

Butler University
Student Government Association
Constitution

Amended 14 November 2012

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SPECIAL RULES OF ORDER



Article I – General

Section 1. Name. The governing organization of the Butler University student body shall be the Butler University Student Government Association, hereafter referred to as the SGA.

Section 2. Precedence. The rules and regulations of Butler University shall take precedence of this constitution.

Section 3. Context. The constitution of the SGA is a living, breathing document, able to be changed to fit the growth and needs of the student body. This document is a collection of ideas from student leaders that is expected to change over time.

Section 4. Mission. The Student Government Association is the governing body for student life at Butler University. As representatives, members are responsible for making sound and ethical decisions to best represent their constituencies. SGA promotes campus unity and diversity, represents the voice of all students, addresses important campus issues, and encourages student involvement.

Article II- Function

The function of the Student Government Association shall be to act as the primary student voice of the Butler community; to manage the funds of the Student Activity fee and derived funds; to promote and sponsor services for the student body; and to recognize and support student organizations.

Article III- Membership

Section 1. Nondiscrimination Policy. Membership and participation in the Butler University Student Government Association shall be free from discrimination based on race, age, disability, gender, religion, national origin, sexual orientation, residence, or any other legally-protected category. The SGA will attempt to be accessible to all regardless of physical or mental disability.

Section 2. General. The membership of the SGA Assembly shall be comprised of Residential representatives, Organization representatives, and representatives of the six SGA Boards; all of which shall hereafter be referred to as SGA Representatives. Representatives shall be chosen by their respective constituencies at the start of each academic semester and shall serve for the period of one semester or until a successor is chosen.

Section 3. Residential Representation. Ross Hall, Schwitzer Hall, the Residential College, and the Apartment Village will be allotted four representative seats each in the SGA Assembly. University Terrace will be allotted one representative seat in the SGA Assembly. Each Greek Residence will be allotted one representative seat in the SGA Assembly. Commuters will be considered one collective unit and will be allotted ten representative seats in the SGA Assembly.

Section 4. Organizational Representation. Each student organization that is recognized by Butler University will be allotted one representative seat in the SGA Assembly.

Section 5. SGA Board Representation. The Council on Presidential Affairs; Finance Board; Program Board; Respecting, Embracing, and Achieving Community Harmony (R.E.A.C.H) Board; Public Relations Board; and Operations Board shall allotted one representative seat each in the SGA Assembly.

Section 6. Alternate Representation. Residences and organizations may designate an alternate representative, who shall be named at the beginning of each semester.

Section 7. Plural Representation. Any one student may not represent multiple constituencies in the SGA Assembly, or be seated as an alternate representative.

Section 8. University Status. All representatives must be enrolled, full-time undergraduate students of Butler University.

Section 9. Attendance Policy. When a Representative of the SGA Assembly misses three SGA Assembly meetings, in one semester, without a written excuse approved by the Vice President of Operations, the Representative shall be automatically removed from the SGA Assembly and that Representative position forfeited for the semester.

Article IV- Meetings

Section 1. Assembly Meetings. Meetings of the Student Government Association Assembly shall be held weekly during the fall and spring semesters, as called by the President. While voting privileges are bestowed upon members of the SGA Assembly exclusively, any member of the student body may attend, at the discretion of the assembly.

Section 2. Voting Methods. At the request of a majority of present SGA Assembly Representatives, the vote of each representative shall be recorded, or the vote shall be cast by a secret ballot.



Section 3. Special Meetings. Special meetings may be called by the President and shall be called by a majority approval of the Executive Board. The purpose of the meeting shall be given in the call. At least two days' notice shall be given.

Section 4. Quorum. Quorum shall be defined as a majority (more than 50%) of SGA Assembly Representatives in good standing with the SGA Assembly, and at least two SGA Officers. Quorum is necessary to conduct any business at a regularly or specially called SGA meeting.

Article V- Officers

Section 1. General. The officers of the SGA, hereafter referred to as the Executive Board shall be comprised of, and ranked in the order of Student Government Association President, Vice President of Administration, Vice President of Finance, Vice President of Programming, Vice President of Diversity Programs, Vice President of Public Relations, and Vice President of Operations.

Section 2. President. The regular duties of the SGA President shall be the following:

- A. Serve as the official representative of the student body
- B. Delegate specific duties to the Executive Board
- C. Coordinate student representation on Butler University committees
- D. Chair the SGA Assembly
- E. Serve as a student representative on the Board of Trustees Student Affairs Committee
- F. Work actively with University Administration to ensure the wellbeing of the student body
- G. Act as Ex-Officio member on all boards and committees

Section 3. Vice President of Administration. The regular duties of the Vice President of Administration shall be the following:

- A. Chair the Council on Presidential Affairs
- B. Serve as a student representative on the Board of Trustees Student Affairs Committee
- C. Preside over meetings of the SGA Assembly in the absence of the President

Section 4. Vice President of Finance. The regular duties of the Vice President of Finance shall be the following:

- A. Chair the Finance Board
- B. Oversee the accounting and financial records of the SGA
- C. Present a monthly budget update to the SGA Assembly
- D. Serve as student representative on the Board of Trustees Finance and Facilities Committee
- E. Manage the SGA scholarship program
- F. Supervise the distribution of SGA funds to recognized student organizations
- G. Serve as treasurer on the Program Board, the R.E.A.C.H. Board, and the Public Relations Board

Section 5. Vice President of Programming. The regular duties of the Vice President of Programming shall be the following:

- A. Chair the Program Board
- B. Oversee programming funded by the SGA

Section 6. Vice President of Diversity Programs. The regular duties of the Vice President of Diversity Programs shall be the following:

- A. Chair the R.E.A.C.H. Board
- B. Maintain communication with all recognized diversity organizations
- C. Oversee R.E.A.C.H. Board diversity programming

Section 7. Vice President of Public Relations. The regular duties of the Vice President of Public Relations shall be the following:

- A. Chair the Public Relations Board
- B. Promote the SGA
- C. Promote SGA activities
- D. Maintain the SGA website

Section 8. Vice President of Operations. The regular duties of the Vice President of Operations shall be the following:

- A. Chair the Operations Board
- B. Facilitate Assembly meeting operations
- C. Maintain internal communication within student government
- D. Record and distribute publicly the minutes of all SGA Assembly meetings
- E. Supervise process of inception of new student organizations.

Section 9. Parliamentarian. The Parliamentarian shall advise the SGA President on conducting meetings according to *Robert's Rules of Order Newly Revised*. Only the President, not the Parliamentarian, can rule on the proper application of the rules. The Parliamentarian shall be an ex-officio, non-voting member of the SGA Assembly and the Executive Board.

Section 10. Officer Voting. The Vice President of Administration, Vice President of Finance, Vice President of Programming, Vice President of Diversity Programs, Vice President of Public Relations, and Vice President of Operations shall at no time cast a vote in the SGA Assembly.

Section 11. Term of Office, Installation. The officers shall be elected to serve for one year or until their successors are elected and installed, and their term of office shall begin at the conclusion of the officer installation. The installation shall be held at the last scheduled regular meeting of the spring semester.

Section 12. University Status. All officers must be enrolled, full-time undergraduate students of Butler University who are in good standing with the university. In the event that an officer's status with the university changes, the office will be declared vacant.

Article VI- Elections

Section 1. General. The procedure for the election of the SGA Officers and Class Officers shall be consistent with the SGA Election Guidelines, where they are not inconsistent with this constitution, any special rules of order adopted by the assembly, or university rules and regulations. Any changes in the Election Guidelines are subject to a two-thirds affirmative vote of the present Assembly. The Elections Oversight Committee shall be charged with the responsibility of the implementation of the SGA Election Guidelines for all SGA elections.

Section 2. Election of President. The Student Government Association President shall be elected through a majority vote of ballots cast by the student body, and shall be elected annually in the spring election. If no candidate receives a majority vote, a run-off election will be held with the two candidates who received the most votes.

Section 3. Election of Vice Presidents of Administration and Finance. The Vice President of Administration and Vice President of Finance shall be nominated and elected through a majority vote of the SGA Assembly. In order to be considered for one of these positions, the candidate must have served at least one full semester on the respective board.

Section 4. Nomination and Confirmation of Vice Presidents of Programming, Diversity Programs, Public Relations, and Operations. The Vice President of Programming, Vice President of Diversity Programs, Vice President of Public Relations, and Vice President of Operations shall be nominated by the SGA President and confirmed by a majority vote of the SGA Assembly. In order to be considered for one of these positions, the candidate must have served at least one full semester on the respective board.

Section 5. Appointment of Parliamentarian. The President shall appoint a Parliamentarian. The office may be reappointed as needed.

Article VII – Vacancies

Section 1. Vacancy of President. In the event of a vacancy in the office of the Student Government President, the Vice President of Administration shall become the Student Government President.

Section 2. Vacancies of Vice Presidents of Administration and Finance. In the event of a vacancy in the offices of Vice President of Administration or Vice President of Finance, a successor shall be nominated and elected by a majority vote of the present SGA Assembly.

Section 3. Vacancies of Vice Presidents of Programming, Diversity Programs, Public Relations, and Operations. In the event of a vacancy in the offices of Vice President of Programming, Vice President of Diversity Programs, Vice President of Public Relations, or Vice President of Operations, a successor shall be nominated by the President and subject to confirmation by a majority vote of the present SGA Assembly.

Section 4. Vacancy of Parliamentarian. In the event of a vacancy in the office of Parliamentarian, a successor shall be appointed by the President.

Section 5. Vacancy on a Board or Committee. In the event of a vacancy on a board or committee, the proper procedures for initially appointing or electing members to that board or committee shall be followed.

Article VIII– Disciplinary Actions

Section 1. Officer Removal. An officer's election may be rescinded at any regular meeting of the Assembly by a two thirds vote of the present membership, provided the motion to rescind has been submitted in writing at the previous meeting. The officer in question will have the right to address the SGA Assembly. Any SGA Officer can be deposed from office for misconduct or neglect of duty in office.

Section 2. Board Member Removal. The SGA Executive Board may remove any member of the Council on Presidential Affairs, Finance Board, Program Board, R.E.A.C.H. Board, Operations Board, or Public Relations Board for poor attendance; misuse of SGA funds; inappropriately representing the SGA; University Conduct Probation (as outlined in the Butler University Student Handbook); or failure to fulfill responsibilities. Said board members shall have the right to know the cause of their removal. Appeals to a removal must be filed with the SGA President within one week of the announcement of their removal. Appeals will be heard by no less than five student members of the Butler University Student Conduct Board. Reversal of the removal requires a majority vote of said board.

Article IX – Advisors

Section 1. General. The Student Government Association shall have advisors from the Division of Student Affairs, who shall serve as resources and offer consultation.



Section 2. Faculty Advisor. The Student Government Association may have a faculty advisor, chosen by the SGA Executive Board.

Section 3. Ex-Officio Membership. Advisors shall be ex-officio, non-voting members of the Assembly, all boards, and all committees.

Article X – Boards

Section 1. Executive Board. There shall be an Executive Board, chaired by the President, comprised of the SGA Officers. The Executive Board shall be responsible for the leadership and direction of the SGA through the implementation of general operating procedures and activities. Meetings of the Executive Board shall be held weekly during the fall and spring semesters.

Section 2. Council on Presidential Affairs. There shall be a Council on Presidential Affairs (CPA), appointed and chaired by the Vice President of Administration. The Council on Presidential Affairs shall serve as the liaison between the students and the administration to help address campus issues and work proactively towards change in the Butler community.

Section 3. Finance Board. There shall be a Finance Board, appointed and chaired by the Vice President of Finance. The Finance Board shall work with the SGA Assembly, Program Board, CPA, Public Relations Board, R.E.A.C.H. Board, and other student organizations to aid in financial assistance through fundraisers or grants. The Finance Board shall provide a process for grant allocation to provide student organizations with sufficient funds. The Finance Board shall provide information for fundraising opportunities to recognized student organizations.

Section 4. Program Board. There shall be a Program Board, appointed and chaired by the Vice President of Programming. The Program Board shall work with the SGA Assembly towards developing and implementing broad cultural, intellectual, social, public service, and recreational programs for the students of Butler University.

Section 5. R.E.A.C.H. Board. There shall be a R.E.A.C.H. Board, appointed and chaired by the Vice President of Diversity Programs. R.E.A.C.H. shall work with the SGA Assembly towards developing and implementing broad cultural, intellectual, and public service programs with a diversity focus and towards addressing diversity concerns for the students of Butler University. There will be R.E.A.C.H. Forums with times and dates to be determined by Vice President of Diversity Programs. The R.E.A.C.H. Executive Board shall be charged with the responsibility of reviewing requests for R.E.A.C.H. Grants, and then Grants committee shall approve R.E.A.C.H. Grant applications.

Section 6. Public Relations Board. There shall be a Public Relations Board, appointed and chaired by the Vice President of Public Relations. The Public Relations Board shall work with the SGA Assembly and all recognized student organizations to aid in promotions and advertisements of events and programs.

Section 7. Operations Board. There shall be an Operations Board, appointed and chaired by the Vice President of Operations. The Operations Board shall work with the SGA Assembly to maintain internal communication and assist in the operations of the SGA Assembly. The Operations Board shall provide a process for the management of organizational categories.

Section 8. Board Appointments. Boards shall be comprised of enrolled, full-time undergraduate students who are selected, through an interview and application process by the SGA President and the board's respective chair. Members may only be appointed to one board at a time.

Section 9. Term of Membership. Board members shall be appointed to serve for one year or until successors are appointed and their term on the committee shall begin at the conclusion of the officer installations.

Section 10. Precedence. All boards shall be subject to the orders of the Assembly, and none of their acts shall conflict with action taken by the Assembly. Decisions of any board may be appealed by a majority vote of the SGA Assembly.

Article XI- Committees

Section 1. Election Oversight Committee. The Election Oversight Committee shall be charged with the responsibility of the implementation of the SGA Election Guidelines for all SGA Elections. The committee shall consist of at least seven and no more than ten current SGA Representatives who are in good standing with the University and who have been full time Butler University students for at least two consecutive semesters (i.e. excluding new students). These individuals shall be elected by the SGA Assembly before Thanksgiving Break of the fall semester, and each must continue to be a representative in the spring semester to maintain committee membership. No member of the Election Oversight Committee may be a candidate for any class officer position, SGA President, SGA Executive Board member, or Parliamentarian, or serve on a board or any other standing committee. Decisions of the Election Oversight Committee may be appealed by a majority vote of the SGA Assembly.

Section 2. Grants Committee. The Grants Committee shall be charged with the responsibility of reviewing and processing requests for SGA and R.E.A.C.H. Grants, and distributing such funds under the SGA and R.E.A.C.H. Grant Guidelines. The committee shall consist of eleven full time undergraduate students who are in good standing with the University. The committee will be chosen jointly by the Vice Presidents of Finance and Diversity Programs. No member of the Grants Committee may serve on a board or any other standing committee.

Section 3. Evaluation Committee. The Evaluation Committee shall be charged with the responsibility of evaluating the SGA through internal and external research and communication. The committee shall consist of ten full time SGA Representatives who are in good standing with the



University and who have been representatives in the SGA Assembly for at least two consecutive semesters. These individuals shall be elected by the SGA Assembly by the second regularly scheduled SGA Assembly meeting of the fall semester. No member of the Evaluation Committee may serve on a board or any other standing committee.

Section 4. Standing Committee Terms of Membership. Committee members shall be elected to serve until the end of the school year or until their successors are appointed.

Section 5. Ad-hoc Committees. Special ad-hoc committees may be created as deemed necessary by the Assembly or Executive Board. The President shall appoint all members of ad-hoc committees.

Article XII – Finances

Section 1. Budget. The yearly budget, presented by the Executive Board, shall be subject to a two-thirds affirmation of the present Assembly.

Section 2. Grants Committee. The Grants Committee will review all requests for grant funding and allocate such funds and give weekly reports to the SGA Assembly.

Section 3. President Stipend. The SGA President shall receive a stipend of \$700 per semester.

Section 4. Officer Stipend. Each Vice President shall receive a stipend of \$500 per semester.

Section 5. Parliamentarian Stipend. The Parliamentarian shall receive a stipend of \$300 per semester.

Article XIII- Endorsement of Student Organizations

Section 1. General. Prior to approval by the necessary administrative official in accordance with University regulations, the SGA Executive Board shall be empowered to endorse the constitution of any organization of students which is seeking recognition on the Butler University campus. Any decisions made by the Executive Board in regards to endorsement of student organizations may be appealed by the SGA Assembly by a majority vote.

Section 2. Amendments. An organization already established which makes extensive revisions or amendments to its constitution must follow the procedure established for the approval of constitutions of new student groups.

Section 3. Oversight. The Vice President of Operations will oversee all procedures regarding the endorsement of new student organizations.

Article XIV- Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with this constitution and any special rules of order the Assembly may adopt.

Article XV- Amendments

Section 1. Amendment. Amendments to this constitution shall be submitted to the SGA Assembly in writing and voted on not less than one regularly scheduled Assembly meeting later. Amendments are subject to a 2/3 affirmation of the SGA Assembly and shall take effect immediately upon adoption.

Section 2. Suspension. An article or section of this constitution may be suspended by a two-thirds vote, provided that the suspension of the article or section does not cause conflict with the rules and regulations of Butler University. Suspension of the constitution shall otherwise be considered as a motion to suspend the rules.

Section 3. Committee Revision. This constitution shall be reviewed by an ad-hoc committee to be appointed by the President within four years of the last committee revision as determined by the Executive Board or otherwise ordered by the Assembly.

**Special Rules of Order
As Adopted by the
Butler University Student Government Association**

That all main motions require one week's previous notice, in writing.

That the use of notebook computers and other electronic devices during meetings be limited to officers for the purpose of conducting the business of the Assembly.

All undergraduate students at Butler University are invited and encouraged to attend SGA Assembly with full speaking privileges. However, no guest will be able to initiate business.

