

Constitution

(Revised May 2012)

Student Government Association (SGA)

University of Dubuque

ARTICLE ONE: PREAMBLE

The Student Government Association (SGA) exists to enable all college students to take part in making positive contributions to the college and local communities. SGA claims its existence in the formulation of ideas, student leadership, cooperation, and equal representation. Therefore, we, the members of the Student Government Association, hereby establish this constitution at the University of Dubuque.

ARTICLE TWO: NAME AND PURPOSE

Section One: The name of this association shall be the Student Government Association of the University of Dubuque.

Section Two: The Purpose of this association shall be to:

- A. Be the official governing body of all student organizations;
- B. Unite the entire student body;
- C. Stimulate student leadership and involvement throughout the college community;
- D. Aid in establishing a sense of responsibility and fellowship among college students;
- E. Be the official voice for the unified student body;
- F. Act as a sounding board for student ideas and concerns;
- G. Serve as a forum for communication among all student constituencies;
- H. Act as a unified voice in raising awareness of issues which affect all students;
- I. Constitute the legislative body that makes decisions for the general student body;
- J. Aid in maintaining healthy relations with the Seminary Student Council, the local community, and the faculty/staff of the University.

ARTICLE THREE: RESPONSIBILITIES OF SGA

The responsibilities of the Student Government Association at the University of Dubuque shall include, but not be exclusive to:

- A. While SGA does not exist to micromanage student organizations, it does retain the right to disband an organization or put them on probation if they are diverging from their constitution;
- B. Serving as the central student voice in the college community of the University of Dubuque;

- C. Insuring that all student organizations are presented to the Student Government Association for recognition;
- D. Acting as a separate element apart from the faculty, staff, and administration for the purpose of hearing student concerns;
- E. Participating in the development and application of University policy in an effort to promote an atmosphere of academic excellence as well as social wellbeing among students at the University of Dubuque;
- F. Acting as a support group for students in the undergraduate community and as a liaison between student organizations that affect the undergraduate community and/or the local community;
- G. Considering and acting upon legislation proposed by its members or any members of the college community;
- H. Listening and responding to grievances of college students at the University of Dubuque;
- I. Acting as the body appointing willing students to ad hoc committees throughout the college community to fix specific problems that arise on campus (if the situation falls within the legislative authority of the SGA).

ARTICLE FOUR: MEMBERSHIP

Every undergraduate student (full or part-time) enrolled at the University of Dubuque can and is encouraged to participate in the Student Government Association. However, voting rights and responsibilities are placed upon the elected and appointed representatives when issues or concerns are brought before the Assembly (Student Government Association). Therefore, non-voting members must be granted permission to speak at all SGA meetings.

ARTICLE FIVE: EXECUTIVE OFFICERS

Section One: Executive Board

- A. Shall consist of the President, Vice-President, Secretary, and Treasurer
- B. Duties shall include:
 - 1. Acting on behalf of the SGA in emergency situations such as:
 - i. Vacations and/or holidays, and
 - ii. Times when the SGA members are not together to conduct formal business
 - 2. Planning meetings and agendas;
 - 3. Checking on the status of any committee or representative;
 - 4. Forming committees to oversee duties assigned by SGA;
 - 5. Appointing Ad Hoc Committees;
 - 6. Acting as ex-officio members of any standing committees and/or class meetings;
 - 7. Each executive member will submit goal(s) for the organization as a whole at the beginning of each semester;
 - 8. Fulfill designated office hours as listed below in each executive description;

- i. Note: office hours are subject to change based on student schedule
- 9. Each executive officer is expected to show leadership and commitment above and beyond that of the other representatives.
- 10. Determine specific tasks for representative committees at the beginning of each semester
- 11. Attend weekly executive board meetings
- C. The President shall act as Chairperson

Section Two: Duties of Officers

- A. President: The duties of the President shall include
 - 1. Presiding over all assembly meetings;
 - 2. Assigning tasks to SGA members when necessary
 - 3. Calling special meetings when s/he deems appropriate (see by-laws);
 - 4. Voting in the case of a tie;
 - 5. Serving as the student representative to the Board of Trustees of the University of Dubuque and reporting a review of the Board meetings to SGA;
 - 6. Serving as the formal representative for the student body to the administration, faculty, Board of Trustees, and non-University persons;
 - 7. Chairing the executive Board;
 - 8. Meeting with the President of the University of Dubuque and the Dean of Student Life on a regular basis;
 - 9. Serving as an ex-officio member of SGA committees;
 - 10. Submitting a list of goals at the beginning of each semester to SGA;
 - 11. Appointing interim officers in the case of a vacancy;
 - 12. Fulfilling 5 office hours per week.
- B. Vice President: The duties of the Vice President shall include
 - 1. Presiding over assembly meetings in the President's absence;
 - 2. Serving as an ex-officio on any committees the President deems necessary;
 - 3. Serving as presiding officer at SGA meetings and the formal representative to the administration, faculty, Board of Trustees, and non-college persons in the absence, removal, or resignation of the President for the remainder of the President's term;
 - 4. Acting as the Student Government Association representative to the Seminary Student Council;
 - 5. Attend University even planning meetings (i.e. homecoming);
 - 6. Organizing elections for executive board, representatives, and student/faculty/staff/organization of the year awards
 - 7. Acting as Parliamentarian during assembly meetings;
 - 8. Fulfilling 4 office hours per week.
- C. Secretary: The duties of the Secretary shall include:
 - 1. Recording, publishing, circulating, and maintaining the minutes of the SGA;

2. Making the minutes available for review within three days of the meeting to every representative and advisor of SGA, and to individuals assigned as ex-officio representatives at SGA meetings;
 3. Submitting minutes within three days, after the minutes have been approved, to the web editor (Moodle and Google Documents) and any faculty or outside members of the community who wish to receive the minutes;
 4. Being responsible for all attendance records in SGA meetings;
 5. Being responsible for notifying representatives and the Executive Board when the representatives have reached the limit of their absences as specified by the Constitution;
 6. Organizing the Last Lecture;
 7. Fulfilling 3 office hours per week;
- D. Treasurer: The duties of the Treasurer shall include
1. Maintaining the financial records of the SGA
 - i. After the allotment of student activity fees each semester, the treasurer shall obtain and distribute copies of the SGA budget and allocations to the members of SGA, and
 - ii. Have an updated budget at each assembly meeting, with an updated copy loaded to the website by the first Tuesday of the month.
 2. Serving as presiding officer at SGA meetings and formal representative to the administration, faculty, and Board of Trustees in the absence of the President, Vice President, and Secretary;
 3. Signing documents to release funds from the SGA;
 4. Obtaining the signature of the Dean of Student Life on all documents releasing funds from SGA accounts. In the event the Dean of Student Life is unavailable, the Director of Student Activities and Leadership Development's signature may be substituted;
 5. Fulfilling 3 office hours per week;
 6. Meet with a designated business office advisor at least twice per semester and as needed;
 7. Meet with the Director of Student Activities once a week regarding budgetary issues;
 8. Give feedback on preliminary allocation requests.

Section Three: Elections of Officers

- A. Requirements
1. President
 - i. Must maintain a G.P.A. of 2.5 or better;
 - ii. Must have fifty student signatures, five faculty and five staff signatures, and the signatures of the Academic Dean and the Dean of Student Life;
 - iii. Must have served on SGA as an executive officer or have a minimum of two years experience, the requirement may be set aside by a 2/3 majority vote of the SGA for that year;

- iv. Must maintain at least twelve credit hours;
 - v. Must submit requirements (a-d) to the Student Life Office in order to run for the office of President.
2. Vice President
- i. Must maintain a G.P.A. of 2.5 or better;
 - ii. Must have fifty student signatures, five faculty and five staff signatures, and the signatures of the Academic Dean and the Dean of Student Life;
 - iii. Must have served on SGA as a representative or officer for a minimum of two semesters, the requirement may be set aside by a 2/3 majority vote of the SGA for that year;
 - iv. Must maintain at least twelve credit hours;
 - v. Must submit requirements (a-d) to the Student Life Office in order to run for the office of Vice-President.
3. Secretary
- i. Must maintain a G.P.A. of 2.5 or better;
 - ii. Must have fifty student signatures, five faculty and staff signatures, and the signature of the Academic Dean and the Dean of Student Life;
 - iii. Must have served on SGA as a representative or officer for a minimum of two semesters, the requirement may be set aside by a 2/3 majority vote of the SGA for that year;
 - iv. Must maintain at least twelve credit hours;
 - v. Must submit requirements (a-d) to the Student Life Office in order to run for the office of Secretary.
4. Treasurer
- i. Must maintain a G.P.A. of 2.5 or better;
 - ii. Must have fifty student signatures, five faculty and staff signatures, and the signature of the Academic Dean and the Dean of Student Life;
 - iii. Must have served on SGA as a representative or officer for a minimum of two semesters, the requirement may be set aside by a 2/3 majority vote of the SGA for that year;
 - iv. Must maintain at least twelve credit hours;
 - v. Must submit requirements (a-d) to the Student Life Office in order to run for the office of Treasurer.
- B. Elections of Officers
1. All executive positions will be voted on at the same time, with the exception of a special circumstance, (see below).
 - i. In the case that a candidate runs for a position and loses, and he/she is the only other candidate who meets the requirements for another office, may that person seek the secondary office.
 2. Term of office shall start at the end of the semester in which he/she was elected and last through the summer and the following academic year;
 3. Results of the elections shall be made public.
 4. Executive board should be known by April 15th, with applications due last Monday of March, by 5pm in the OSA mailbox.

Section Four: Removal of Officers

- A. Impeachment and Removal of Executive Officers
 - 1. The SGA has the authority to impeach and remove any officer according to the following provisions:
 - i. Any misconduct or wrongdoing as defined by the Student Handbook;
 - ii. Failure to perform the duties established by this constitution.
- B. Process of Removal of Officers
 - 1. The SGA shall investigate the impeachment of an officer with the advisors and/or the Dean of Student Life;
 - 2. The meeting at which SGA will vote upon the impeachment shall take place at the second available meeting after resolution of impeachment has been introduced;
 - 3. The SGA shall, by a 2/3 vote of its representatives; remove an officer who is found guilty by the investigating party, advisors, and/ or the Dean of Student Life. In cases involving a University hearing with an outcome of final disciplinary probation, the loss of representation sanction is automatically invoked and does not need a vote by SGA. Once an officer has been removed, s/he shall no longer be eligible for a position as representative or officer in the SGA.

Section Five: Replacement of Executive Officers

- A. Replacement of officers who have resigned or have been removed from SGA shall be done following these procedures:
 - 1. An interim officer may be appointed by the President until an election is held; however, if the President's position becomes vacant, the Vice-President assumes the duties of the President.
 - 2. A new officer may be nominated and elected from within SGA. The candidate who receives the most votes wins.
 - 3. Replacement officers must meet the same requirements as specified under that position's requirements.

ARTICLE SIX: REPRESENTATIVES

The representatives listed below are individuals elected from within the student body at the University of Dubuque:

Section One: Listing of Assembly Representatives

- A. Elected Representatives:
 - 1. Class Representatives (4 Freshman, 4 Junior, 4 Sophomore, 4 Senior)
- B. Non-Voting Representatives
 - 2. Two Resident Assistants to be present at each monthly organization meeting

Section Two: Duties and Requirements of All Voting Representatives

- A. Elected Representatives Shall:

1. Be a positive, visible, and active representative of the student body of the University of Dubuque.
2. Must maintain at least twelve credit hours a cumulative G.P.A. of 2.5 or better;
3. Serve as formal representative of the student body; Facilitate the understanding of concerns and issues among students and faculty, staff, and/or administration;
4. Meet with his/her constituents regularly throughout the semester
5. Attend all SGA meetings;
6. Serve as a member on one of the standing committees within SGA;
 - i. Each member must have at least one specific task assigned to him/her in their respective committee.
 - ii. Each member must attend two events per month put on by two different organizations
7. Must check e-mail at least once every 18 hours while school is in session;
8. Must read weekly SGA minutes in order for approval;
9. Voting body shall work with the executive board to set goals for the organization.

B. Non-Voting Representatives Shall:

1. Act as liaison representatives to and from their organization or constituency;
2. Give suggestions to better the college community through SGA;
3. Assist the Executive Board when necessary;
4. Each organization has the option to send one voice to each SGA meeting.

Section Three: Election of Representatives

- A. Election of representatives of SGA shall be held no later than the fourth Monday of April and run until the week's end.
- B. Election for Freshman Representatives and all other open representative positions shall be held within the first four weeks of the new semester.
 1. The Executive Board shall include a pamphlet about Student Government Association in each freshman's orientation packet
- C. Elections require a simple plurality of votes from the student body.
- D. Term of the positions shall start at the beginning of the next academic year and last through that academic year.
- E. A student may only run for one position at one time.

Section Four: Removal of Representatives

- A. The SGA Executive Board, with the Advisor(s), shall have the authority to remove any SGA Representative for the following reasons:
 1. Malice, wrong doing, or misconduct in office;
 2. Failure to perform duties as set out in this constitution, and/or
 3. Failure to attend the SGA meetings (refer to By-Laws, Policy 2).
- B. In the event that any SGA representative is unable to meet his/her duties, he/she shall be given a verbal warning on the first offense.

- C. A written warning will be issued if the SGA representative fails to improve his/her office conduct.
- D. The SGA Executive Board, along with the Advisor(s), may remove any representative after verbal and written warnings have been issued.
- E. If a representative is removed from SGA, then that representative cannot run for an elected office in SGA the following semester.

Section Five: Selection of Commissioned Members

- A. People interested in applying for a staff position within SGA will have the chance to, via application;
- B. Staff members must meet the same requirements set for representatives;
- C. Staff members will be chosen after an interview process, administered by the Executive Board.
- D. Commissioned Members Shall:
 - 1. Works directly for SGA;
 - 2. Have no voting power in SGA;
 - 3. Offer suggestions to better the college community through SGA;
 - 4. Be paid in stipend format for their services;
 - i. Stipends are negotiated through expected amount of work of each staff member. The executive members approve the stipend amount under the advice of the Director of Student Activities. The position of Event Coordinator is determined by Executive Board and the Director of Student Activities.

ARTICLE SEVEN: COMMITTEES and TASK FORCES

Section One: Ad-Hoc Committees and Task Forces

- A. Any student(s) coming to the SGA with concerns may be heard at the discretion of SGA. If necessary, SGA will call for an Ad-Hoc committee. This committee will report to the SGA its findings regarding the student(s) concern(s).
- B. Task forces are temporary groups of students, not necessarily restricted to SGA members, which are assigned to accomplish non-permanent projects.

Section Two: Standing Committees

SGA deems it necessary to have the following standing committees. The following are the committees that each SGA member must be a part of. Anyone in the UD community can participate in a committee, but if voting is necessary, only SGA representatives can vote. Any other tasks can be delegated to these committees at any time by the executive board.

- A. Academic
 - 1. Campus committees that need a student rep
 - i. Assessment committee
 - ii. Core committee
 - 2. A verbal report will be presented to SGA at the meeting following the committee meeting

3. Rep will act as the student voice to these faculty committees
4. Meet with Associate Dean of Academics once a semester
- B. Facilities/Safety
 1. Act as a liaison between students, security, and res life.
 2. Be in charge of evaluating the condition and environment of the facilities on campus.
- C. Diversity
 1. Act as a liaison between the student body and the Director of Multi-Cultural Affairs in conjunction with the office of Student Life.
 2. Take charge in evaluating the condition and environment of the diversity on campus
- D. Food
 1. Act as liaison between the food services and the student body.
 2. Evaluate the meal plan options for the students
 3. Evaluate the quality of food service.
- E. Marketing
 1. Publicize SGA events and activities
 2. Manage all communication outlets for SGA
 3. Responsible for submitting monthly minute updates to the Bell Tower School Newspaper
- F. Technology
 1. Act as a liaison between the media services, help desk, and the Office of Technology and the student body.
 2. Evaluate the condition and expansion of the technology on campus.
- G. Finance
 1. Monitor financial activities within the student organizations
 2. Act as liaison between the student organizations and SGA regarding financial information
 3. Assist Treasurer and Executive Board with annual allocation process
- H. Constitution (second semester)
 1. Actively evolves and changes the constitution and by-laws to fit the needs of SGA and the University of Dubuque.
- I. Polling
 1. Act as the body who determines what students would like to see changed or improved through various polling techniques

Section Three: University Committees

SGA has standing representation on several University Committees. It is encouraged that at least one Executive Board member attend each committee. If an Executive member cannot attend a committee, or if the Executive Board feels SGA will be better served by selecting a designee, that is acceptable. All University Task Forces should have at least one SGA member present.

- A. Alumni Board of Directors
 1. Preferably attended by President, but must be an Executive member.
- B. Faculty Meeting

- C. Curriculum Outcome Assessment Committee (COAC)
- D. Ad Hoc Committees that SGA feels need student representation

Section Four: Committee Chair

- A. Committee Chairs are required to meet regularly with the Dean or appropriate head of the department.

ARTICLE EIGHT: ADVISORS

Section One: Role of Advisor(s)

- A. The guidelines for advisor(s) elected to the Student Government Association shall include:
 1. Counseling, advising, assisting;
 2. Cautioning or warning;
 3. Recommending;
 4. Giving information, or notice to.
- B. The advisor(s) of the Student Government Association shall not have the authority to control the procedure, operation, or actions of the SGA as long as the policies or procedures of the University of Dubuque are not contradicted. The advisor(s) shall only be involved in the decision-making process of SGA as long as the decision making process falls within the above guidelines for advisors.
- C. The advisor(s) cannot render decisions or take action on issues which are the concern of the Student Government Association unless SGA officers are not able to be contacted and it appears to be in the best interest of the SGA and the University.
- D. SGA advisors cannot speak for SGA.

Section Two: Election of Advisor(s)

- A. The Student Government Association shall have at least two advisors, but no more than three, except for the overlapping period of new advisors. The first advisor shall be a member of the University cabinet, or the President of the University. It is strongly suggested that every member of the cabinet attend an SGA meeting during the year. The second advisor shall be a staff member, and the third advisor shall be faculty member.
- B. The second and third advisor shall be nominated by the Executive Board and voted upon by the general assembly. If the nomination is declined, the Executive Board will re-nominate.

Section Three: Duties of Advisor(s)

- A. The duties of an advisor shall include:
 1. Attending scheduled SGA meetings;
 2. Supplying input and information to SGA when appropriate;
 3. Assisting at SGA functions, if needed;
 4. Acting as a counselor to SGA members, when needed;
 5. Advising in the removal of SGA officers/representatives;

6. Providing advice at Executive Board meetings, when service is requested.

Section Four: Expectations of Advisor(s)

- A. It is expected that all advisors of SGA advise the representatives of SGA. Advisors shall not speak or act on behalf of SGA. When advising, it is expected that the advisor explore all avenues of opportunities, but still remain focused on the needs of SGA.

Section Five: Removal or Resignation of Advisor(s)

- A. The advisor(s) can be removed by the Executive Board upon consultation with the general assembly. If/when an advisor resigns or is removed, SGA will fill the vacancy of the advisor under the provisions indicated in this constitution (see Article 8, section 2).

ARTICLE NINE: ORGANIZATIONS

Section One: Recognizing Organizations

The Student Government Association can recognize any student or academic organization that exists within the University of Dubuque. The following steps for recognition are offered as a guide for organizations wishing to have formal recognition from the Student Government Association, thus being eligible to receive funds from SGA.

- A. Organization Type
 1. An Academic Organization is an organization that is closely affiliated or managed by an academic department.
 2. A Student Organization is an organization that is evidently governed by students, and whose goals and actions are all fashioned and carried out by those students.
 3. In matters of disagreement about an organization's status, the Executive Board will make a decision in regards to the status.
- B. The proposed organization must submit a "Petition for Recognition as a Student/Academic Organization" to the Director of Student Activities.
- C. The petition shall include:
 1. The name and purpose of the organization,
 2. The constitution and by-laws which will govern the operations of the organization,
 - i. In the case of an academic organization, a class syllabus is acceptable in place of a Constitution.
 3. A list of proposed officers or student leadership,
 4. The signatures of at least 10 interested students,
 5. The signature of the proposed advisor(s), and
 6. Information regarding national, state, or local affiliation or affiliations with any group of persons not connected with the University of Dubuque.
- D. The recognition process is as follows:

1. Approval of the Application to Become a Recognized Student/Academic Organization by the Director of Student Activities and Leadership Development,
 2. Approval of the Application to Become a Recognized Student/Academic Organization by the Student Government Association by a 2/3 majority vote,
 3. Approval of the Application to Become a Recognized Student/Academic Organization by the Dean of Student Life,
 4. An organization must attempt to be recognized by SGA before requesting recognition by the Dean of Student Life.
- E. SGA retains the right to withdraw the formal SGA recognition of any organization based on problems that may occur involving the college or local community. SGA retains the right to withdraw an organization's formal SGA recognition with a 2/3 vote of all voting members of SGA. If an organization loses its formal SGA recognition, status cannot be regained until the following year with the installation of the organization's newly elected officers.
- F. Every organization is required to attend the first Tuesday SGA meeting of the month, but attendance at other weekly meetings is encouraged. Failure of attendance will result in a potential cut in annual funding deemed by the SGA executive officers.

Section Two: Submission of Organizational Constitutions, Officers, Advisors, and Budget

- A. Pursuing formal recognition by SGA involves the creation and submission of a constitution by the organization in question. The constitution or syllabus should provide, as a minimum:
1. The organization's name;
 2. The purpose of the organization;
 3. A non-discrimination statement (Ad-Hoc) that complies with the University of Dubuque Mission Statement;
 4. Election of officers/student leaders;
 5. Replacement of officers/student leaders;
 6. How budget and funding requests work within your organization, and
 7. Must submit Article 9 of this constitution titled SGA Addendum.
- B. Each Organization must have at least one advisor. Each advisor must be approved by the Director of Student Activities, SGA Executive Board, and the Dean of Student Life.

ARTICLE TEN: GOVERNING, RATIFICATION, AND APPROVAL AMENDMENTS OF THE CONSTITUTION

This constitution describes the rights and responsibilities of SGA. The Student Government assembly members and the Board of Trustees shall jointly and officially set this Constitution in to motion, thus allowing Student Government Association to

carry out its mission as stated in Articles 1, 2, and 3. All actions of SGA will be subject to the guidelines of this Constitution and its By-Laws.

The Constitution and the By-Laws of the Student Government Association shall be approved and/or amended by a 2/3 vote of all voting members serving on SGA. Only an elected, voting member can propose an amendment to the constitution. The motion to amend the constitution must be presented to the general assembly and seconded by a voting member. Once the motion is made and seconded, it will be voted upon. If the assembly approves the amendment, it will take effect the following academic year, after approval by the Office of Student Activities.

BY-LAWS
Student Government Association

Policy One: Weekly Representative Meetings

- A. The President of SGA sets the time and place for each meeting in consultation with members and advisors;
- B. The President of SGA calls all assembly meetings to order, unless s/he instructs an executive officer or assembly member to chair the meeting, or in the event of the absence of the President;
- C. Before discussion begins, the secretary must take roll;
- D. Robert's Rules of Order (revised) is the parliamentary authority to be used during assembly meetings and committee meetings;
- E. Abstain votes will be counted towards quorum and will not be counted as a vote cast; only yes or no votes will be used to determine a 2/3 majority vote
- F. In order for a quorum to exist, half of the total elected/appointed assembly members must be present, not including non-voting representatives. If a quorum does not exist, no formal action can occur at the assembly meeting and the meeting is formally closed. Discussion, however, may proceed;
- G. Representatives must be present at meetings in which votes are taken;
- H. If an emergency occurs, the President of SGA has the responsibility and authority to call a special meeting. In the case of special meetings, voting cannot take place unless there is a quorum.
 - 1. Any motion that requires a 2/3 majority vote, will be an automatic roll call vote.

Policy Two: Attendance

- A. Attendance is mandatory for SGA meetings. After three (3) absences, representatives will be removed from their position.
- B. After each absence, the SGA Secretary shall inform the representative of his/her attendance rating.
- C. Upon the second (2) absence, the representative is allowed one appeal. If the representative appeals, the SGA Executive Board shall vote, based on the validity of the appeal and the work that s/he has done for SGA, SGA may allow one absence removed from their record.
- D. If a representative's appeal is accepted, and they miss two more meetings, since one was expunged, that representative shall be removed from office without the chance for discussion.
- E. If a representative is removed because of attendance, then that representative cannot run for an elected office in SGA the following semester.
- F. At the start of the following semester, the attendance standings for all representatives shall be erased. Each representative shall then have three (3) absences for that semester with the provisions stated above.

Policy Three: Committee Meetings

Section One: Responsibility

- A. The responsibility for committee meetings rests with the chairperson and the committee members.
- B. Each committee should:
 1. Have a purpose, which all members review and discuss;
 2. Be chaired by the chairperson, who guides the committee process;
 3. Have a sense of priorities and timing, and
 4. Keep up to date as regards to objectives and accomplishments.

Section Two: Responsibility of Committee Chairperson

- A. A committee chairperson should:
 1. Start and end committee meetings;
 2. Stimulate group thinking and encourage group discussion;
 3. Serve as a guide and leader in discussion, and
 4. Bring reports and status of committee functions to the SGA.
 5. Take attendance at all meetings.
 6. Communicate with all members
 7. Have open communication with Dean/Head of Departments.

Policy Three: Officer's Stipend

- A. The amount of each officer's stipend shall be:
 1. President - \$400/quarter
 2. Vice-President - \$375/quarter
 3. Secretary - \$375/quarter
 4. Treasurer - \$375/quarter
- B. Stipends must be approved each quarter by a 2/3 vote from all voting representatives in SGA.
- C. Any executive officer vacating his/her position shall receive the pro-rated sum of his/her stipend up to the time of his/her departure upon a 2/3 majority vote. The new officer who assumes the vacancy shall receive his/her pro-rated stipend from the date that he/she starts the position.

Policy Four: Undergraduate Faculty, Staff, and Student of the Year

- A. Faculty, Staff of the Year
 1. Nominations will happen via write-in votes two weeks prior to Honors Convocation
 2. Nominations will be taken from the Undergraduate Students of the University of Dubuque.
 3. Top five nomination recipients will be on the final ballot for the Faculty and Staff of the Year award as voted upon by the Undergraduate Student Body
- B. Student of the Year
 1. Nominations will happen via write-in votes two weeks prior to Honors Convocation

2. Nominations will be taken from the members of the faculty and staff of the University of Dubuque
3. Nominations for Student of the Year award should be based on the following
 - i. Classroom Performance
 - ii. Community and Campus Involvement
 - iii. Overall attitude towards the University of Dubuque
4. Top five nomination recipients will be on the final ballot for the Student of the Year award as voted upon by the Undergraduate student body

**ADDENDUM I
BUDGET RULES
Student Government Association**

Organizations

ARTICLE ONE: RIGHTS AND RESPONSIBILITIES FOR ALL ORGANIZATIONS

Section One:

Each organization has the right to form their own group and establish guidelines for membership, meetings, attendance, elections and officers, and choosing an advisor. In the absence of a staff or organization, SGA shall undertake the responsibility of advertising for, interviewing candidates, and selecting a Chief Executive Officer(s) with the assistance of the organization's advisor(s).

Section Two: Annual Funding

- A. Each recognized student organization has the opportunity to request annual funding from SGA. The process for this is as follows:
 - 1. Applications become available the second Sunday in March, with an early due date of the last Sunday in March by 5:00pm, and final due date of April 15th at 5:00pm.
 - i. Early submission will be reviewed for completeness by the Executive Board and the Finance committee
 - ii. Applications shall be submitted online
 - 2. Student organizations must complete the application and attach a detailed budget of what the funds will be used for in the upcoming year.
 - 3. The Executive Board and finance committee will review the applications. If any additional information is needed, it will be requested by the Executive Board before appearing to SGA.
 - 4. The Executive Board and incoming Executive Board will review requests before finals week, with amounts finalized on tenth day of fall semester.
 - 5. Once all information is gathered, SGA Executive Board reserves the right to approve, deny, or adjust the amount.
 - i. SGA must explain any reasons for denial or adjustment of original request.
- B. Each President/Chairperson of an organization that receives funding can take a maximum \$500 stipend a semester. The organization's President and/or Chairperson has the right to take less, or no stipend, but no more than \$500, unless a special request is made to the SGA Executive Board. The decision is approved by the SGA Executive Board. This stipend is to be taken out of the organization's funds. Approved special requests must be re-approved at the end of every academic year by the next Executive Board, after consulting the current Executive Board.
 - 1. Stipends may not exceed 40% of an organization's budget without written approval from the Director of Student Activities.

- C. Each organization that receives annual funding may request additional funding in writing pending SGA approval.
- D. If any organization receiving annual funding is not performing its duties as outlined in its Constitution, SGA Executive Board may temporarily suspend the organization. The SGA assembly must then approve, by a 2/3 majority, to revoke all funding rights from that organization.
- E. SGA reserves the right to retract any remaining annual funding at the end of the fiscal year (May 31st)
 - 1. Only funds given at the beginning of each semester through annual allocation can be subjected to be removed from the organizations account.
 - i. Any other monies accumulated throughout the fiscal year will be kept in that organization's account for following years.
 - 2. If that money will not be spent by the end of the fiscal year a written request may be submitted to SGA for approval.
 - i. Request must explain how this money will be used and why it was not used by the end of the year.
 - 3. If the exemption request has not been fulfilled by the 10th day of the upcoming fall semester the money will be brought back into the general SGA account.
- F. Annual allocation funds are not to be used for donations. Only money raised and matched by SGA (matching funds) are eligible to donate to non-profit organizations.
 - 1. Annual allocation funds are not to be directly used to purchase donation items.
- G. SGA recognition entitles an organization to:
 - 1. Apply for SGA funds.
 - i. In order for an organization to be considered for funds, the organization must submit an updated student organization sheet, budget report and constitution to the Director of Student Activities and SGA Secretary by October 1st.
 - ii. Failure to meet the above deadline will result in the loss of funding request privileges for that semester.
 - iii. Funds will be distributed on a first come first serve basis for the semester.

Section Three: SGA Funding Opportunities

- A. Matching Funds
 - 1. Each organization that is recognized by SGA can request matching funds unless already allocated by SGA via application.
 - 2. An organization can receive up to \$250 per semester, no matter the number of requests.
 - 3. Requests for funding must be made in writing
 - i. A Fundraising-Application form must be filed at least 2 weeks prior to the fundraiser event start date. At the bottom of each application the organization shall indicate if a request for matching funds shall be made.

- ii. A Matching Funds form must be filed at the completion of the fundraiser.
 - iii. All forms can be found in the Office of Student Activities.
- 4. Proofs of deposit for the amount raised are due one week after the event, attached to the matching funds request application.
- 5. Matching fund requests can be made until the last meeting in December, and the last Friday in April.
- 6. Must be passed by simple majority vote
- B. Organizational Support Funding
 - 1. Only Student Organizations that are recognized by SGA may request organizational support in writing via application if they want to receive organizational support.
 - 2. Requests can only be made for events that are designed or hosted by the requesting organization and are open for the entire campus to attend.
 - 3. Only one request per event.
 - 4. SGA can provide up to 100% of the funding needed for the event, pending approval from the Executive Board and SGA. If the amount is less than \$500, a majority vote is needed to pass. If greater than or equal to \$500, a 2/3-majority vote is needed.
 - 5. The request for funds must be made two weeks prior to the event, with the exception of events during the first three weeks of the fall semester. Organizations can turn in requests until the last Friday in April
 - i. Exceptions: Organizational support may be granted only if at least \$125 was granted from matching funds. If an organization wants more than \$125 from organizational support, they must have fulfilled the minimum of \$125 from matching funds.
- C. Co-Sponsored Funding
 - 1. Co-Sponsored events are optional funding opportunities for academic organizations and student organizations. The organization must fill out a Co-sponsored event form before the event is determined. Co-sponsored events must be open to the entire student body.
- D. Leadership Funding
 - 1. SGA may provide funding for leadership conferences/development, on or off campus.
 - 2. An organization, which has been approved for a percentage of activity fees, may budget leadership development into their allocation.
 - i. They may only request funding for one leadership educational conference in their allocation request
 - 3. An organization requesting Leadership Funds must:
 - i. Complete the Leadership Funding Application form.
 - ii. Submit an itinerary of the conference
 - 4. When requests for Leadership Funding are made, a SGA task force shall be appointed to review the itinerary and the request.
 - i. SGA may fund up to 100% of conference that relates to leadership and organizational development, not personal development.

- ii. SGA may fund up to 60% of the personal costs associated with the conference: food, lodging, transportation (gas mileage figured by university's standard), etc.
 - iii. SGA has the right to review leadership development/conferences expenditures to guarantee best interest of the student body
- 5. The organization requesting the funds is expected to contribute funding as well.
- E. Start Up Funding
 - 1. Request may be made for start-up funding with a maximum of \$500.
 - 2. Request for start-up funds must happen within the first year of being recognized by SGA.
- F. Departmental Requests
 - 1. SGA will accept departmental requests before 5p.m. on the Monday before the second to last meeting of the academic year.
 - 2. The SGA Executive Board reserves the right to deny or adjust any or all requests to align with current budget and the intent of benefitting the student body.
 - 3. All accepted request will be voted upon by the voting body during the second to last meeting of the academic year.

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