

CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION OF HILBERT COLLEGE

Preamble:

We, the students of Hilbert College, do hereby establish this constitution as the basis of our Student Government Association.

ARTICLE I. NAME AND PURPOSE

Section I. This organization shall be known as the Student Government Association of Hilbert College, henceforth referred to in this document as the SGA.

Section II. The purpose of this organization shall be to represent the interests of the student body, to encourage the growth of self-government and to promote responsibility, loyalty, and cooperation among the students and in their relations with the faculty and administrative officers of the college.

ARTICLE II. Membership

Section I. All current students of Hilbert College shall be referred to in this document as the student body.

Section II. By law, a student is anyone who pays “tuition” to an institution/agency for the purpose of studying a curriculum. Persons who pay fees for workshops or other non-credit offerings are not considered students, unless “tuition” is paid.

Section III. All members of the student body may participate in the SGA meetings and may vote in elections of the SGA.

ARTICLE III. ORGANIZATION OF THE ASSOCIATION

Section I. The Executive Officers of the SGA shall be a President, Vice President, Secretary, Treasurer and Vice President of Programming.

Section II. The Executive Officers of the SGA shall also act as Executive Officers of the Student Senate.

Section III. The voting members of the Senate shall consist of the Executive Officers with the exception of the President, two Senior Class Representatives, two Junior Class Representatives, two Sophomore Class Representatives, two Freshmen Class Representatives, two Commuter Representatives, one Resident Representative, one Transfer Representative, and two Representatives-at-Large.

ARTICLE IV. SGA STUDENT SENATE

Section I. The SGA shall be governed by a representative body known as the Student Senate, henceforth referred to in this document as the Senate.

Section II. The duties of the Senate shall be as follows:

- a) To act for and on behalf of the student body in promoting and supporting all activities which enhance the purpose of the SGA.
- b) To be responsible for the administration and allocation of all funds accruing to the SGA.
- c) To represent the student body in relations with the faculty and administrative officers of the College.
- d) To keep a permanent record of its proceedings, copies which shall be made available to all members of the SGA and administrative officers of the College.
- e) To act with the officers of the College in setting policy for and maintaining administrative control over the organized activities of the student body.

ARTICLE V. QUALIFICATIONS, NOMINATIONS, AND ELECTIONS

Section I. Qualifications:

Clause I. Executive Officers and Representatives shall be undergraduate students in good standing, as defined by the College.

Clause II. Candidates for Executive Officer and Representative Positions shall:

- a) Be full-time students at the college with a minimum of 12 credit hours.
- b) Hold a cumulative point average of at least 2.50.
- c) Not be on academic or disciplinary probations.
- d) Be a member of that respective class if running for a class representative position.
- e) Be able to attend all weekly meetings.
- f) Be allotted three (3) absences per year from the senate and committee meetings, unless otherwise excused by the President. The President will be allotted three absences per semester unless otherwise approved by the advisor. Anyone having more than three (3) unexcused absences will be considered for dismissal.

Clause III. Candidates shall meet specific requirements as set by the Rules and Regulations Committee.

Section II. Nominations:

- Clause I. Candidates for all the SGA positions shall present to the Rules and Regulations Committee a petition for Candidacy which has been signed by twenty-five (25) students. No current SGA member may sign this document.
- Clause II. The Petition for Candidacy shall be approved by the Director of Student Activities and Director of Judicial Affairs as to the student's scholastic eligibility and the absence of disciplinary or academic probation.
- Clause III. Each Candidate must complete a written platform, signed petition, and judicial form. In the written platform, the student will be required to describe any prospective plans, ideas, or goals he or she intends to accomplish by joining the SGA. A copy of this written platform should be given to the SGA.
- Clause IV. Each Candidate will be questioned by the SGA in regards to their position. Upon questioning, the candidate will have a chance to enunciate his or her intended plans, ideas, or goals concerning his or her candidacy.
- Clause V. After reviewing an appointed candidate's platform and questioning him or her, if the SGA votes not to appoint the candidate, they must write a concise statement explaining why the candidate was rejected. The candidate must be informed by the SGA Rules and Regulation Committee to the rejected candidate within one week of the vote.

Section III. Elections:

- Clause I. The Executive Officers and Representatives of the SGA shall be elected by secret ballot of the members of the student body on dates set by the Rules and Regulations Committee.
- Clause II. An election for the following SGA members will take place in the month of Late March/April:
- a) Five Executive Officers
 - b) Two Senior Class Representatives
 - c) Two Junior Class Representatives
 - d) Two Sophomore Class Representatives
- An election for the following SGA members will take place in the month of September:
- a) Two Freshmen Class Representatives
 - b) Two Commuter Representative

- c) One Resident Representative
- d) Two Representatives-at-Large
- e) One Transfer Representative
- f) One Diversity Representative
- g) Any positions vacant at the time of elections

- Clause III. Freshmen Representatives and Representatives-at-Large for the current academic year shall be elected no earlier than September 1, and no later than September 30.
- Clause IV. All newly elected Executive Board Members shall begin their term of office immediately upon their installation and hold office until their eligibility changes or until new officers are sworn into office. Those elected during the spring semester shall be sworn into office during the Student Awards Banquet.
- Clause V. In the event of a vacancy in the Presidency, the Vice President shall assume the office. For any other vacancy, including one caused by the assumption of the Presidency by the Vice President, the remaining SGA Officers and the Senate shall meet as a single body, elect replacements who shall complete the unexpired term of the office. Candidates for such replacement positions shall follow procedures as stated for the nomination of those persons they are replacing and shall meet the same qualifications and requirements as stated for the original elections.
- Clause VI. If any of the positions are not filled at the time of elections or become vacant throughout the year, the SGA may appoint any student meeting the qualifications for general elections.
- Clause VII. Class Standing: For purposes of election and holding office in any student organization, class status shall be defined by the College.
- Clause VIII. Write In Elections: Should a write in candidate in an election win, they may be appointed into the SGA if they have more than eight (8) votes. If the write in candidate has less than eight votes, they must fill out a petition to join the SGA.

Article VI.

Student Senate Duties

Section I.

President: It shall be the duty of the President to execute and enforce the provisions of the Constitution. The President shall call and preside over all the meetings of the SGA. He or she shall appoint all necessary committee chairpersons and shall receive verbal reports from all

committees on a weekly basis during the SGA meeting if the SGA meets. The President shall serve as the official representative of the SGA to the duly constituted authorities of the College and the community. The President shall also chair the Social Welfare Committee. It is the President's duty to attend all required SGA hosted activities and any other selected activities. The President shall also perform other duties as required.

Section II.

Vice President: The Vice President shall perform all duties of the President in his/her absence. The Vice President shall develop a monthly calendar of club approved fundraisers and supervise the various SGA Clubs. The Vice President shall create the Club Policies and Procedures binders to distribute to all clubs each fall. The Vice President is responsible for reviewing the campus clubs' Activity Report Form on a monthly basis. The Vice President shall present club fundraising requests to the senate and then communicate the status to the respective club. The Vice President is responsible for collecting fundraiser completion forms and presenting them to the Senate. In extenuating circumstances and time sensitive matters, the Vice President may exercise discretion and process fundraiser requests with the approval of the Executive Board. The Vice President shall assign and monitor club boards in Bogel Hall. The Vice President shall also chair the Rules and Regulations Committee. It is the Vice President's duty to attend all required SGA hosted activities and any other selected activities. The Vice President shall also perform other duties as required.

Section III.

Secretary: The Secretary shall record all the minutes of the meetings of the SGA and the Executive Board, and shall be responsible for the official correspondence of both. In addition, the secretary shall be responsible for all correspondence of the Student Government Association to the college and community. In May of each year, the Secretary shall deposit all SGA records with the Dean of Students. The Secretary will also be responsible for publishing a SGA brochure/newsletter annually. The Secretary is also responsible for ensuring minutes are posted online. The Secretary shall also chair the Communications Committee. It is the Secretary's duty to attend all required SGA hosted activities and any other selected activities. The Secretary shall also perform other duties as required.

Section IV.

Treasurer: The Treasurer shall maintain financial records of the SGA and shall receive and disburse funds as directed by the Student Senate. The Treasurer shall submit written and verbal financial reports to the Student Senate on a weekly basis. The Treasurer shall review campus clubs' Financial Report Form on a monthly basis. The Treasurer shall chair the Budget committee which will prepare an

annual budget and derive club funding. In extenuating circumstances or time sensitive matters, with the absence of the Vice President, the Treasurer may exercise discretion and process fundraiser requests with the approval of the Executive Board. It is the Treasurer's duty to attend all required activities and any other selected activities. The Treasurer shall also perform other duties as required.

Section V. **Vice President of Programming:** The Vice President of Programming shall henceforth be referred to as VP of Programming. As a member of the SGA, the VP of Programming must attend all SGA meetings. The VP of Programming must organize all SGA hosted events. This includes the three Children's Holiday Parties and the Awards Ceremony. It is the VP of Programming's duty to attend all required activities and any other selected activities. The VP of Programming shall perform other duties as required. The VP of Programming shall also chair the Events Committee.

Section VI. **All Representatives:** Each representative shall represent the interests of the student body by attending each SGA meeting and present the needs and wants of the Hilbert College student body. If any representative changes their student status during the academic year, he or she will be allowed to hold their respective representative position until the end of the academic year. Further, each representative shall be an active member on one (1) SGA committee. The representative shall be an active member of a committee not sponsored by SGA if volunteered for or appointed by the President for said committee. It is a representative's duty to attend all required activities hosted by the SGA. Additionally, all representatives, excluding the Executive Board, must complete a bi-weekly report. Bi-weekly reports will be a survey administered by the representatives to the constituents they are representing. It is at the Presidents discretion to initiate the bi-weekly reports no earlier than the fall elections and terminate no later than spring graduation. There shall be a written record of the report that is delivered to the President during the meeting. All representatives shall duly represent their respective constituents and the student body as their position requires. Additionally, the representatives as a group will be responsible to hold two (2) focus groups per semester.

Class Representatives: Class Representatives shall duly represent their respective class and represent the student body as their position requires.

Residential Representative: The Residential Representative must be a student who lives on campus. The Residential Representative will serve as a liaison between the Student residents and the SGA.

Commuter Representative: The Commuter Representatives must be a commuter student. The Commuter Representative must create and update a Commuter bulletin board in Bogel Hall.

Transfer Representative: The Transfer Representative must be a transfer student. The Transfer Representative must create and update a Transfer bulletin board in Bogel Hall.

Representatives at Large: Representatives at Large shall also work with new charter clubs to ensure that they are up-to-date with the logistics of the SGA. The Representatives at Large must be a member of the Communications Committee, and shall also be responsible for all public relations material such as flyers, posters, etc. in collaboration with Communications Committee.

Diversity Representative: The Diversity Representative is a representative of marginalized students, women, LGBTQ+, non-traditional students, those of different ethnicities and races, and represents all inclusion, etc. The representative must be a member of Social Welfare Committee, and shall also be responsible to be a liaison with the office of multi-cultural affairs and student government association. They shall also meet with diversity-related clubs once a semester. The diversity representative will receive bi-weekly report questions specifically related to diversity.

Section VII. SGA members are mandated to attend a minimum of four (4) events per year. These events are as follows: the Children’s Halloween Party, the Children’s Christmas Party, the Children’s Easter Party, and the Student Awards Ceremony. Failure to attend these events will result in an absence. All other events required to attend are at the discretion of the senate. If two (2) of the four (4) events are unattended per year, then removal of office shall be considered. Excused absences must be approved by the President or the VP of Programming.

Section VIII. All members of both the Executive Board and the Student Senate are required to sit on at least one (1) SGA committee as a part of the general requirements of the SGA, pending available positions.

Section IX. **Removal from office:** An Executive Officer or Representative of the SGA may be impeached for serious neglect of duty by a majority of the entire Senate. An Executive Officer or Representative shall be tried

by the Senate and subjected to a two thirds vote in the affirmative from the senate to be removed from office.

Article VII. Meeting of the Senate:

- Section I. Regular meetings of the Senate shall be Thursdays from 3:15 PM until all topics have been covered.
- Section II. Special meetings of the Senate may be called for designated purposes by the Dean of Students, the SGA Advisor, President of the SGA, or majority vote of the Student Senate. Notice of a special meeting shall be posted at least two days in advance in the SGA Office.
- Section III. All meetings of the Student Senate shall be open to the public, unless closed by a majority vote of the members of the Senate.
- Section IV. In the absence of the Student Government Association and formal meetings during the months of May, June, July, and August, and for the continuous advancement of the mission of the SGA and its objectives, the SGA Executive Board shall have full voting privileges on programs and expenditures.
- Section V. Quorum: A quorum for any meeting of the Senate shall consist of no less than fifty percent plus one, of the representatives. The quorum shall be comprised of the filled Senate seats.
- Section VI. All representatives and executive board members are required to attend two (2) SGA retreats and one (1) paraprofessional event per academic year. Required attendance at additional events will be at the discretion of the senate.

Article VIII. Relations with the College:

- Section I. The Senate, its subsidiaries and all other student organizations will be governed by the official policies and administrative regulations of the College as expressed to such groups by their faculty/staff advisors.
- Section II. The Director of Student Activities shall serve as an administrative advisor to the SGA, henceforth referred to in this document as the SGA Advisor.
- Section III. Dean of Students and the SGA Advisor cooperate in assisting faculty members to serve as advisors to the SGA, clubs and organizations.

Article IX. COMMITTEES:

- Section I. There shall be five (5) standing committees of the SGA: Budget and Appropriations Committee, Rules and Regulations Committee, Social Welfare Committee, Communications Committee, and Events Committee
- Section II. The President of the SGA shall delegate members of the Senate to serve on committees. Other members of the association may be appointed at the discretion of the SGA President.
- Section III. All committees shall present verbal reports to the Senate as to their progress on the duties set forth in the Constitution during the SGA meeting.
- Section IV. The SGA President may form special committees as deemed necessary and appoint any member of the Senate to serve as chair. The special committees will follow the same reporting procedure as the standing committees.
- Section V. In an effort to better involve students in the college legal and regulatory affairs, Hilbert College's various committees have agreed to allow a member of the SGA per committee to be a part of their meetings. These include, but are not limited to, committees involved with the areas of College Academia, College Athletics, Student Life, Financing, and Campus Safety Issues.
- Section VI. The SGA committees and their specific duties shall be as follows:
- Clause I. The Budget and Appropriations Committee:
The Budget and Appropriations Committee shall:
- a) Assist the SGA Treasurer and the SGA Advisor in preparing the annual budget.
 - b) Review, process, and allocate all annual club budget requests.
 - c) Work with the SGA Treasurer to ensure that deposits and payments are made in a timely manner.
- Clause II. The Rules and Regulations Committee:
The Rules and Regulations Committee shall:
- a) Monitor the attendance of the SGA, and its Committees in coordination with the SGA Secretary. Irregularities in attendance of the SGA and Committees shall be reported to the SGA President for mediation and/or disciplinary action. Lack of compliance with the attendance policy of clubs shall be reported to the SGA Vice President for mediation and/or disciplinary action.

- b) Review and propose amendments to the SGA Constitution and By-laws on an annual basis
- c) Enforce the policies and procedures stipulated in the SGA Constitution and By-laws.
- d) Ensure Roberts Rules of order are followed when SGA meetings are conducted.
- e) Monitor club flyers for SGA compliance on a weekly basis and remove items in non-compliance.
- f) Write and deliver a concise written statement to all rejected candidates explaining why the candidate was rejected.
- g) Review all club charters on an annual basis and present to the SGA for approval.
- h) Coordinate and conduct all SGA elections. Review and recommend changes in election requirements and procedures to the SGA on an annual basis.
- i) Select member(s) to serve on the Student Life Conduct Board.

Clause III. The Social Welfare Committee:

The Social Welfare Committee shall:

- a) Assess the needs of the student body and articulate those needs to the representative offices and/or committees.
- b) Conduct an annual campus safety walk in coordination with the Director of Student Activities, The Dean of Students and the Director of Campus Safety and recommend changes accordingly.
- c) Conduct a student concern survey once per year and report the results to the Student Senate.

Clause IV. The Communications Committee:

The Communications Committee shall:

- a) Be responsible for all digital and other types of communication and media around the college in regards to advertising and promoting Student Government as a whole.
- b) Monitor the SGA Hilbert College website.
- c) Create proposals for the advertisements on the TV screens located around campus.
- d) Maintain SGA board(s) in Bogel Hall, Campus Center, and all other advertisement creations and promotions.

Clause V. Events Committee:

The Events Committee shall:

- a) Plan, organize, and direct the Student Awards Banquet in the Spring Semester. Work with the VP of Programming to help organize all SGA sponsored events. This includes but is not limited to the three Children's Holiday Parties.

- b) Recognize the role of club advisors by planning an appreciation function on an annual basis.

ARTICLE X. RECOGNIZED CLUBS AND ORGANIZATIONS

- Section I. Any group of students desiring to function as an inclusive student organization of Hilbert College, which has as its purpose the fulfillment of social, recreational, or cultural interests of the student body, may apply for recognition by the SGA and the College through the submission of a Request for Charter at any time throughout the academic year. This applies to clubs funded and not funded by the SGA. The Charter Request Form must be completed and turned into the Vice President. At that time, the Senate shall then vote for approval. A newly chartered club may apply to receive up to \$100 per month remaining in the academic year. To receive the full amount of funding for the month in which the club is applying, there must be at least seven (7) days left in the month.
- Section II. Clubs may hold tryouts if the club is based on skills or abilities. The clubs may not discriminate based on sex, race, economic status, sexual orientation, religion, age, nationality, gender identity or expression or able-bodiedness.
- Section III. Clubs requesting to be re-chartered for the next academic year must fill out a charter form in the spring semester along with a budget request form if they want to receive funding. Each club is required to have a President, an Advisor and five (5) members. Clubs are required to have a treasurer if it is planned to do any type of monetary transactions, including, but not limited to, fundraising, requesting of funds, and check requests or deposits. All other officers are at the discretion of the club. In order to receive funding, the SGA must have a record of the officers before the Budget Hearing in the spring. Any club who requests funding any time after the Budget Hearing in the spring, and has been chartered the previous year (only), the club will only be eligible for \$125 per remaining month of the academic year. To receive the full amount of funding for the month in which the club is applying, there must be at least seven (7) days left in the month.
- Section IV. The act of charter and recognition shall be evidence of the right of the organization to use the name of the SGA and the College and shall entitle the group to the use of College facilities in accordance with normal policies, procedures and regulations.
- Section V. All SGA chartered organizations shall be responsible to the SGA and the College shall be held responsible for the official acts of their officers and members.

- Section VI. The SGA requires that each club funded and not funded by the SGA have at least one executive board member or advisor attend the All Clubs Meeting in September and in the spring. Furthermore, the SGA requires that each club funded by SGA attends the Budget Review Process in the Spring semester.
- Section VII. Clubs are required to submit Activity Report Forms to the SGA Vice President on the first Monday of every month. Clubs are required to submit Financial Report Forms to the SGA Treasurer on the first Monday of every month.
- Section VIII. If clubs purchase equipment with SGA or club funds with the intention of it being returned, the equipment must be returned to advisor or the club member may face holds in registration or access to transcripts until it is returned or paid for.
- Section IX. Non-Students will be allowed to be in clubs at discretion of the clubs. However, they may have to pay any club dues out of pocket.

Article XI. RULES OF ORDER

- Section I. The rules contained in Robert's Rules of Order (revised) shall govern the SGA and its subsidiaries in all cases and situations to which they are applicable, and in which they are not inconsistent with the constitution subsequent amendments, or terms of applicable charters.
- Section II. This constitution may be amended by the following procedure: the 2/3 approval by the Student Senate, who shall be responsible to publish notice of the intended amendment at least two weeks prior to bringing to the floor or the Senate.

This Constitution of the Student Government Association of Hilbert College has been established by the officers of the Dean of Students in June 1971 and amended in May 1999, June 2002, March 2003, September 2005, October 2006, April 2007, October 2007, April 2009, March 2010, November 2010, March 2011, February 2012, March 2012, April 2013, April 2014, April 2015 and April 2016.

All students at Hilbert College have the right to bring matters for discussion or issues to be considered by the Student Government Association. Please refer to the Student Handbook for the grievance policy and procedure.

**Student Government Association
By-Laws for the Hilbert College Student Government**

- I. Any member of the Hilbert College faculty, staff, or administration may become a club advisor.
 - II. Any member of the Hilbert College faculty, staff, or administration that becomes an advisor should note that they can only advise up to three (3) clubs per academic year.
 - III. The Student Senate will follow the rules and procedures found in the most current issue of Robert's Rules of Order.
 - IV. SGA funds may be used to fundraise for a charitable cause. SGA allocated funds may not be donated directly to charitable causes.
 - V. The use of the funds in a club's Even Exchange Account can be used as a donation to charitable causes; there is no cap on this amount.
- VI. Fundraiser Request Form and Facility Reservation Form Policy**
- Each club funded or not funded by the SGA is allotted unlimited fundraisers. The fundraiser location will be regulated by SGA to ensure that all clubs have an equal opportunity to use the Bogel Hall Atrium.
 - All clubs funded and not funded by SGA must submit a completely filled out Fundraiser Request form into the Student Government Office either two (2) weeks or two (2) meetings before the fundraiser is held, whichever is shorter.
 - In conjunction with the SGA by-laws, clubs must submit a Fundraiser Request Form to the Vice President for Institutional Advancement if they are planning a fundraising event/activity that meets AT LEAST ONE of the following criteria:
 - a) the group is planning to mail invitations to Alumni, Corporations, and/or Foundations to purchase tickets to attend the event.
 - b) the group is promoting the event as a formal affair (e.g. a formal sit down dinner) with proceeds supporting the group's efforts.
 - c) the group will be soliciting individual and/or corporate sponsorship support in the form of cash donations of \$250 per donor or gifts in kind (such as catered food, auction items, apparel) of \$250 or more per donor to underwrite the event.
 - d) the group is charging an attendance/entrance fee of \$25 per person or more.
 - In the case that a club fundraiser request form is not properly filled out, the request can be decided through a vote of the SGA senate.
 - The Fundraiser request form must be attached with a copy of the completed Facility Reservation Form if required, which can be obtained from the Business Office.

- When a fundraiser request is approved, a notification e-mail will be sent out to the club President and advisor.
- If a club continues on with a fundraiser without approval, or violates any of the above criteria, the SGA holds the right to review violation and determine a consequence dependent on the severity of violation. Any non-funded club who violates the above SGA criteria will receive three (3) warnings. If the non-funded club continues to violate the SGA criteria, the club will be suspended of its club duties for one (1) semester. If the club chooses to return to their duties after the suspension and hold a fundraiser, other clubs will have priority over this club.
- Any fundraiser where money is given to charity, proof of the action must be provided to the Student Government Office.
- Each club is allowed to have one (1) fundraiser request approved of during the months of SGA's absence from graduation to the beginning Fall semester, and one (1) during Winter break for the Spring semester. In this event, the Fundraiser Request form must be completely filled out by the club president and advisor, then submitted and approved by SGA's advisor.

Fundraiser Request Forms Penalizations

If a club fails to turn in a Fundraiser Request Form to be approved the SGA or the request is not approved by the SGA and the club continues on with the fundraiser, the following penalties will apply:

- A first offense will result in a reduction of 10% of the original SGA allocated funds for the current academic year.
- If a second offense occurs, an additional 25% reduction will be assessed.
- If a third offense occurs, an additional 50% reduction will be assessed.
- If a fourth offense occurs, ALL funds will be withheld for the remainder of the academic year. Please keep in mind that following SGA Policies are a criterion for future budget allocations.

VII. Sign Out Policy for All SGA Equipment

Any club wishing to use any equipment owned by the Student Government Association will be allowed to sign the equipment out in the SGA Office with an Executive Board Member or the Advisor to the SGA. The person who signs out the equipment is assuming all responsibility for the equipment. Clubs are responsible for lost equipment and damages, picking up the equipment, cleaning the equipment, and the purchasing any supplies needed.

VIII. Policy for Appeals

If a situation arises where a problem occurs, and a club feels it is necessary to address the SGA, that club should approach the SGA in advance and then send a representative to attend an SGA Senate meeting as soon as possible. The SGA has set aside a "Questions from the Audience" portion at the beginning of every meeting; during this time audience

members can address the Senate with concerns, questions, or requests that they feel deserve to be discussed.

If a club has a problem that has stemmed from the monthly financial reporting process and/or any penalties that have been accrued, then that club should send a student representative(s) and an advisor (if possible) to come and present the case to the Senate.

If a decision is made to reinstate the funds that were penalized, it should be noted that although no final monetary penalty was assessed, if a second offense occurs, that fine will consist of the original penalty in addition to the penalty that will be assessed for a second offense.

IX. New Clubs Chartering Policy

Any group of individual students who have begun the chartering process is required to present to the Student Senate, during regular meeting times, a brief description about their club; including its goals, and fundraising ideas. This time is also to be used to answer any questions that might arise, and allow the Senate members to interact with the student representatives and strengthen ties between both parties. This meeting should take place as soon as possible, as the club's charter will not be approved until this meeting takes place.

In extenuating circumstances where a meeting with the Senate is not feasible, a meeting between the Student Representative, The SGA Treasurer, and the SGA Vice-President will be considered acceptable, pending the charter's approval by the SGA Rules and Regulations Committee.

X. Attendance for Voluntary Events

Any member of the SGA must attend any event or trip that they have volunteered for. If a member of the SGA misses such an event or trip, he or she can receive an absence in SGA. The SGA member must be excused by the President if he or she cannot be present for a volunteered event or trip, to avoid receiving an absence.

XI. Alcohol Policy

Clubs and the SGA are not permitted to directly sell any alcohol at any club or SGA events. Alcohol may also not be purchased by a club using club funds even if a person is of legal age. Failure to comply will result in disciplinary action decided by the SGA board and advisor.

XII. Travel Policy

SGA requires that clubs that decide to travel outside of a fifty (50) mile radius or overnight at any location must have a Hilbert College affiliated chaperone attend if club members decide to use SGA funded money (such as a club advisor). In addition, the club must fill out the travel form provided by the Student Life office and returned after it has been filled out. Failure to comply will result in disciplinary actions decided by the SGA board and advisor. While traveling, no alcohol may be provided to or bought for the students or the advisor using club funds.

XIII. Overnight Stays

If a club should conduct an overnight stay every person must have their own bed.

Bedrooms may be separated based on sex, gender identity, gender expression or sexuality at the discretion of the club.