



UNIVERSITY OF MASSACHUSETTS
AMHERST
Student Government Association
Room 420 Student Union Building
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Application for the Creation of an Agency of the Student Government Association

As required by Title VII, Chapter 6, Section 3 of the General Bylaws of the SGA an application for the creation of an Agency must have the following criteria (each may be included in a separate sheet(s) of paper)

A. The Name of the Agency

B. The Mission of the Agency

C. Daily Operational Policies and Procedures (should be attached on a sheet of paper)

D. The non-student, permanent staff person(s) relationship to the Agency and their decision making responsibilities, if applicable

E. The method in which proposed amendments to the Charter are made before being submitted to the SGA for approval, as outlined by the By-Laws of the SGA.

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- F. A complete budget for the Agency desired, to include, if applicable:
- i. Salary cost of permanent staff
 - ii. Rate of pay for part-time or student staff
 - iii. Travel cost
 - iv. Cost of equipment
 - v. Cost of office supplies and miscellaneous items

The process following the completion of the application is as follows:

1. The Speaker of the Senate shall review the application to ensure it is in compliance with the SGA Constitution and by-laws. If the application fails to comply, the Speaker of the Senate shall issue a letter to the organization explaining the decision to deny the application.
2. If the application complies with the SGA Constitution and by-laws, the Speaker of the Senate shall write a motion for the passing of the charter and the creation of the Agency and put the motion before the Senate.
3. If a motion to create an Agency fails to receive a two-thirds (2/3) vote, another motion with the purpose of creating the same Agency cannot be put before the Senate until one (1) year after the initial failure.