



## CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION OF HILBERT COLLEGE

### **Preamble:**

We, the students at 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 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 who pay the Student Activities Fee at 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 are members of the Association and can participate in the SGA meetings. It is encouraged for the student body to vote in all campus-wide elections for SGA.

Section IV. All senate are individuals who have consistent voting rights and are required to be in attendance for SGA Meetings as an officer of the organization.

### **ARTICLE III. ORGANIZATION OF THE ASSOCIATION**

Section I. The Executive Officers of the SGA shall be a President, Vice President of Operations, Vice President of Communications, Vice President of Finance, Vice President of Programming, and Vice President of Inclusion.



Section II. The Vice Presidents of the SGA shall be also known as the following abbreviations:

- a) Vice President of Operations – VPO
- b) Vice President of Communications – VPC
- c) Vice President of Finance – VPF
- d) Vice President of Programming – VPP
- e) Vice President of Inclusion – VPI

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

Section IV. The voting members of the Senate shall consist of the Executive Officers except for the President, Members at Large, and Coordinator of Senior Initiatives. Any student at Hilbert College who wishes to vote may present their case to the Executive Officers following the Due Process procedure as stated in Article V of the By-Laws.

#### **ARTICLE IV. SGA 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 and the student experience.
- b) To be responsible for the administration and allocation of all funds accruing through the Student Activities Fee in support of additional institutional funding.
- c) To represent the student body in relations members of the college community including faculty, staff, administration, members of the Board of Trustees, alumni and community members.
- 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. The SGA Senate shall be undergraduate students in good standing academically and behaviorally, as defined by the College. Graduate students who obtain a leadership role within SGA shall pay the Student Activities Fee.
- 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, some exceptions may apply through the discretion of the previous Senate and SGA Advisor.
  - b) Hold a cumulative point average of at least 2.50.
  - c) Not be on academic or disciplinary probations.
  - d) Be able to attend all weekly meetings.
  - e) Be allotted three (3) absences per year from the senate 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 of their position.
- Clause III. Candidates shall meet specific requirements as set by the current SGA Senate.

Section II. Nominations:

- Clause I. Candidates for all the SGA positions shall present to the current SGA Senate a Petition for Candidacy which has been signed by fifteen (15) students. No one on the current SGA Senate may sign this document.
- Clause II. The Petition for Candidacy shall be approved the Office of Campus Involvement 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 be in good standing with the college. In the written platform, the student will be required to describe any prospective plans, ideas, or goals they



intend to accomplish by joining SGA. A copy of this written platform should be given to voting members of SGA.

- Clause IV. Each Candidate will have an equitable opportunity to share their platform with the study body. Their Petition for Candidacy will be published and accessible to all voting members.
- Clause VI. For mid-year appointments due to vacancy, the SGA Senate will be able to review a candidates Petition for Candidacy and vote on a resolution as a Senate. If the senate votes “no”, the SGA Advisor will provide the candidate the rationale in writing. The SGA Senate and Advisor must communicate the decision within 5 business days of an election unless communicated otherwise.

### Section III. Elections:

- Clause I. The SGA Senate shall be elected by secret ballot of the members of the student body on dates set by the SGA Advisor and current SGA Senate.
- Clause II. An election for all SGA Senate Officers will take place in the spring semester:  
 a) Six Executive Officers  
 b) Four Members at Large  
 c) One Coordinator of Senior Initiatives
- An election for any vacancies within the SGA Senate will take place in the month of September.
- Clause III. All elected SGA Senate 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 unless communicated otherwise.
- Clause IV. In the event of a vacancy in the Presidency, the Vice President of Operations shall assume the office. For any other vacancy, the remaining SGA Senate members shall meet as a single body, appoint 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 V. Class Standing: For purposes of election and holding office in any student organization, class status shall be defined by the College.

Clause VI. Write In Elections: Should a write in candidate in an election win, they may be appointed into the SGA if they have more than ten (10) votes. If the write in candidate has less than ten 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 communicate monthly with the student body, in writing and at SGA Senate Meetings. They shall appoint all necessary committee chairpersons and shall receive verbal reports from all committees on a weekly basis during the SGA Senate meeting. 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 serve on major campus committees and on projects from the college President and the Dean of Students. The President shall communicate with the College's Administration and serve as the voice of the student for campus-wide decisions. The President shall also lead the branding initiatives of SGA and uphold the missions and values of Hilbert College. It is the President's duty to be present for SGA sponsored events and represent the Senate when appropriate.

Section II. **Vice President of Operations (VPO):** The Vice President shall perform all duties of the President in their absence. VPO shall run or appoint a member of the Senate facilitate Student Government Meetings. The VPO shall manage events of club approved activities. The VPO shall create/uphold the Club Policies and Procedures to distribute to all Clubs/Organizations each fall. The VPO shall report out weekly engagement opportunities for Clubs/Organizations. The VPO shall facilitate the creation and charting of all Clubs/Organizations. The VPO shall serve as the club President's liaison to the SGA. The VPO shall assist in club and organization content for campus



Kiosks. It is the VPO duty to attend all required SGA hosted activities and any other selected activities. The VPO shall chair the chartering process and oversee implementing new Clubs/Organizations while also managing the engagement of Clubs/Organizations. At least one of the members at large will report to the VPO for club related duties.

- Section III. **Vice President of Communications (VPC):** The VPC 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. The VPC will also serve as the social media manager for SGA and review content of Clubs/Organizations post. In addition, the VPC shall be responsible for all correspondence of the Student Government Association to the college and community. In May of each year, the VPC shall archive all documents associated with the academic year into a folder within blackboard. The VPC will also be responsible for maintaining the SGA Blackboard page. The VPC will create and distribute toilet talks and support the President in monthly communication to the student body.
- Section IV. **Vice President of Finance (VPF):** The VPF shall allocate and maintain all financial records directed by the SGA and Senate. The VPF manages budgets of all Clubs/Organizations. The VPF will facilitate all training to club treasurers. The VPF shall submit written and verbal financial reports to the SGA Senate on a weekly basis. The VPF shall review Financial Report Form monthly. The VPF shall prepare an annual budget and derive club funding. The VPF will assist the Office of Campus Involvement with budgetary planning efforts using the Student Activities Fee and College allocated funds. In extenuating circumstances or time sensitive matters, the VPF may exercise discretion and process fundraiser requests with the approval of the SGA Advisor. The VPF will co-facilitate budget allocations process in the spring with the SGA Advisor and Office of Campus Involvement.
- Section V. **Vice President of Programming (VPP):** The VPP shall serve as the President of the Campus Activities Board (CAB). CAB will be funded through the SGA Senate and not as club. The VPP will be responsible for CAB coordinating large campus wide engagement and the Student Awards Ceremony. The VPP will present monthly Activity Reports. The VPP will also oversee the BERT Mascot Costume through the use of the BERT Request Form. In addition, they will oversee the Club Event Form. The VPP in coordination with the Office for Campus Involvement is responsible with



assisting in Campus Wide Traditions including Welcome Week, Fall Fest, and BERT Fest.

Section VI. **Vice President of Inclusion (VPI):** The VPI will be responsible for working directly with CAB coordinating on large campus wide cultural engagement and advocacy of diversity, equity, and inclusion efforts. The VPI will align programmatic efforts with the Vice President of Mission and Equity. The VPI will assist SGA in making sure all actions and opportunities represent our diversity student population and creates equal and accessible opportunities for all. The VPI will also assigned with creating surveys that are from SGA to the student body, preserving the inclusion efforts of the college. To make sure they are inclusive and equitable to all students, the VPI will create any survey that derives from the SGA Senate.

Section VII. **Members at Large:** Members at Large shall work directly with the Executive Officers on special projects and SGA Senate Committees. The Members at Large shall support the VPO in day-to-day responsibilities of SGA.

**Coordinator of Senior Initiatives (CSI):** The CSI will be an officer within CAB on senior recognition and engagement. The CSI will be allocated significant funds from CAB to celebrate seniors within 100 days of graduation. The CSI serves as student representation on graduation-based planning committees.

All SGA Senate members are required to attend all SGA meetings and major events hosted by CAB. All SGA Senate members may be assigned additional duties and assignments to best serve the student body.

Section VIII. SGA members are mandated to attend a minimum of four (4) events per year to support Clubs/Organizations. Failure to attend these events will result in a loss of stipend. All other events required to attend are at the discretion of the senate. Excused absences must be approved by the President or the VP of Programming.

Section IX. **Removal from office:** An SGA Senate member may be impeached for serious neglect of duty by much of the entire Senate. A member of Senate



shall be tried by the Senate and subjected to 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 SGA will consist of a Presidents' and Treasurers' Meeting occurring once a month and two All-Clubs Meetings, occurring during the semester or four in an academic school year.
- Section II. During the Presidents' and Treasurers' meetings, the Senate will be meeting with the respective officers of each club once a month, throughout the school year. These meetings are for updates from clubs and SGA and any report forms that are required at the time (e.g. Activity Report Forms, Club Event Forms, and Financial Report Forms).
- Section III. An All-Clubs Meeting occurs at the beginning and end of each semester, totaling in four per academic school year. These meetings are for all clubs to be in attendance for overarching updates and notices of events that are occurring during the semester and the breaks (e.g. Title IX Training, DEI Training, and Campus-Wide Changes).
- Section IV. Special meetings of the Senate may be called for designated purposes by the Dean of Students Office, 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 V. All meetings shall be open to the public, unless closed by a majority vote of the members of the Senate.
- Section VI. Quorum: A quorum for any meeting of the Senate shall consist of no less than fifty percent. The quorum shall be comprised of the filled Senate seats.
- Section VII. All representatives and executive board members are required to attend one SGA retreat in the fall and one paraprofessional event per academic year. Required attendance at additional events will be at the discretion of the senate or SGA Advisor.

**Article VIII. RELATIONS WITH THE COLLEGE**





- Section I. SGA, 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 Involvement shall serve as the 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 employees to serve as advisors to the SGA and Clubs/Organizations.

**Article IX. 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/Organizations funded and not funded by the SGA. The Charter Request Form must be completed and turned into the Vice President of Operations. At that time, the Senate shall then vote for approval. A newly chartered club will receive \$500 that will be added to the club's individual SGA Account.
- Section II. Clubs/Organizations may hold tryouts if the club is based on skills or abilities. The Clubs/Organizations may not discriminate based on sex, race, economic status, sexual orientation, religion, age, nationality, gender identity or expression or able bodies. To confirm that this is practiced, the VPI will be present during these times.
- Section III. Clubs/Organizations 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 additional funding. Each club is required to have a President, an Advisor and five (5) additional members. Clubs/Organizations are required to have a treasurer if they plan 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. Officers must be voted on by members of the club



with the advisor facilitating the process. No advisor can select officers for Clubs/Organizations.

Section IV. Clubs/Organizations must have an advisor. The club/organization will choose their advisor. Advisors must be a full-time member of the staff or faculty employed on campus. The students should ask the faculty/staff member if they would be willing to serve as an advisor. The advisor must agree to serve in this capacity. The voluntary association between the advisor and the organization should continue if both parties believe the relationship is productive and mutually satisfactory. An individual should not accept the invitation to serve in this important role unless they are prepared to fulfill the expectations. All faculty or staff members may not be allowed to serve as Club Advisor on more than two clubs, whether that be sole advisor or co-advisor.

Departmental Clubs/Organizations must choose an advisor that is associated with their major/field. The advisor does not need to be the department head, nor does it limited to faculty if there are staff members that work in a similar capacity to the Clubs/Organizations vision.

The SGA Advisor can only serve as advisor to SGA Organizations (CAB) or when an advisor left mid-year. The club must attempt to find a new advisor between the time of vacancy and re-chartering. Clubs/Organizations will not fulfill rechartering requirements if the SGA Advisor is still the interim-Advisor.

Section V. 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 VI. 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 VII. The SGA requires that each club funded and not funded by the SGA have at least one representative attend the two All-Clubs Meetings per semester.



One student may only represent up to two clubs to promote an inclusive and equitable environment for all.

- Section VIII. The SGA requires that every club officer must attend any mandatory trainings that occur throughout the academic year including, but not limited to, Title IX and Diversity, Equity, and Inclusion. These trainings are to ensure that all students are safe and welcomed at Hilbert College. These trainings are applicable to club officers and approved of throughout one full academic year or two semesters.
- Section IX. Clubs/Organizations are required to submit Activity Report Forms to the SGA VPP and Financial Report Forms to the SGA VPF on the first Monday of every month.
- Section X. If Clubs/Organizations purchase equipment with SGA or Clubs/Organizations funds with the intention of it being returned, the equipment must be returned to advisor, or the Clubs/Organizations member may face holds in registration or access to transcripts until it is returned or paid for.
- Section XI. Non-Students (alumni, community or otherwise) will be allowed to be in Clubs/Organizations their discretion. Approval from the VPO or SGA Advisor is encouraged. Non-students are required to pay all fees and services out of pocket. Non-students are not eligible to hold office.

**Article X. RULES OF ORDER**

- Section I. The rules contained in Robert's Rules of Order (revised) shall govern, when possible, for the SGA. It is expected that its subsidiaries in all cases and situations to which they are applicable other than specific Hilbert College processes outlined within the SGA Constitution, By-Laws, Student Code of Conduct and published materials from the SGA.
- 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, April 2016, September 2021, and October 2022.

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**

**ARTICLE I. OVERVIEW OF STUDENT GOVERNMENT ASSOCIATION**

- Section I. Any member of the Hilbert College faculty, staff, or administration may become a club advisor.
- Section II. Any member of the Hilbert College faculty, staff, or administration that becomes an advisor should note that they can only advise or co-advise up to two Clubs/Organizations per academic year.
- Section III. Elected SGA Officers shall be known as the Student Senate or SGA Senate.
- Section IIII. The SGA Senate will follow the rules and procedures found in the most current issue of Robert's Rules of Order.
- Section V. SGA funds may be used to fundraise for a charitable cause. SGA allocated funds may not be donated directly to charitable causes.
- Section IV. The use of the funds in a club's Even Exchange Account can be used as a donation to charitable causes.

**ARTICLE II. CLUB AND ORGANIZATIONS PROCEDURES FOR STUDENT GOVERNMENT ASSOCIATION**

- Section I. All Clubs/Organizations supported by the Student Government Association are required to complete rechartering to stay active on campus.
- Section II. All current Clubs/Organizations will complete rechartering for the academic year in the spring semester. Clubs/Organizations rechartering includes:
- Completing elections for upcoming academic year
  - Completing the rechartering form which will include officers, advisors, active members, and goals for upcoming year. The form will also include planning for major events and intended use of funding.



- Any Clubs/Organizations requesting more than \$500 (minimal allocation for clubs) will be required to participate in the Budget Allocations process outlined in Article III.
- Clubs/Organizations cannot obtain SGA funding when not chartered.

Section III. All Clubs/Organizations elections must occur before the rechartering timeline to obtain funding beyond \$500.00. Clubs/Organizations that complete rechartering after timeline can still become a club, but additional funding will only be available by request from the Budget Allocation Committee.

Section IV. Clubs/Organizations must have an advisor to complete rechartering.

Section V. All new Clubs/Organizations will complete an application to charter. Applications include:

- Name of Clubs/Organizations
- Creator of club/organizations name, intent and goals
- 5 members and advisor for Clubs/Organizations
- Three approaches to Club/Organization recruitment
- Strategic plan for year one of the Club/Organization
- Desired budget for year one implementation
- Completed elections of a President and a Treasurer

After a Club/Organization has completed their application to charter, the VPO will assist club officers in implementation. Upon recommendation of the VPO, the Club/Organization will present their application to the SGA Senate for a discussion and vote. The VPO must abstain their vote to remain objective as their mentor in the application process.

Section VI. All new Clubs/Organizations will receive pro-rated allocations if not approved for a larger budget.

Section VII. All Clubs/Organizations officers that violate college policy could be removed from their position as a result of an educational sanction. Any Club/Organization reported of violating college policy will be paused until a Community Standards meeting has been completed with a resolution and appeal. Results of Conduct Standing could include the club being dissolved.



Section VIII. The SGA Senate or Advisors have the right to adjust rechartering protocols at any time with official communication to the student body.

**ARTICLE III. FINANCIAL PROCEDURES FOR STUDENT GOVERNMENT ASSOCIATION**

Section I. All Clubs/Organizations supported by the Student Government Association have the right to funding allocations and request from the Student Activities Fee. Clubs/Organizations can also fundraise with an even exchange account for additional funding.

Section II. All current Clubs/Organizations and organizations approved of rechartering will be allocated \$500.00 as a minimal operational budget. Clubs/Organizations requesting additional funding for their annual budget are required to participate in the budget allocation process. Clubs/Organizations can complete a special funding request with the Budget Allocation Committee when classes are in session to support club needs as well.

Section III. Budget allocations will occur after club rechartering in the spring semester. Clubs/Organizations requesting more than \$500.00 will be asked to present to the budget allocations committee on how much funds they are requesting, their plan of using the funds for the upcoming academic year and how these additional funds impact the student experience.

After all presentations are heard by the budget allocations committee, the members of the committee will allocate funds. All decisions will be communicated to club president, treasurer, and advisor via email. Clubs/Organizations may not receive the full request. Clubs/Organizations regardless of the budget allocations process can use special funding requests throughout the academic year to support initiatives not available in Clubs/Organizations budgets.

Section IV. All funds used within Clubs/Organizations must be used to support the student body. Clubs/Organizations must follow the college's financial policies.



Section V. Each club is allotted unlimited fundraisers. The fundraiser location will be regulated by SGA to ensure that all Clubs/Organizations have an equal opportunity to use common spaces on campus. All Clubs/Organizations must submit a Fundraiser Request form to SGA either two (2) weeks or two (2) meetings before the fundraiser is held.

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:

- The group is planning to mail invitations to Alumni, Corporations, and/or Foundations to purchase tickets to attend the event.
- The group is promoting the event as a formal affair (e.g., a formal sit-down dinner) with proceeds supporting the group's efforts.
- 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.
- 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 will be sent back to the club for feedback and suggestions to resubmit.

Section VI. After a Fundraiser request form is approved, clubs must complete the Facility Reservation Form. When a fundraiser request is approved, a notification e-mail will be sent out to the club President and advisor.

Section VII. If a club continues 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. If any 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 filled out by the club president and advisor, then submitted and approved by SGA's advisor.

- Section IX. 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 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.

**ARTICLE IV. POLICIES AND PROCEDURES FOR STUDENT GOVERNMENT ASSOCIATION**

- Section I. The travel policy 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.
- Section II. Overnight Stays with club/organization trips 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.
- Section III. Clubs and the SGA are not permitted to directly sell or consume any alcohol or other drugs at any club or SGA events. Clubs and organizations are required to follow the college's Alcohol and other Drugs policy during any college funded or approved function. Violations of alcohols and other



drugs could include dissolution of club/organization and disciplinary sanctions.

Section IV. Any student or advisor wishing to use any equipment owned by the Student Government Association will be allowed to. Students/ Advisors must contact the Office of Campus Involvement. The individual who signs out the equipment is assuming all responsibility for said equipment. This includes lost equipment and damages, picking up the equipment, cleaning the equipment, and the purchasing any supplies needed. Equipment must be returned within 1 business day of completed use.

**ARTICLE V. DUE PROCESS WITHIN STUDENT GOVERNMENT ASSOCIATION**

Section I. If a situation arises where a problem occurs, students can address SGA. Club/organization concerns or complaints should approach the SGA Senate in advance and then send a representative to attend an SGA Senate meeting if not resolved or needs further discussion. 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.

Section II. SGA will partner with the student body when necessary to advocate for essential campus changes on campus. SGA will follow college protesting policies if said action occurs. SGA supports the advocacy of students needs and will assist students in amplifying their voices while maintaining order, structure and Franciscanism.

Section III. Any student has the right to field a concern to the SGA advisor if the SGA Senate either cannot resolve a concern or the concern is with a senate member or operation. The SGA Advisor will work collaboratively with students, when possible, on concerns or allocate the concerns to appropriate college officials.