that any controversy evolves proceeding, during, or following the election, the matter is to be resolved by the Election Committee.
- (H) No campaigning shall be permitted by or for any candidate during the 48 hour voting period. The Election Committee is empowered to impose sanctions it sees fit upon those found in violation of election guidelines.
- (I) Candidates found in violation of any of the election policies and procedures will be deemed ineligible and his or her name will be removed from the ballot.
- (J) 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.
- (K) 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 III – STUDENT GOVERNMENT EXECUTIVE BOARD**

**SECTION 1.** The Executive Board is made up of the President, Executive Vice President, Vice President of Campus Activities, Vice President of Communications and Vice President of Finance.

#### (A) Executive Board Membership

1. Executive Board members are required to serve their full term, an academic school year. If an Executive Board member is unable to complete their full term due to a planned absence, such as studying abroad for the semester, the member in question will forfeit their entire term in office as soon as such a conflict becomes known.
2. 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 II Section 3 of the By-Laws from among the students qualifying according to Section 2 above and subsequently in Article II 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 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 hold 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.

**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 the 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 two (2) Senators and sit as a member on the Election Committee unless running for an elected position.
- (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 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 act as coordinator of all Boards and their work and be an ex-officio member of all Boards.
- (C) Shall manage all internal affairs of the Government, including but not limited to direct reports from all Executive Board Vice Presidents.
- (D) Shall be the Chairperson of the Election Committee unless running for an elected position, in which case the Executive Vice President will consult with the Executive Board to determine a Chairperson.
- (E) 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 an unforeseen external charge.
- (G) Shall chair the Ways and Means Board.
- (H) Shall have access to discretionary spending of up to \$2,500.

**SECTION 6.** The Vice President of Campus Activities

- (A) Shall consult recognized organizations in regards to registration and planning of events.
- (B) Shall plan the Organizational Fair at the beginning of each academic year in conjunction with the Office of Student Activities and Leadership
- (C) Shall chair the Program Council (PC) and preside over all PC meetings.
- (D) Shall serve as a point of contact for all new student clubs and organizations to aid in transition process.
- (E) Shall chair the Babson Pride Board.
- (F) Shall create and disseminate a newsletter from all registered organizations and departmental campus events.
- (G) Shall report to the VP of Finance organizations' eligibility for funding in the current semester.
- (H) 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
- (I) Shall plan the annual Student Leadership Awards Banquet in conjunction with the Office of Student Activities and Leadership
- (J) Shall be an expert in the rules and applications of the Constitution.
- (K) Shall be the Chairperson of the Constitutional Convention Committee.
- (L) Shall manage incoming and outgoing communications including, but not limited to, the SGA email account, phone, and social media accounts.
- (M) Shall enforce the attendance policy to all members of the Executive Board.
- (N) Shall have access to discretionary spending of up to \$2,500.

## ARTICLE IV – The Student Government Association 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 integrity of this constitution, investigate issues relevant to student life and openly discuss any matter which affects the general welfare of the student body of Babson College or elements thereof.

### (A) Senate Structure

1. 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.
2. Upon taking office, the newly-elected Senate shall be responsible for electing, by plurality, one member of their organization for the position of Speaker of the Senate. The internal election must occur within the second SGA meeting of the fall semester.
3. The SGA President shall run weekly SGA meetings and, if absent, the SGA Executive Vice President shall take responsibility.

### (B) Senate Membership

1. 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 due to a planned absence such as studying abroad for a semester, the Senator in question will forfeit his or her entire term in office as soon as such a conflict becomes known.
2. 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.
3. Each SGA Senator will be placed on one of the five (5) SGA Boards described in Article 4, Section H by the Executive Board.
4. Each SGA Senator will be responsible for representing the student body on at least one committee within his or her respective Board and attend those regular meetings.

### (C) Speaker of the Senate

1. Shall act as the liaison between the Executive Board and the Senate.
2. Shall attend all Executive Board meetings.
3. Shall disseminate all necessary information to Senators
4. Shall ensure that Senate representation is present at all committee meetings where such is required. In the event a Senator cannot attend their respective committee meeting, it is the Speaker's responsibility to have another Senator attend or fill in the meeting themselves.

5. Other duties not specified in this description may need to be fulfilled as per the organization's constitution or to successfully uphold the mission and goals of the organization.
6. Shall enforce the attendance policy to all members of the Senate.
7. Note: the Speaker maintains all rights and privileges of a Senate member, including the ability to make or second motions and vote on all issues.

(D) Senator Responsibilities

1. Shall represent their respective class year in any and all aspects of their responsibilities as Senator.
2. Shall attend weekly SGA meetings scheduled by the Executive Board.
3. Shall be a member of a Senate Board and attend all regular Board meetings and those deemed appropriate by the Board Chair.
4. Shall report to the Board Chair with updates from respective committee meetings.
5. Attendance Policy
  - a. This attendance policy will be the attendance policy of the Senate. All Senators will be permitted three (3) unexcused absences per academic year. After the third absence the senator will be sent a warning letter which will serve as notice. If a fourth unexcused absence occurs, the Senator will be asked to resign his/her position on the Senate. The Executive Board will decide whether or not any excuses are acceptable.

(E) Senator Dismissal

1. Grounds for removal from office include but are not limited to:
  - a. Violation of attendance policy
  - b. Abuse and/or misuse of power
  - c. Insufficient accomplishment of tasks
  - d. Actions unbecoming an SGA member
    - i. Such actions include any participation in illegal or immoral activities and/or violations of the Babson College Handbook.

(F) Resolutions

1. The Senate and Executive Board can, by majority vote (51%), pass resolutions.
2. Resolutions passed by the Senate and Executive Board and signed by the President will become the official position of the Undergraduate Government.
3. The President may veto any resolution passed by the Government.
4. 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.
5. 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 Undergraduate Government.

(G) Voting

1. Each Senator, including the Speaker of the Senate, and each Executive Board Member has one vote.
2. 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. A postponed item must be voted on at the next SGA meeting.

(H) Board Members

1. 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. Board members may also select non-elected students to join discussions and meetings.
2. The Boards will have one Senate member serving as Chairperson. This Chairperson will be chosen by the Board members.
  - a. The Chairperson is responsible for updating the EVP on any progress or news within the Board.
  - b. The Chairperson shall run their respective Board.

(I) Board Descriptions

1. The SGA consists of five (5) Boards whose purpose is to address student and organization needs.
2. Each Board will meet at least once a month and hold subsequent meetings on an as-needed basis.
  - a. Academic Affairs Board
    - i. Shall address any issues facing students that relate to academics.
    - ii. Issues may relate to study abroad, Honor Board, academic calendar, academic policies, tuition, curriculum, careers and Academic Services.
    - iii. Chairperson shall be responsible for attending Undergraduate Academic Policy Committee (UAPC) meetings as scheduled during the semester.
      - a. The Undergraduate Academic Policy Committee, hereafter referred to as the UAPC, is responsible for conducting on-going reviews of developments in the arts and sciences as well as scanning the global business environment in order to determine appropriate changes in the curriculum. The UAPC shall initiate, focus, nurture, guide and approve programmatic change. It is a faculty-driven, Dean-chaired committee with seven (7) voting members from the faculty, one (1) from the Dean's Office, and two (2) voting members from the student body.
    - b. Student Membership and Administration
      - i. The Chairperson of the Academic Affairs board serves as one of the student representatives during committee meetings.

- ii. When the situation arises that a vacancy in the other student-member spot exists, the President of the Government shall appoint a representative to serve along with the Chairperson. This appointment shall last for either three years – the normal length of the term a faculty member serves – or when the other student representative elects not to serve any longer or is no longer eligible to serve.
  - c. Eligibility Requirements
    - i. The student shall be a member of the undergraduate Babson community.
    - ii. The student shall maintain a cumulative GPA above 2.0.
    - iii. The student shall attend Babson for the full academic year in which he or she is appointed to serve as a student representative on the UAPC. It is mandatory that the appointed representative does not serve less than two semesters.
    - iv. The student appointed is either a first year or a sophomore at the time of appointment so that a three-year term is available.
- b. Campus Improvements Board
  - i. Shall review and implement, if possible, any suggestions for general improvements to campus voiced by the student body.
  - ii. Shall be responsible for attending Facilities and Sustainability Advisory Committee meetings.
    - a. This committee will 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. A member of this committee may be removed by a four-fifths (4/5) vote of the Committee.
  - iii. Shall be responsible for attending Student Technology Advisory Council (STAC) meetings.
    - a. This Council focuses on Internet and technology-related issues at Babson and exchanges ideas, determines solutions and resolves any related problems.
  - iv. Shall be responsible for attending Media and PR Committee meetings
    - a. This committee will be a communication outlet for students to gain valuable information about Babson. This committee will work with the Babson Free Press, Babson Radio, and any other media venue to provide

SGA related information that will be broadcasted. The goal of this group is to integrate all Babson media outlets and provide students with the information they need to be aware and resourceful.

- b. The VP of Communications will act as Chairperson of this committee.

c. Babson Pride Board

- i. 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.
- ii. The Board is responsible for planning activities in conjunction with the VP of Campus Activities.
- iii. Members of the Board shall sit on the Founders Day, Family and Friends Weekend, and Back to Babson Committees.
- iv. The VP of Campus Activities will act as Chairperson of this Board.

d. Student Life Board

- i. 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 Life, Health Services, Student Activities and Leadership, Community Engagement and Multifaith Programs and arts programs.
- ii. Shall be responsible for attending Babson Bookstore Committee meetings.
  - a. The Babson Bookstore Committee's purpose is to provide input and feedback to Barnes and Noble regarding products, services, and marketing.
- iii. Shall be responsible for attending Public Safety and Traffic Appeals meetings.
  - a. The Committee's main function is to meet with the head of Public Safety to relay the concerns of the campus. The members of this board will be committed to the well-being and safety of all that enter onto the campus. This Committee will also act as representatives on traffic appeals, which gives all undergraduates, graduates, faculty, and administrators the right to appeal for all traffic violations relating to the Motor Vehicle Code. A member of this board may be removed by a four-fifths (4/5) vote of the board.
- iv. Shall be responsible for attending Dining Advisory Board meetings.
  - a. Meets with Sodexo to address any student requests or concerns with the meal plan or options provided in all Babson dining facilities.

e. Ways and Means Board

- i. Shall represent the Student Government in the scope and magnitude of all financial matters pertaining to the student

body. The Board will consist of five members. Four members (one member of each class) will be chosen from the Senate Body in addition to the Vice President of Finance who serves as Chairperson of the Board. 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. The Board's function is to review event budget proposals submitted by active Student Organizations and allocate Student Government funds appropriately. Submissions will be considered based on the following criteria:

- a. The Ways and Means Board will only fund those organizations or events that are recognized by the Office of Student Activities and Leadership as an eligible "active" organization and SGA Senate Boards. This includes an acceptable charter, member population, and events held for the student body. In the event the Ways and Means Board is requesting funding, the Executive Board will act as the Ways and Means Board. In the absence of a charter, a written waiver from the Director of Student Activities is required.
- b. Each class year's Senators collectively have the ability to request up to \$500 in discretionary funding per semester. This request must be submitted to the VP of Finance for approval.
- c. Each organization 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 Student Government funds will be allocated to the organization for the event.
- d. Budget requests which 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 to Life@Babson.
- e. The Ways and Means 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.
- f. All SGA funding must be spent for the benefit of undergraduate students and open to the entire community. Steering Committees are the only exception.
- g. 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 Body and Executive Board in attendance. Attendance for the respective organization at this budget hearing is mandatory.

- h. 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.
- i. On any funding request through Life@Babson, there must be full approval from the respective student organization treasurer or president. No request will be honored if there are not sufficient funds available in the organization's pre-approved budget.
- j. All funding requests must be submitted through Life@Babson.
- k. If the amount of funding required by an organization is less than \$500, the VP of Finance may allocate the money without the requirement of the proposal going before the Ways and Means Board.
- l. 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.
- m. 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.
- n. The Ways and Means Board reserves the right to prohibit funding from certain organizations whose activities do not reflect or align with the mission of Babson College. A stipulation will not be placed on approved funds, being that those funds are for only the express purpose stated in the original budget proposal and for no other purpose. Any deviation from the original proposal without the permission of the Board may result in confiscation of the funds or punitive action as recommended by the Senate Body and Executive Board.
- o. 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.
- p. 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.



- q. All funds allocated by the Ways and Means Board may be overruled by a two-thirds (2/3) vote of the Senate Body and Executive Board.
- ii. The funding proposal dates of Ways and Means Board Meetings shall be posted through SGA and available to the student body. Any changes shall be communicated to organizations. In emergency situations only, please contact the VP of Finance for information about off cycle requests. Every appointed member of the Board from the Senate is required to be at all Board meetings. Any member who misses two or more unexcused meetings shall be dismissed from the Board and replaced with another chosen Senator with three-fifths approval from the Board. Any appointed member of the Board who is late ten minutes or more after the meeting has been called to order will be considered tardy. Two tardies constitute an unexcused absence. Absences and tardiness may be excused at the discretion of the VP of Finance.

## **ARTICLE V – PROGRAM COUNCIL**

The mission of the 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 the Program Council.

**SECTION 1.** The Vice President of Campus Activities shall preside over the Program Council.

**SECTION 2.** All registered student clubs and organizations will hold one representative seat per organization.

**SECTION 3.** Representatives shall be elected or appointed by their organizations' constitution.

**SECTION 4.** The Program Council is to oversee the activity of all recognized organizations on campus.

**SECTION 5.** A regular meeting of the Program Council is to happen once a month unless otherwise stated by the Executive Board.

**SECTION 6.** An organization's failure to send a representative to Program Council will result in the organization forfeiting funding for the duration of the semester.

## ARTICLE VI - FUNDING

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

**SECTION 2.** 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 they are allocated, the extra costs will be borne solely by the organization.

**SECTION 3.** Without exception, all requests for disbursement must be accompanied by a valid receipt. All items must be listed. All disbursements will be made by check. There will be a two-week cycle to produce checks after proof of expenses is produced.

**SECTION 4.** All funding approved by the Ways and Means Board will be available to use up until the end of the semester following the approval of the request. Exceptions can be made at the discretion of the Ways and Means Board.

**SECTION 5.** All debts incurred during an event must be presented for payment within four weeks of the event. Failure to do so will result in the debt being borne solely by the organization.

**SECTION 6.** 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 and are available on Life@Babson.

**SECTION 7.** 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.

**SECTION 8.** 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. A higher admission must be charged to non-Babson Students for any event that charges admission, whether on campus or off campus.

**SECTION 9.** SGA will not fund purchases of alcohol, national dues, prepaid debit cards, drink tickets, miscellaneous accounts, newsletters, phone bills, private banquets, and charities. Additionally, public safety detail(s) shall not be funded for any organization that receives money for a cover charge or entrance fee. SGA, Campus Activities Board and the Senior Class Steering 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.

**SECTION 10.** 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.

**SECTION 11.** The Ways and Means Board can allocate at most \$10 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 they keep track of attendance. The attendance report shall be submitted to the Ways and Means Board within two (2) business day following the event.

## **ARTICLE VII – 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:

(A)	President	\$1000.00 per academic year
(B)	Executive Vice President	1000.00 per academic year
(C)	VP of Finance	1000.00 per academic year
(E)	VP of Campus Activities	1000.00 per academic year
(F)	VP of Communications	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 VIII – ELECTION COMMITTEE**

It shall be the object of the Election Committee to administer and oversee the annual elections of the Executive Board and Representatives, 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 concerning 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) Membership and Administration
  1. The persons charged with executing the SGA Elections Rules and Procedures shall be the Election Commissioner and two (2) Assistant Election Commissioners, to be appointed by the President of the Student Body and approved by the Senate by the last SGA meeting of the fall semester preceding the spring election.
  2. The Babson College Staff Advisor to the Government shall serve as a non-voting, moderating member of the Election Committee.
  3. 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.

#### **ARTICLE X – AMENDMENTS TO THE BY-LAWS**

**SECTION 1.** These By-Laws may be amended at any meeting of the Student Government by a vote of two-thirds (2/3) of the Student Senate and Executive Board. Amendments will be voted on the condition that the proposed amendment has been submitted at a the previous meetings by a Senator, by an act of the Senate requesting action, or by a petition signed by twenty percent (20%) of the Student body which is presented to the Student Government President.

#### **ARTICLE XI – 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.