

Houghton College

Student Government Association

2016-17 Bylaws

*Adopted by the 3rd SGA Students' Executive Council on Thursday September 22, 2016.
In accordance with Article IV §A of the SGA Constitution.*

SGA BYLAWS

Notes on the bylaws: any reference to a position, unless otherwise specified, refers to a position within the SGA. Examples of positions outside the SGA are the Director of Student Programs, the college President, the Vice President for Student Life, etc. For rules of the bylaws, see the constitution (Article IV§A).

Article I. Additional Responsibilities and Duties of the Executive Officers

A. All Executive Officers shall:

1. Uphold the purpose of the SGA as outlined in the constitution and uphold Article I of the constitution,
2. Attend a training, planning, and team-building event of at least three days prior to the fall semester and another within two weeks of the beginning of the spring semester, organized by the President and the Vice President,
3. Ensure that the members of the student body are aware of the purposes and availability of the Club/Event Fund (CEF) and the Student Project Committee (SPC) and how they may submit requests for each,
4. Attend meetings of the Executive Council (EC),
5. Not participate in full-semester off-campus programs that involve off-campus residence, with the exception of the Executive Officer (EO) of Nontraditional Students.
6. Be able to understand and work with Robert's Rules of Order.
7. Executive Officers should not be involved in more than ten hours of extra-curricular activities in addition to SGA per week (does not include work).

B. The Student Body President shall:

1. Act as chief executive of the SGA and Chair of the EC,
2. Act as the official representative of the student body to the faculty, administration, and Board of Trustees,
3. Serve as the student representative on the Board of Trustees and its Student Life sub-committee,
4. Uphold the student body constitution,
5. Be ultimately responsible for executing legislation passed by the EC,
6. Be ultimately responsible for maintaining communication between the branches of the SGA, the student body, and the administration, as well as answer on behalf of the EC, in an official capacity, questions pertaining to the EC,
7. Be ultimately responsible for the spending of SGA-controlled financial accounts,

including signing contracts binding of the SGA,

8. Report any veto to the EO of Communication, along with a letter detailing the rationale, before the end of the next regular EC meeting,
9. Appoint and dismiss Presidential ad hoc committees at his or her discretion, as well as approve Executive Assistants for different Executive officers as needed. These Assistances will be appointed by the officer in need of assistance but ultimately approved by the President; these individuals shall not be paid or required to maintain regular office hours,
10. Oversee the organization of the freshman class cabinet,
11. Call meetings of the Student Project Committee (SPC),
12. Serve on the Student Life Council (SLC) and present reports at each SLC meeting for the purpose of sharing information,
13. Prepare the Campus Services Budget after meeting in consultation with association executive officers (e.g. STAR Editor-in-Chief),
14. Shall call, when necessary, meetings of the President, Vice President, and Executive Officers to discuss confidential matters,
15. Meet with the individual members of the EC as necessary,
16. Coordinate a meeting with the class presidents at least once each month,
17. Report all student organization staff members who receive stipends to the EC and to the Student Life Council,
18. Be able to vote only in the case where the outcome is affected, and
19. Have three posted office hours per week, and two floating office hours per week.

C. The Student Body Vice President shall:

1. Act in place of the President in his or her absence,
2. Communicate and coordinate meeting on behalf of SGA to the Alumni Board,
3. Call the meetings of EC to order (In the event the Vice President will be absent, he or she shall appoint another Council member to call the meeting to order),
4. Track attendance of class representatives and associate members of the EC at SGA-related activities, including EC meetings, office hours, and committee meetings,

5. Work with the EO of Communications to set the EC agenda and maintain communication between the branches of the SGA,
6. Chair EC meetings in the President's absence,
7. Maintain a working knowledge of *Robert's Rules of Order* and the student body constitution and these bylaws and provide a copies of the student body constitution and these bylaws along with advice on parliamentary procedure to new EC members,
8. Notify, in conjunction with the EO of Communications , all relevant parties of decisions made by the EC,
9. Coordinate regular blood drives in conjunction with the American Red Cross and ensure EC members work at sign-up and day-of tables,
10. Meet as necessary with the President,
11. Have the discretion to designate authors of opinion (concurring and dissenting) and resolution, and
12. Have three posted office hours per week, and two floating office hours per week.

D. The Executive Officer of Communications shall:

1. Maintain the record of the minutes, attendance, and activity from EC meetings, distribute agendas and minutes in accordance with SGA bylaws [Art. III §G](#), and attest all resolutions passed with his or her signature. The President may appoint or dismiss a Clerk of the Council, to be confirmed or relieved by a majority vote in the EC, to assist in these duties,
2. Perform any other clerical duties needed by the SGA,
3. Be responsible for maintaining communication between the SGA, the student body, the administration, and the surrounding community,
4. Weekly publish an update from EC meetings to a public forum,
5. When appropriate, conduct a survey of the student body on behalf of the SGA,
6. Coordinate advertising for SGA-sponsored events such as blood drives, donut days, coffee days etc.,
7. Send out approved emails from the SGA email account,
8. Work with the Vice President to organize the blood drive,

- Manage all SGA social media channels, and post at least once per week (Facebook, Instagram, Twitter, Snapchat, etc.),
- 9. File official opinions along with corresponding minutes in the official record,
- 10. Oversee the execution of legislation that was vetoed and overridden by the EC,
- 11. Meet as necessary with the SGA President, and
- 12. Have three posted office hours per week, and two floating office hours per week.

E. The Executive Officer of Finance shall:

1. Be the signatory for all SGA funds,
2. Keep the EC informed of the status of SGA Funds, Christian Life Fund (CLF), and the club/event Fund (CEF) via a biweekly EC report,
3. Present the SGA Budget at the beginning of each semester to the EC for approval,
4. Solicit and present to the EC applications for the Club/Event Fund in cooperation with the Committee on Student Organizations (COSO),
5. Serve on the Houghton College Finance Council,
6. Serve as a resource person to all student organization treasurers, the COSO, and the SPC,
7. Coordinate a meeting with the class treasurers every two weeks,
8. Meet as necessary with the SGA President, and
9. Have three posted office hours per week and two floating office hours per week.

F. The Executive Officer of Spiritual Life shall:

1. Prepare devotionals for EC meetings,
2. Oversee the planning of one SGA Chapel per semester,
3. Coordinate two SGA spiritual life events per semester, one of which must incorporate the participation of the entire SGA.
4. Serve on the Houghton College Committee on Spiritual Life,
5. Work closely with the Dean of the Chapel to promote spiritual life and growth on campus,
7. Meet as necessary with the SGA President,

8. Coordinate a meeting with the class chaplains monthly, and
9. Have three posted office hours per week, and two floating office hours per week.

G. The Executive Officer of Student Life shall:

1. Prepare weekly reports on campus events both planned and completed,
2. Be responsible for the management and organization of clubs and associations on campus,
4. Work with the EO of Finance on financing requests from clubs and associations,
5. Serve on the Houghton College Student Life Council and COSO,
6. Work closely with the Director of Student Programs to coordinate and schedule student life events on campus,
7. Plan and execute two official EC events on campus per semester,
8. Meet as necessary with the SGA President,
9. Serve as the SGA and EC liaison to the STAR and CAB,
10. Attempt to Coordinate a meeting with the class social chairs monthly, and
11. Have three posted office hours per week, and two floating office hours per week.

H. The Executive Officer of Committees shall:

1. Prepare weekly reports on committee and council meetings as per the reports of student representatives (*Article 4 § A-11*),
 - * Coordinate with council and committee student representatives on preparing a physical and electronic report
2. Be responsible for the recruiting and filling of committee positions,
3. Be responsible for the research and creation of new committees as well as the removal of committees that do not serve an identifiable purpose,
4. Work with the EO of Communications on publicizing information from committee and council meetings in a public fashion,
5. Serve on the Houghton College Enrollment Management Council and COSO,
6. Work closely with the Vice President to ensure committee discussions of importance are added to the agenda for EC discussion,
7. Creating, implementing, and maintaining a system of incumbency for committee

positions,

8. Meet as necessary with the President,
9. Convene and chair the Committee on Committees, and
10. Coordinate opportunities for each committee and council to report at the Council meetings, at least once per semester,
11. Have three posted office hours per week, and two floating office hours per week.

I. The Executive Officer of Nontraditional Students shall:

1. Gather and prepare weekly reports on the progress of programs in Buffalo,
2. Work with the EO of Committees on establishing a committee system for students in nontraditional programs,
3. Work with the EO of Student Life on drafting and implementing ideas for student life for students in nontraditional programs,
4. Work with the EO of Communications on integrating nontraditional students into the communication systems of Houghton students,
5. Serve on the Houghton College Academic Council,
6. Work closely with the Vice President to ensure discussions of importance are added to the agenda for EC discussion,
7. Working with nontraditional students on a system of election and representation for nontraditional students,
8. Meet as necessary with the SGA President,
9. Meet as necessary with representatives from nontraditional program locations, and
10. Have three posted office hours per week, and two floating office hours per week.

Article II. Duties of all Primary Members

A. General duties of Primary Members:

1. Each member is required to serve as a member of at least one standing SGA committee or as a student representative on a college committee or council.
2. Active members must be familiar with the student body constitution, bylaws, and basic

parliamentary procedure.

3. Active members are expected to serve on EC ad-hoc committees as requested by the Vice President.
4. Active members shall assist with SGA-sponsored events, including sitting at blood drive sign-up tables and the tables on the day of the drive at the request of the Vice President,
5. Active members shall attend EC training workshops and retreats. Failure to participate shall count for either half an absence or a whole absence, at the discretion of the Vice President.
6. Active members, at the request of the Vice President should provide an opinion to be submitted to the EO of Communication before the next meeting.

B. Additional duties of Class Representatives:

1. Each class representative shall fulfill at least one posted office hour per week in the SGA office in addition to class cabinet obligations. During this office hour, they shall be available to talk to or work with students, work on an SGA-related project, or assist one or more of the Executive Officers.

Article III. EC Rules of Order

A. Standard Order of Business:

1. *Call to Order* - The Vice President shall call the meeting to order providing a quorum is present.
2. *Roll Call* - The Vice President will call the names of each EC member for attendance.
3. *Devotions and Prayer* - The EO of Spiritual Life or a designee will give a short devotional and prayer to start the meeting.
4. *Reading of the Minutes* – Providing the minutes are printed and distributed, they need not be read. The Vice President shall ask if there are any corrections to the minutes of the previous meeting. If there are no further corrections, the minutes stand approved. (*Robert's* §41.1)
5. *Special Orders of Business* – Any forum or presentation to be given by a distinguished guest and any other items that the Vice President deems to have utmost importance. At the discretion of the Vice President, this section of business may be dropped if unnecessary or

switched with Open Floor.

6. *Open Floor* – The Vice President shall open the floor to anyone in the room to address the EC and has the discretion to set an appropriate time limit. At the discretion of the Vice President, this item of business may be dropped if unnecessary or switched with Special Orders of Business. While an announcement of a later main motion may be made at this time, main motions shall be considered out of order during this time.

7. *Reports* – Executive Officers of the EC, members of any SGA, and members of College committees may report on issues relevant to the EC.

8. *Unfinished Business* - Business postponed from previous meetings due to early adjournment shall be listed on the agenda and the Vice President shall call them into order.

9. *New Business* - New main motions may be introduced, debated, and voted upon. CEF Type II Requests must appear before any other new business. All new main motions that may have been submitted prior to the meeting or to the Vice President during the meeting shall be in order at this time. If a main motion has been submitted by a committee, it shall be immediately taken up by the EC with no need for a motion or a second.

10. *Adjournment* - If the time of one hour since the call of the meeting has passed and no motion has been made to extend the meeting, the Vice President will ask if there are any motions to extend the meeting. If no such motion is made, or if it fails, the Vice President shall adjourn the meeting. The meeting may also be adjourned upon a second and passed motion to adjourn at any time during the meeting. Any business that is left unfinished due to adjournment shall be brought as ‘Unfinished Business’ for the next meeting.

11. *Prayer* - The EO of Spiritual Life or a designee shall close the meeting with prayer.

B. Meeting Time:

1. The EC shall establish its regular meeting time and location before the outset of each semester.

2. A motion may be made to change the time or location of EC meetings at any time.

C. Motions:

1. *About Motions* - All motions with the exception of *to clear the Floor* and *to extend the Meeting* are taken directly from *Robert's Rules of Order Newly Revised (RONR)* and the Vice President shall be responsible for understanding and being able to explain all motions made.

2. *Process of Handling a Motion* -

i. A member wishing to state a motion must first be recognized by the Vice President.

ii. If the motion does not require a second, the motion is considered right away. If a second is required and one is received, the motion is given to the EC for consideration. If a second is required and not received, the motion dies.

iii. Depending on the motion, it may be or may not be amendable and/or debatable. If either is allowed, it may occur at this time before the vote.

iv. Once debate and amending has concluded (if applicable) the Vice President shall restate the question with any amendments and put the question to vote.

v. If the necessary number of votes is met, the motion passes. If not, the motion fails.

vi. The Vice President may pass motions by general consent as outlined in *RONR* but all decisions of the chair may be appealed.

3. *Types of Motions and Order of Precedence* -

i. Privileged Motions

a. A privileged motion supersedes all other motions being considered (aside from incidental motions). When seconded (if needed), it automatically comes before the EC for consideration.

b. Privileged motions, in order of precedence, are *fix the time of the next meeting*, *adjourn*, *recess*, *to extend the meeting*, and *a question of privilege*.

c. Extending the Meeting:

i. At any time before one hour has passed since the call of the meeting, a motion may be made *to extend the meeting*.

ii. The person speaking may not be interrupted with this motion.

iii. This motion is amenable, non-debatable, and requires a two-thirds (2/3) vote.

iv. This motion may be passed by general consent.

ii. Subsidiary Motions

a. Subsidiary motions assist in the handling of a main motion. They therefore take precedence over a main motion, but cannot be considered until there is a main motion on the floor. No subsidiary motion may interrupt the speaker.

b. Clear the Floor:

i. This motion clears the floor of all current main motions and amendments. It precedes all other subsidiary or main motions.

ii. The person speaking may not be interrupted with this motion.

iii. This motion is non-amendable, debatable and requires a 2/3 vote.

c. Other subsidiary motions are, in order of precedence, *to lay on the table, to move the previous question, to limit debate, to postpone the question to a certain time, to commit or refer the question to a committee, to move into committee of the whole, to move into quasi-committee of the whole, to amend a main motion, and to postpone the motion on the floor indefinitely.*

d. A main motion may be amended, and the amendment may then be amended, but the amendment to the amendment may not be amended.

iii. Main Motions

a. Main motions have no order of precedence and include any action or resolution of the EC.

b. Main motions include *a resolution or action, to take a motion from the table, to reconsider a motion, to rescind a motion, and to make a motion a special order of business.*

iv. Incidental motions

a. Incidental motions have no order of precedence and can be brought at any time during the meeting.

b. Incidental motions that may interrupt the person speaking include *point of order, appeal from the decision of the chair, object to consideration, parliamentary inquiry, division in the EC, withdraw the motion, and request for information.*

c. Incidental motions that cannot interrupt the person speaking include *withdrawing a motion and suspending the rules.*

d. Call for a Vote Other than a Voice Vote – when calling for division of the EC, the sponsor may request a vote to be taken either by the raising of hands, by roll call, or by secret

ballot.

e. The sponsor of a motion may withdraw their motion after it is seconded providing there is no one opposed to the withdrawal.

D. Resolutions:

1. All legislation of action, decision, or opinion passed in the EC shall be documented in the following format of resolution. The preamble is optional. See *Robert's* § 10.

Whereas [this is the text of the first preamble clause];

.....

Whereas [the text of the next-to-last preamble clause]; and

Whereas [the last preamble clause]; now, therefore, be it

Resolved, That the Houghton College student Government Association (EC)—

[the first statement or action to be taken, if more than two, in the resolution];

.....

(2) [the second-to-last statement or action to be taken, even if first, or further action (first if two total statements)]; and

(3) [the last statement or action, even if first, shall end with a period].

2. For resolutions that have accompanying materials (images, slides, charts, etc.), the resolution may be accompanied by all of the relevant materials, but must be included at the time of the vote.

3. If a resolution is to be written during the course of a meeting, it shall be drafted by either the sponsor or the Vice President's designee.

4. Any resolution is to be attested by the EO of Communications and the Vice President regardless of the President's decision to endorse it or not.

5. See constitution Article I § E for the full description of the legislative process.

E. EC Ad-Hoc committees:

1. The EC may create Ad-Hoc committees when called for by a majority vote of the EC, or at the decision of the Chair. When brought as a motion, the sponsor may state the size, membership, and chairman or have them determined by the Chair.

F. Attendance:

1. EC members shall attend all EC meetings. Only the Vice President can excuse absences, and only if notified 24 hours in advance. If a class representative must be absent, he or she may send a proxy. The proxy must be a member of the absent representative's. Sending a proxy does not make the absence an excused absence. The proxy shall assume the status of the absent member. Executive Officers may not send proxies. If the EO is scheduled to give a report at that meeting, the report must be rescheduled or the Officer must present a written report to the Vice President to be read at the meeting.

2. Active members are allowed a maximum of two (2) unexcused absences per semester. After a third unexcused absence, the member shall be reduced to associate status for the next two (2) meetings. After a fourth (4th) unexcused absence, the member's seat shall automatically be forfeit. If the vacant seat is that of a class representative, then the affected class shall elect a successor, upon notification by the Vice President, in accordance with the class's constitution. If the vacant seat is that of an Executive Officer, then the seat shall be filled in accordance with Article III § B of the SGA Constitution. If a EC member is tardy or leaves a EC meeting before it is finished and it is not excused by the Vice President, it counts as ½ an absence. A missed office hour counts as ½ an absence.

G. Minutes and Agenda:

1. The minutes shall be distributed within 48 hours of a given EC meeting and the agenda shall be distributed no less than 24 hours before a given EC meeting.

H. Referendum Votes and Constitutional Amendments:

1. The EC may decide to refer a question to the student body for a referendum vote.

Constitutional amendments also require a referendum vote in many cases.

2. For a referendum, the question must be announced to the student body at least two weeks prior to the vote. All referendum votes shall be decided by a simple majority of at least fifteen percent of the student body reporting. The SGA must make every effort to offer privacy to students while voting, to collect votes in an unbiased and confidential manner, and to include a disinterested third party in the counting of votes.

Article IV. Standing SGA Committees

A. Committee Rules – Committees' rules, shall consist of the following unless otherwise described:

1. The Vice President and EO of Committees shall have the responsibility of referring legislation or resolutions to committees as necessary prior to their introduction in the EC.
2. The committee shall determine its own chair and secretary.
3. The chair shall set the meeting time and location of the committee.
4. Quorum shall consist of all members minus one when there are greater than three members. If there are three members, all members must be present to constitute a quorum.
5. All members of the committee may vote, including the chair.
6. Decisions may be reached by consensus. Majority vote may be used if called for by any one member.
7. Meetings shall be conducted informally, according to the preference of the chair, unless any one member requests the committee adhere to Robert's Rules of Order.
8. The secretary shall take minutes, which shall be stored in a shared network space for active members to view and reference.
9. Committees may enlist any student volunteer(s) to aid in the fulfillment of its duties. The recruitment of any volunteers must be reported to the EO of Committees by the committee's chair.
10. All committee seats shall be confirmed by October 1st.
11. At the conclusion of each committee or college council meeting, at least one student representative shall be responsible for communicating with the EO of Committees regarding the

following items:

- i. Public Information. This would be information that can and should be shared with the general student body for the purpose of transparency and understanding.
- ii. Private Information. This would be information that cannot be shared with the general student body, but which the representative feels should be made privy to the Council via the EO of Committees.

B. Committee on Committees– The Committee on Committees shall meet at the call of the EO of Committees, who shall also serve as its chair. This Committee shall consist of the EO of Committees, the Vice President, and the EO of Student Life, and shall be responsible for providing nominations for each standing committee seat that the SGA is responsible to fill, including college committees described in SGAB V and other committees as necessary. This nomination process shall be done in accordance with the following rules:

1. All non-SGA Houghton College standing committees shall be open to any current undergraduate student who is not on academic or disciplinary probation.
2. No individual who is eligible based on the above criteria shall be denied the right to apply.
3. Certain SGA-created standing committees may have additional eligibility requirements specified in the Bylaws.
4. The Committee will accept applications and statements from individuals eligible and wishing to serve on a given standing committee for a period of three days prior to any nomination decision.
5. A statement that applications are open shall be made to those eligible at least one week prior to any nomination decision by the Committee.
6. The Committee may choose to do interviews with applicants at its discretion.
7. Any time the Committee makes a nomination for an individual to serve on a standing committee seat, it shall be reported in the EC, who shall make the final decision of confirmation. If the EC chooses not to confirm a given nomination for a standing committee seat, the EC shall hold an open election for all of the committee's seats.

8. When considering nominations, the Committee shall give priority to at least one returning member's application to serve on a committee, provided that the applicant has been an active and resourceful member. This is to ensure proficient and active student involvement. Incumbent committee and council members will have the option to resume their positions each year. These decisions are subject to review by the EC.

9. The annual general standing committee nominations for the next academic year shall be delivered to the EC for confirmation vote en masse before the end of September. The vote may not be postponed or tabled past the end of the spring semester.

10. If the Committee on Committees or the EC are unable to meet in due time to nominate a member to a standing committee, the EO of Committees may, in individual circumstances, appoint a student to serve on a committee until the proper nomination and confirmation process may take place.

C. Committee on Student Organizations – The Committee on Student Organizations, or COSO, is a joint committee of the EC and the Student Life Council tasked with the committee-level administration of student organizations. See VII-A for the COSO.

D. Student Project Committee – The Student Project Committee (SPC) will be chaired by the President or his/her appointed designee from the EC and other members shall be the four class Presidents. This Committee shall be responsible for accepting and considering the feasibility and merit of student ideas for campus improvement projects. The following rules shall apply:

1. Any student or student organization must gather 200 signatures and develop a detailed proposal for the project including a description and its estimated cost to be presented before the SPC.

2. The SPC may choose not to accept any student initiated project proposals at any time. This decision can be appealed to the EC and may be overturned by a simple majority vote of the EC.

3. Accepted proposals shall be presented to the EC for final approval.

4. Approved proposals shall be petitioned to the College through proper channels.

E. Food Services Advisory Committee - Six students shall be elected to this committee to advise Sodexo management. Both the SGA and athletics must be represented by at least one student on the committee.

F. Committee on Faculty and Staff Relations – This committee shall consist of three students and shall be responsible for current and new methods of communication and interaction between the SGA and the Faculty and Staff. This committee conducts appreciation events such as “Staff Appreciation Day” or “Decorate Your Professor’s Door for Christmas.”

Article V. Representation on College Councils and Committees

Students shall be represented on college councils and committees as outlined in the Houghton College constitution and bylaws (detailed below). The EC shall have the power to designate such other members as appropriate to represent the student body on any other council or committee not mentioned in the constitution or these bylaws.

A. College Councils:

1. *Academic Council* – This council investigates and makes recommendations to the college president and faculty as to academic plans for the college and responds to directives from the college president and the Board of Trustees. The EC shall elect two (2) students to the academic policies council. Between them, they must represent at least two academic departments in their majors.

2. *Student Life Council (SLC)* – An advisory committee to the office of student life, the SLC oversees student organizations, residence life, athletics, spiritual life, and programming on campus. The EC shall elect two (2) student representatives who shall serve along with the President and EO of Student Life on this council. Of these four representatives, both genders must be represented.

3. *Advancement Council* – Oversees development and alumni relations and advises the

college vice president for advancement. The EC shall elect a minimum of one (1) but up to two (2) student representatives to this council.

4. *Finance Council* – Advises the college’s vice president of finance in making decisions regarding the college budget, the management, capital projects, and most other financial matters. The Executive Officer of Finance and one student at large shall serve as the two (2) student representatives on this council.

5. *Enrollment Management Council* – Advises the college’s vice president for enrollment in regards to matters of enrollment projections and goals, retention, financial aid, and church relations. The EC shall elect two (2) student representatives to this council.

B. College Committees:

1. *Admission Committee* – Selects students for admission to the college from applications and recommends necessary changes to admissions policy to the faculty. The EC shall elect one (1) representative to this committee, who must be a senior.

2. *Committee on Harassment Policy and Prevention* – Evaluates and recommends policy regarding harassment and assault and provide training for personnel who address issues in such matters, while themselves proposing responsive action. The EC shall elect three students to this committee. Both genders must be represented.

3. *Investigative Team for Sexual Harassment Complaints* – This is a pool of individuals who may be called on as necessary to serve on small investigative teams when cases of sexual harassment arise. The EC shall elect three (3) males and three (3) females to this committee.

4. *Committee on Intercollegiate Athletics (CIA)* – The CIA supervises the implementation of athletic program policies set by the Student Life Council and recommends changes when appropriate. This committee also oversees the intramural program and club sports. The EC shall elect one representative to this committee. The other student representative will be selected by the Student Athletics Advisory Committee (SAAC).

5. *Student Conduct Committee (SCC)* – This committee serves to conduct hearings and recommend disciplinary action in matters of student misconduct to the Dean of Students. The EC shall elect the three (3) student members, along with the EO of Student Life to serve on this

committee. One of the four members must have served on this committee before, no more than two may be seniors, and both genders must be represented.

6. *Committee on Spiritual Life (CSL)* – This committee functions to promote spiritual growth on campus; planning and evaluating programs put on by the Dean of the Chapel, along with planning different events such as Christian Life Emphasis Week. The EC shall elect one (1) voting representative and two (2) non-voting representatives to this committee, who shall serve along with the Executive Officer of Spiritual Life. Of these four representatives, both genders must be represented and no more than three may be seniors.

7. *Creation Care Committee* – The EC shall elect two (2) students to serve on this committee.

8. *Advisory Committee on Campus Security* – The EC shall elect one male and one female student to serve on this committee. There must be at least four (4) candidates elected, from which two will be selected. These stipulations are to comply with federal law.

Article VI. Finances

A. Campus Services Budget (CSB) – This budget is to be prepared by the outgoing President. The incoming President shall present the proposed CSB that has been created to the EC for approval before the last meeting of the Student Life Council where final approval rests.

B. The Christian Life Fund – Moneys from this account are to be used as the principal funding source for any student club whose primary focus is ministry and/or community service. Ministry is defined as facilitating spiritual growth and worship through a variety of mediums including music, drama, mime, dance, Christian education, and discipleship. Community service is defined as meeting the physical and emotional needs of members of the community. Global Christian Fellowship (GCF) shall not receive less than its reasonable request for funding for New Vision Week, or that event by any other name. Requests may be accepted, modified, or denied based on eligibility as determined by COSO. Clubs eligible for the CLF Fund may only apply for CEF Type I funding when this fund is exhausted. This must be prepared prior to the CEF Type I Budget and any extra funds from the CLF fund may be used for both types of CEF allocations

that semester. This budget shall be prepared by the Committee on Finance and brought before the EC for final approval. If there is a question as to whether an organization is eligible, the question may be referred to the Executive Officer of Student Life.

C. The Club/Event Fund – The Club/Event Fund (CEF) shall be broken down into two sections: Type I and Type II.

1. *Type I* - In the beginning of each semester, student organizations may apply for line items on this budget, to be prepared by the Committee on Finance. Requests may be accepted, modified, or denied based on eligibility (determined by the COSO). This budget shall be prepared by the Committee on Finance and brought before the EC for final approval. The following may be taken into consideration:

- i. Equity. The EC should seek to support all SGA sponsored clubs to the extent that funds allow.
- ii. Financial responsibility. Past use/misuse of funds may influence the amount given.
- iii. Activity. Clubs which prove themselves active should be recognized and supported.
- iv. Need. The club's current balance, any attempts at fundraising, and the availability of other sources of funding may be taken into consideration.
- v. Interest. The EC will support those clubs engendering active interest in the student body and showing themselves to be in line with the stated purpose of the SGA.

2. *Type II* - These funds are to be used for clearly defined projects, such as one-time events or purchases. The project must have direct benefit to the student body, and must be consistent with the Houghton College mission and the statement of community responsibilities. Any individual student or group of students, including organizations and associations that already receive money from the campus services budget (including CEF type I) may apply. The Executive Officer of Finance may receive and bring requests before EC for approval throughout the semester. The EC may not approve CEF Type II funds to cover expenses incurred prior to the approval of the request. The following should be taken into consideration:

- i. The number of people directly involved. More involvement would generally merit higher priority.

- ii. The number of students and other members of the Houghton community affected by the project. Projects should be open to and of potential interest to many people.
- iii. Other fundraising efforts. Groups that have made efforts to raise funds elsewhere should receive higher priority.
- iv. The organization and thoroughness of the proposal.
- v. All unused Type II Funds shall be returned to the CEF account.

D. Requirements for an organization to receive funding:

- 1. The organization must have an SGA-approved constitution and a current charter.
 - i. Charters must be submitted to COSO annually
- 2. The organization must participate in the activities fair
- 3. The organization must present a budget for the semester to the COSO and the EC
- 4. The organization should publicize meetings and activities, coordinating with the student programs office
- 5. Organization leaders are encouraged to participate in SGA and student programs sponsored leadership building activities
- 6. The organization must have a sound structure that will provide organized leadership and a means for the organization to survive the graduation of its members
- 7. Club sports must also have approval from the Committee on Intercollegiate Athletics before requesting funding

E. Conferences and Workshop Attendance Requests – The Committee on Finance shall have the discretion to set policy regarding the funding of conference trips. The Committee on Finance shall observe the following guidelines when considering requests to the SGA for funding for conferences:

- 1. When given, funding for the conference should come from the CEF Type II budget.
- 2. A conference will be determined to be eligible for funding if it meets the following requirements:
 - i. It should substantially increase students' learning within their field of study or enhance

students' ministry skills or opportunities.

- ii. The request should be brought through a student organization or academic department.
 - iii. The conference should be made known and available through fitting means to all students who would reasonably be expected to be interested, up to the student body but no less than the academic department.
 - iv. The funding request includes a proposed impact, whether through presentation or direct impact on the student body, upon the return from the conference
3. The SGA will consider requests for up to \$50 per student in one of the following areas
 - i. Registration up to half (1/2) of the fees for students and none for non-students attending the conference.
 - ii. Travel, parking, or housing costs on a per student basis. No SGA funds shall be used for food outside of that covered under registration.
 4. Students should present an overall budget including out of pocket costs per student, SGA funding, fundraising efforts, and any other sources. If there are no funds from other sources, evidence of first having sought other sources of funding from academic departments, grants, etc. must be included in the proposal.

F. Funding Regulations for SGA Accounts:

1. The President and EO of Finance may sign for any purchase.
2. The Vice President, Executive Officers, and the President may sign for any purchases from the SGA account at Quick Print, the Campus Store, and Java 101 and all purchase receipts must be given to the Executive Officer of Finance.
3. Every purchase must be reflected in the bi-weekly budget report given to the EC by the Executive Officer of Finance.
4. The EC must approve any expenses from the SGA budget in excess of \$200.00.

Article VII. Student Organization Governance

A. The Committee on Student Organizations:

1. *Definition* – The COSO is a joint committee of the Student Life Council and the EC

responsible for making decisions and recommendations regarding student organizations on campus. The membership of the COSO is the SGA Executive Officer of Student Life and the Student Programs Director (who act as co-chairs) as well as three students appointed by the EC. These members must be appointed considering their ability to attend the meeting time of COSO set by the Student Programs Director and the SGA Executive Officer of Student Life. Duties of the COSO include, but are not limited to: reviewing student organization constitutions, considering questions referred by the Student Life Council or the EC, and considering appeals regarding student organizations made by any student.

2. *Quorum, Meeting Frequency, and Membership* – Quorum is four out of the five members, with two of the four being the co-chairs. Generally, meetings will be held on a bi-weekly basis during the academic year. The co-chairs can decide to cancel meetings at least 24 hours in advance if there are no agenda items pending. As needed, special meetings can be called by the chairs.

3. *Rules of Order for Meetings* – Meetings are informal and decisions are typically reached by consensus. A vote may be taken on any matter at the request of any member, with a simple majority deciding the matter. Also, if any member expresses that a more formal meeting is appropriate or that his/her rights as a member have been infringed upon, the chairs must use committee rules as outlined in Robert's Rules of Order Newly Revised.

4. *Agenda and Day-to-Day Affairs* – The Director of Student Programs and the SGA Executive Officer of Student Life shall set agendas of COSO together and have authority over the day-to-day administration of the activities of the COSO and student organizations. The actions of the SGA Executive Officer of Student Life and Director of Student Programs should align with the mission, policies, and ethics of the College.

5. *Modification by Director of Student Programs and Appeal* – Any decision reached by the COSO may be modified by the Director of Student Programs if in violation of written institutional policy or legal parameters, the standards of Houghton College as outlined in the Statement of Community Responsibilities. This modification may be appealed to the Vice President for Student Life or Student Life Council.

6. *General Appeal of COSO Decisions* – Any decision reached by the COSO may be

appealed to the Vice President of Student Life. He/she will make a decision on the appeal or determine if the question needs to be resolved by the EC or the Student Life Council.

B. Organization Status Definitions and Procedure:

1. *Provisional Status Clubs* – In order for a proposed organization to begin the process of becoming a Registered Club and be defined as a Provisional-Status Club, the proposed organization must submit both a charter and an Evidence of Student Interest petition. The organization must then gain the approval of both the Student Programs Director (as the representative of the Office of Student Life and the member of the college administration responsible for student organizations) and the SGA Executive Officer of Student Life (as the representative of the SGA).

i. Criteria for Evaluation – In making any decision, along with professional judgment the following criteria is taken into account:

- a. The amount of interest expressed on campus,
- b. How well the organization fits within the official mission and policies of Houghton College,
- c. The preliminary planning that the leadership has done,
- d. The constituency that the organization will appeal to.

ii. Appeal of Director of Student Programs or SGA Executive Officer of Student Life's Decision – The Student Programs Director's decision may be appealed by anyone to the Vice President for Student Life or Student Life Council and the SGA Executive Officer of Student Life's decision may be appealed by anyone to the EC. Even if appealed, both the Office of Student Life and the SGA must approve an organization for it to become a Provisional-Status Club.

iii. Director of Student Programs to Advise Provisional Clubs – The Student Programs Director serves as the advisor to Provisional-Status Clubs and may approve campus-wide emails and college space usage. In any decision, Registered Clubs and Associations are given priority.

iv. Term and Expiration of Provisional-Status Clubs – A provisional-status club will be dissolved if it does not become a Registered Club within three (3) calendar years after it becomes

a Provisional-Status Club. After this, a proposed organization must start this process again if it wishes to continue.

2. *Registered Clubs* – After an organization has been a Provisional-Status Club for at least two full academic semesters, the organization may apply to become a Registered Club. When applying, the organization must submit a second Evidence of Student Interest petition and a constitution for its own governance to the Executive Officer of Student Life. Once submitted, the Student Programs Director and the Executive Officer of Student Life bring the question to the COSO of whether the organization should become a Registered Club or not.

i. Criteria for Evaluation – COSO reviews the constitution and evaluates the Provisional-Status Club based on, but not limited to, the following criteria:

- a. The amount of interest expressed on campus,
- b. How well the organization fits within the official mission and policies of Houghton College,
- c. The mission and purpose of the organization,
- d. Detail of eligibility and membership as well as how active it has been in the provisional stage,
- e. How the proposed organization can benefit the Houghton community,
- f. The sustainability of the proposed organization.

ii. Procedure After COSO Recommends Promotion to Registered Club Status – Once COSO has evaluated the organization, it may submit a detailed recommendation to the Vice President of the EC for placement on the EC's agenda. If the EC approves the organization as a Registered Club, the SGA President shall report this decision to the Student Life Council, which may accept the organization as a Registered Club or override the EC's decision.

iii. Advisor to Registered Clubs – Registered Clubs are required to select an advisor from the Houghton College Faculty or staff (with exceptions made by the Student Life Council) based on the timeframe specified in its constitution. This advisor may approve campus-wide emails, usage of space, and financial transactions (in accordance with student organization financial policy).

iv. Annual Renewal of Charters – Once approved, a Registered Club must submit a charter to the Student Programs Office at the beginning of each year. These charters are shared between

the Student Programs Office and the SGA and are used for determining eligibility for the privileges and funding given to Registered Clubs.

3. *Associations* – When a Registered Club has been considered active for seven consecutive years, it may apply to become an Association. A petition of 200 signatures of current students in support of this transition must be submitted to the SGA Executive Officer of Student Life. Once submitted, the Student Programs Director and the SGA Executive Officer of Student Life bring the question to the COSO of whether the organization should become an Association or not.

i. Criteria for Evaluation – COSO reviews the constitution and evaluates the application from the Registered Club based on, but not limited to, the following criteria:

- a. Active membership in the Registered Club,
- b. A need on campus for the proposed Association,
- c. The Registered Club’s preparedness to function as an Association,
- d. Activities completed by the Registered Club, and
- e. The sustainability of the proposed Association.

ii. Procedure After COSO Recommends Promotion to Association Status – Once COSO has evaluated the organization, it may submit a detailed recommendation to the Vice President of the EC for placement on the EC’s agenda. Once introduced, the vote on this motion is postponed to the following meeting in order that active members may gather student opinion on this matter. If the EC approves the organization as an Association, the SGA President shall report this decision to the Student Life Council, which may accept the organization as an Association or override the EC’s decision. If the organization’s application for Association status fails in any stage, it reverts to a Registered Club.

iii. Privilege of Associations - Associations are given priority over clubs, with individual cases of conflict handled by the COSO. In addition to the privileges afforded to Registered Clubs, Associations are given a line item on the Campus Services Budget.”

C. *Amendment of this Article* - Any amendment made to this article (B-VII) by the EC must be also adopted by the Student Life Council in the same form before coming into effect to ensure coherent and uniform policy.

Article VIII. Organization of Classes

A. Constitutions:

1. Each incoming freshman class shall be organized under a model constitution prepared by the COSO. Before the end of the academic year, the class shall either accept or modify and then ratify this model constitution. This ratification process includes the document being approved by the COSO and ratified by a two-thirds (2/3) vote of the EC.

B. Class Cabinets:

1. Each class cabinet shall have the offices of president, vice president, treasurer, secretary, one or two chaplains, one or two social chairs, and all shall be elected each year. Each class shall have the power to determine the number of social chairs and chaplains as portends to the interest in the positions during each year's period of elections. In the event that two social chairs and/or chaplains are selected, they must be of opposite genders. Each class shall also have a historian elected at the same time as the first class cabinet in the fall of the freshman year. The historian shall hold office all four years. The SGA president shall be in charge of these elections during the first year. This structure shall be enforced beginning with the class of 2018.

C. Elections:

1. With the exception of the incoming class elections, all class cabinet elections shall occur within three weeks of SGA Executive Officer elections and shall be overseen by the Election Board, of which each class historian is a member.

Article IX. Elections

A. The Election Officer

1. In addition to the requirements of Article II of the SGA Constitution, the following shall apply to the election officer and his/her work in the position:

- i. They must maintain the confidentiality of students' votes and offer students privacy while voting.
- ii. The election officer shall be held accountable by the SGA Executive Officers and the

Executive Officers shall be authorized in rare, individual instances to assist in the election process if decided to be necessary by the President and the Director of Student Programs.