

**BYLAWS OF THE
STUDENT GOVERNMENT ASSOCIATION
OF MERCER UNIVERSITY**



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ARTICLE 1 - GENERAL ADMINISTRATION

Section 1: General Provisions

1. Meetings of the Senate shall be open, and any student shall be permitted to participate in the discussion.
2. The right to make motions and cast votes shall be reserved solely to duly elected Senators and to the Vice President
 - a. The President shall only vote in the event of a tie.
1. At the discretion of the President, all legislation must be submitted in writing to the Chief Parliamentarian and reviewed in weekly Executive Board meetings before a vote may be held.
2. Unless otherwise noted, the Senate shall meet each Monday classes are in session at 5:30 PM in the Connell Student Center Conference Room II. The Executive Board shall have the authority to modify the time and location of Senate meetings as necessary, with a minimum of twenty-four hours notice.
3. Special sessions may be called by the President within a minimum of twenty-four hours' notice.
4. A quorum of all meetings of the Senate shall be two-thirds of the qualified voting membership at the time of the meeting.
5. Senate meetings without quorum may be conducted for the sake of discussion and dispersing information; however, new business shall not be voted on in the absence of a quorum.

6. In the absence of the President and Vice-President, the Leading Senator-at-Large shall serve as the Chairperson of the Senate. In the absence of the Leading Senator-at-Large, the Chairperson of the Senate shall be determined by seniority of position.
7. In the absence of the Recording Secretary, the Chairperson of the Senate shall appoint a temporary Secretary.

Section 2: Attendance

1. The roll shall be called at the beginning and end of each meeting. Failure to answer during roll call shall count as half an absence.
2. Senators shall be informed of any event that requires their compulsory attendance two weeks before the specified event. Failure to attend such events shall result in a documented half absence.
3. Absences may be excused at the discretion of the Recording Secretary.
4. Two and one-half unexcused absences per semester by a Senator or a member of the Executive Branch shall be interpreted as nonfeasance of office, and such charge shall be brought by the Recording Secretary of the Student Government Association.
5. The Recording Secretary must notify the member of his or her removal within three business days of the accumulation of the maximum number of absences. The notice shall contain the date and function of all accumulated absences.
6. Absences count shall be reset at the end of every spring semester following the final SGA Senate.

Section 3: Mandatory Events

1. List of Events
 - a. Christmas Tree Lighting

- b. Founder's Day
 - c. Pilgrimage to Penfield
 - d. We Are Mercer
1. Senators shall be informed of any event other than those listed above that requires their compulsory attendance two weeks before the specified event.
 2. Failure to attend such events shall result in a documented half absence.

Section 4: Dress Codes

1. The dress code should be determined as follows:
 - a. Every Senate Meeting will default to a business casual dress code.
 - b. The President can raise or lower the dress code at their discretion with 24-hour notice.
 - c. All events shall be business casual unless otherwise stated.

ARTICLE 2 - THE EXECUTIVE BOARD

Section 1: Executive Board Operations and Responsibilities

1. The Executive Board shall be composed of all presidential appointees. This shall include the following members.
 - a. President
 - b. Vice-President
 - c. Chief of Staff
 - d. Treasurer
 - e. Recording Secretary
 - f. Media Secretary
 - g. Parliamentarians
 - h. Committee Chairs
1. The Executive Board shall serve as an advisory body to the President of the Student Government Association.
2. The Vice-President shall sit as the Executive Board Chairperson and shall be charged with scheduling and holding weekly meetings.
3. The Executive Board shall review all legislation prior to its introduction before the entire Senate to ensure its efficiency, feasibility, and integrity.
4. The Executive Board shall have the authority to enact rules and procedures on its own proceedings in adherence to the governing documents of the Student Government Association.
5. Policies adopted by officers and commissions of the Executive Branch shall be subject to review by the Senate.

Section 2: Ad-Hoc Executive Commissions

1. Ad-Hoc Executive commissions shall be formed by the President with members appointed by the executive board with a designated tenure within the executive administration's term; if necessary, these committees must be subject to renewal at the end of their tenure.
2. Senators may petition the executive board to join an Ad-Hoc Executive Commission.
3. Any member of an Ad-Hoc Executive Commission may be removed for neglect of duties by a two-thirds vote of the executive board.

Section 3: Absence and Nonfeasance of Office

1. Executive Board members shall be required to attend meetings and obligations as instructed by the President. Executive Board members shall submit any excuses to the Recording Secretary.
 2. Unexcused absence at the beginning or end of an Executive Board meeting shall count as one-half absence.
 3. Accumulation of two and one-half absences from Executive Board meetings shall be subject to a membership review by the Executive Board which may result in the following sanctions:
 - a. Stripping of committee chairship
 - b. Removal from Senate committee
 - c. Nonfeasance of office
1. Members considered for membership review may not vote on charges brought against them but do reserve the right to be notified of such charges no less than 48 hours prior and to be present at and participate in the discourse at such reviews.

Section 4: Vacancies

1. If the President of the Senate is removed from, resigns from, or is incapacitated in office, the Vice-President shall automatically become the President of the Student Government Association, the Leading Senator-at-Large shall become the Vice-President, and a special election will be held for the position of Senator-at-Large.
2. If both the President and the Vice-President of the Student Government Association are removed from, resign from, or are incapacitated in office, the Leading Senator-at-Large shall serve as interim President until a special election can be held to elect a new President and Vice-President. The qualifications for the special election shall be held no more than two weeks from the occurrence of the vacancy.

ARTICLE 3 - THE LEGISLATIVE BRANCH

Section 1: Obligations

1. Senators shall:
 - a. Fulfill all duties specified in the Governing Documents of the Student Government Association
 - b. Attend all Senate Meetings
 - c. Any Senator elected to office and also receiving a nomination from the President to the Executive or Judicial Branch shall vacate their seat in the Senate upon appointment to office. The open seat shall be eligible to the student body via a special election
 - d. Serve on at least one committee in the Student Government Association
 - e. Participate in a service project in the Macon community twice per semester as outlined by the Senate
 - f. Attend required events.

Section 2: Standing Committees

1. Standing committees shall operate from semester to semester unless altered by a Bylaw amendment.
2. The standing committees of the Senate shall be as follows:
 - a. Campus Safety and Improvements Committee
 - b. Heritage Life Committee
 - c. Organizational Affairs Committee
 - d. Public Relations and Elections Committee

- e. Rules Committee
- f. Student Affairs Committee

1. Any member of a standing committee may be removed for neglect of duties by a two-thirds vote of the Senate.
2. Standing committees shall abide by the policies of the Committee Directives, however further rules and procedures may be set by an act of the Senate or by the committee.

Section 3: Ad-Hoc Committees

1. Ad-hoc committees and their designated tenures may be formed by an act of the Senate
2. If necessary, these committees may be subject to oversight by the executive board.
3. Senators may petition the executive board to convert an ad-hoc committee to an executive commission
 - a. A unanimous vote of the executive board will allow this to take place.
1. Unless otherwise stated by an act of the Senate, the President shall reserve the right to appoint membership to ad-hoc committees and designate an appointed chair.
2. Any member of an ad-hoc committee may be removed for neglect of duties by a two-thirds vote of the committee.
3. Once the purpose has been fulfilled, the committee shall dissolve.
4. Ad-Hoc Committees shall report on relevant operations in weekly Senate meetings.
5. Following the dissolution of an Ad-Hoc Committee, the designated Committee Chair shall deliver a final report to the Senate outlining the following records:
 - a. Timeline of events
 - b. Goals
 - c. Accomplishments

d. Contacts

Section 4: Student Correspondents

1. All selected and appointed correspondents must be enrolled as undergraduate students in one of the schools or colleges on the Macon campus and maintain at least a 2.5 cumulative grade point average from the time of selection through the duration of the individual's time while serving as a Student Correspondent.
2. Student Correspondents shall be interviewed and selected by the committee chair of the respective committee to which the student applied unless otherwise stated by an act of the Senate or by rules and procedures set by the committee.
3. Student Correspondents on each committee shall have the following expressed purposes:
 - a. To aid and assist with any events, initiatives, or programs implemented by their assigned committee.
 - b. To attend and give input during committee meetings.
 - c. To remain in contact with their committee chairperson.
 - d. To fulfill all duties assigned to them by their committee chairperson.
 - e. To encourage student involvement in all facets of university life.
1. Student correspondents' duties are defined by the chair(s) of their assigned committee and must be approved by the executive board.
2. Student correspondents are not voting members of the Senate body nor are they required to attend Senate.
3. The committee chairperson shall have the power to investigate matters of malfeasance, misfeasance, or nonfeasance regarding a student correspondent.

4. The committee chairperson, in agreement with his/her committee and the Executive Board of the Student Government Association, shall have the power to remove any student correspondent who does not fulfill his/her expressed duties.

Section 5: Vacancies

1. If a Senator is removed from, resigns from, or is incapacitated in office, qualifications for a special election shall be held within two weeks to fill the vacancy except forty-five days before General Elections. During the forty-five days, the President shall appoint replacement members upon a two-thirds confirmation vote by the Senate.
2. If a Senator is removed from, resigns from, or is incapacitated in office, within one month after the General Elections in the spring, the President shall have the ability to appoint replacement members upon a two-thirds confirmation vote by the Senate.
3. In the event of an insufficient number of candidates running to fill all five Senate seats for any given class or Senator-at-Large, the remaining seat(s) shall be treated as vacant. In such a case, a special election shall be held to fill the vacant seat, pursuant to the provisions and timing specified in the Election Code.

ARTICLE 4 - IMPEACHMENT

Section 1: Impeachment Procedures

1. Impeachment proceedings of any member of the Senate must be initiated through a written petition for impeachment sponsored by any member of the Senate. The sponsor of the petition shall be permitted to introduce it to the Senate, regardless of whether that member is generally permitted to introduce motions and legislation to the Senate floor. One-third of voting members of the Senate must approve the petition for impeachment to proceed. The impeachment hearings shall be no sooner than one week after the motion to impeach is made.
2. A formal notice of impeachment must be delivered to the accused Senator or Executive member within three business days of the initiation of the impeachment proceedings.
3. The Senate shall meet in a special, closed session for the hearing.
4. The Chairperson of any impeachment hearing shall be designated according to the Constitution of the Student Government Association.
5. The impeachment charges shall be read at the beginning of the hearing.
6. The Senate member who initiated the motion for the hearing shall present the reasons for the motion to impeach. The member may call witnesses to testify in support of the motion.
7. The accused shall have the opportunity to cross-examine all witnesses brought against him or her and shall have the opportunity to present testimony and witnesses on his or her behalf.
8. The Senate may question the petitioner and any witnesses who testify.

9. All witnesses called to testify before the Senate in an impeachment hearing shall pledge the following oath, which shall be administered by the Chairperson.:
 - a. "I [state your full name] swear that I will tell the entire truth to the best of my knowledge, in accordance with the Student Code of Conduct."
1. Following the presentation of arguments of both sides, the Senate shall be allowed to question any witnesses and examine any evidence presented. The Senate shall then be allowed to deliberate in private and vote by secret ballot. The accused shall be excluded from the deliberation and voting process.
2. The Chairperson, the Recording Secretary, and the Senate Advisor shall tally the votes. A simple majority shall be required to approve articles of impeachment.

Section 2: Impeachment Convictions

1. Following impeachment, the Senate shall vote on sanctions. These sanctions may include removal from office and disqualification from future positions in the Student Government Association.
2. Individuals removed from office by impeachment will not be permitted to run for any office in the current administration.
3. All impeachment convictions shall be subject to a vote of two-thirds of the members present.

Section 3: Impeachment and Removal for Nonfeasance of Office

1. In the case that a member of the Senate exceeds the number of absences permitted by the Student Government Association, that member shall be considered to be in nonfeasance of office.

2. For any member in nonfeasance of office as a result of absences, the Recording Secretary shall be permitted to bring charges of nonfeasance of office against the member in question in the form of a recall order.
3. Recall orders shall outline the dates in which a member is accused of having accrued unexcused absences.
4. Recall orders shall be issued no later than one week following an absence made in excess of those permitted by the Student Government Association.
5. An individual charged with nonfeasance of office shall be immediately removed from office upon the issuing of a recall order.
6. An individual removed from office by a recall order shall be permitted to appeal their removal from office by a special meeting of the Senate which shall occur no later than 10 days following the issuing of the order.
 - a. A motion to appeal the recall of an individual removed from office must be initiated by a member of the Senate, regardless of whether that member is generally permitted to introduce motions and legislation to the Senate floor. The individual making this motion and the individual recalled from office are herein collectively referred to as the appellants.
 - b. Appeals to recall orders shall be subject to strict scrutiny, and shall only be approved on the basis of unfairness or misconduct of the Recording Secretary or unavoidable extenuating circumstances which resulted in the accumulation of excessive absences.
 - c. Appeals to recall orders shall occur in closed Senate proceedings to protect the privacy of the appellants.

- d. The Recording Secretary shall present the reasons for the removal of the recalled individual. The Recording Secretary may call witnesses to testify in support of the recall order.
 - e. The appellants shall have the opportunity to cross-examine all witnesses brought against them and shall have the opportunity to present testimony and witnesses on their behalf.
 - f. The Senate may question the Recording Secretary, the appellants, and any witnesses who testify.
 - g. All witnesses called to testify before the Senate in an appeal hearing shall pledge the following oath, which shall be administered by the Chairperson:
 - i. "I [state your full name] swear that I will tell the entire truth to the best of my knowledge, in accordance with the Student Code of Conduct."
 - h. Following the presentation of arguments of both sides, the Senate shall be allowed to question any witnesses and examine any evidence presented. The Senate shall then be allowed to deliberate in private and vote by secret ballot. The recalled individual shall be excluded from the deliberation and voting process.
 - i. The Chairperson, the Chief Parliamentarian, and the Senate Advisor shall tally the votes. A vote of two thirds shall be required to overturn the individual's recall.
7. The punishment for a recall order shall not exceed immediate removal from office and disqualification from office during the current administration, however further penalties maybe applied through a formal conviction of the Senate.

ARTICLE 5 - FINANCIAL CODE

Section 1: Purpose

1. The Finance Code governs the budgets, transfers, and expenditures allocated by the SGA Senate to the SGA and all certified student organizations, and other activities.
2. The Organizational Affairs Committee is responsible for the supervision, review, and periodic updates of the policies expressed in the Finance Code. The SGA President shall also be responsible for ensuring the Finance Code is fully implemented.
3. The SGA President and Treasurer shall review and monitor SGA accounts to determine compliance with the policies outlined in the Finance Code and the Chair of the Organization Affairs Committee shall make monthly reports to the Senate regarding the state of the funds

Section 2: Student Organization Funding

1. General provisions:
 - a. To be eligible to apply for any Student Government Association funding, an organization must be:
 - i. Recognized by Campus Life.
 - ii. Currently, in good financial standing with the Student Government Association.
 - iii. Currently, in good standing with Mercer University.
 - b. Funding requests must:
 - i. Be made and submitted by students from organizations, not by their advisors.

- ii. Be reviewed for validation and brought up by the Organizational Affairs Committee to the Senate for approval.
 - iii. Meet all guidelines set forth by the Organizational Affairs Committee, the Student Government Association, and the Board of Appropriations.
- c. Organizations may request funding for reimbursement of permitted expenses made within the current fiscal year
 - i. Reimbursements shall be subject to stricter scrutiny than expected expenses.
 - ii. Reimbursements may be subject to lower priority than other funding requests.
- d. Funds granted by the Student Government Association:
 - i. Must abide by the Board of Appropriations funding criteria
 - ii. Must not go towards the following:
 1. Food.
 2. Transportation expenses.
 3. Monetary donations to charity or similar sources. Monetary donations shall be defined as approved SGA funds being directly deposited/ donated to a specific charity/ philanthropy.
 4. Line items that will be given away to a charity or philanthropy.
 5. Line items used as a prize/ raffle to raise funds that will be given away to both the charity and the prize/raffle winner.
 6. Any type of gift card.

7. Any item or expenses for the purpose of funding academic-based research that is not open to all students or is not necessary for the fulfillment of the organization's mission or if such expenses can be garnered from Academic Departments
- iii. Funds may be used to sponsor fundraising activities by a student organization if adhering to the following principles:
 1. The activity has received approval in advance by the Board of Appropriations, Club Sports, or Student Government Association and;
 2. The funds are solely used as but not limited to rental fees, marketing, decorations, and/or internal use and;
 3. The funds are not donated to any philanthropic organization.
 - iv. Shall distributed only after having been approved by the Senate.
 - e. The funding process is to be determined by the Organizational Affairs subcommittee every fiscal year with Senate's approval.
 - i. The Organizational Affairs subcommittee reserves the right to impose funding limits by line item.
 - f. To claim any Student Government Association funding check, an organization must:
 - i. Provide verification that the organization has an official bank account in the organization's name.

- ii. Provide verification that there are two signatories on the account: one being a member of the organization and the other the organization's advisor.
 - 1. The organization may request an exception to have one signatory if and only if:
 - a. A university advisor is the sole signatory;
 - b. Both the advisor and the president of the organization approve this request; and
 - c. This request is reviewed and approved by the Organizational Affairs Committee Chairperson.
 - 1. This request must be renewed whenever there is a change of either the group's advisor and/or president. If not renewed, it is considered void after the transition of the new advisor and/or president.
- g. Student Government Association funding disbursement must:
 - i. Be in compliance with each respective line item's allocation and stipulations, as officially approved by the Senate.
 - ii. Be accounted for by documented evidence, which must be securely retained by the President or the Treasurer of an organization.
 - iii. Be audited during the Audit Process held by the Organizational Affairs Committee.
- h. Organizations are strongly advised to use checks as their primary method of payment whenever possible. Not only does it foster a more effective system of

checks and balances, but it also gives us more tools to examine and resolve potential disputes.

- i. The Organizational Affairs Committee and the Senate of the Student Government Association shall reserve the right to fund part or to not fund any line item that they deem unjustified.

Bear Grants

- a. The purpose of Bear Grant funding is to contribute to the basic financial sustainability of student organizations so that organizations may be able to participate in events and perform activities, which are vital to their function.
- b. The Organizational Affairs Committee may, with just cause, decide not to consider the budget of any club, or organization.
 - i. Documentation must be made of such decisions.
 - ii. A decision of non-consideration made by the Organizational Affairs Committee may be overturned by a majority vote of the Senate.
- c. To be eligible to apply for Bear Grant Funding, an organization must
 - i. Be recognized by the Student Government Association.
 - ii. Make efforts to be independently and financially sustainable beyond the Student Government Association's subsidies; these efforts include but are not limited to charging dues and fundraising.
 - iii. Not be considered a Club Sport
 - iv. Not be a religious-based or a social Greek organization
 - v. Make its membership open to all Mercer students.
- d. To be considered for Bear Grant Funding, an organization must:

- i. Submit its application by a deadline set by the Organizational Affairs Committee.
 - ii. Meet individually with the committee to provide justification or clarification regarding its application.
 - iii. Send at least two representatives from its organization to the committee meeting and Senate session.
 - iv. Follow any additional instructions created by the committee.
- e. To claim an approved Bear Grant check, an organization must:
 - i. Do so before a deadline set by the Organizational Affairs Committee.
 - 1. All funds unclaimed shall be reallocated to the Special Funding budget or other designated budgets at the committee's discretion.
 - ii. Present proof of its bank account in the organization's name requiring two signatories, one of which must be its advisor's.
 - iii. Present proof that the organization has a tax identification number unique to the name of the organization.
- f. The first line item must consist of three items: office supplies, group apparel, and publicity.
 - i. At the beginning of each fiscal year, a maximum amount shall be determined by the Organizational Affairs Committee to be allocated into this line item.
 - ii. No funds from any other line items shall be reallocated into this line item. However, funds from this line item may be reallocated to other line items.

- g. The reallocation of funds between line items is subject to the approval of the Organizational Affairs Committee for amounts less than \$250.
 - i. Reallocation requests greater than \$250 are subject to the approval of the Senate.
- h. Any group requesting the purchase of equipment for their organization must identify a sponsoring university faculty member, staff professional, or department that is willing to check the equipment in and out for the group at the end of each academic year. The purpose is to ensure that any organizational purchases of equipment are inventoried and accounted for each year and that such equipment remains the property of the university.
 - i. All requests for equipment must have clear information regarding who this professional will be at the time of the request with a signed agreement from that professional.

The Bear Grants Senate process shall be conducted as follows:

- a. Senators shall have access to a binder or electronic file containing each complete Bear Grant application, which shall be made available at least seven days prior to the Senate meeting where Bear Grants are scheduled to be considered.
- b. Senators shall be provided with a list of pre-approved Bear Grant amounts, which shall be organized in descending order of monetary value.
- c. Following the presentation of amounts, the Organizational Affairs Committee shall open the floor for the Senate Body to cross-examine desired individual Bear Grant applicants.

- d. The Senate body shall have the authority to modify the total grant amount and line items for individual Bear Grant applicants as deemed necessary.

Bear Grant Appeals

- a. At the conclusion of the Bear Grant meetings conducted by the Organizational Affairs Committee and post-Senate approval, all organizations have the right to submit a written appeal for the organization's approved amount. This appeal must be submitted to the Student Government Association Vice President by the members of the organization who believe that the Organizational Affairs Committee unfairly made reductions during or following the Bear Grant Funding meetings. This appeal will be reviewed by an appeals committee consisting of the Student Government Association Vice President, the Chief Parliamentarian, and the leading Senator-at-Large or the next highest-ranking Senator-at-Large who is not a current member of the Organizational Affairs Committee. Other grounds for the appeal shall be approved by this appeals committee.
 - i. The written appeal must be submitted to the Student Government Association Vice-President and appeals committee within five school days after receiving written notification of the initial Bear Grant amount approved by the Senate.
 - ii. Once the appeal has been submitted, both the original Bear Grant Funding application submitted by the organization and the adjusted Bear Grant Funding application shall be subject to strict scrutiny of the Senate. After a thorough review, the Senate will vote on any adjustments to the applications that are deemed appropriate.

- iii. If the adjustments made by the Senate caused the total Bear Grant Funding budget to exceed its set amount, funds must be reallocated from other sources in the budget of the Organizational Affairs Committee.
- iv. Bear Grant requests, reallocations, and appeals are subject to simple majority approval of the Senate.

Seed Money:

- a. The purpose of Seed Money Funding is to contribute to the sustainability of newly established student organizations and to introduce the student leaders thereof to the funding process of the Organizational Affairs Committee.
- b. To be eligible to apply for Seed Money Funding, an organization must:
 - i. Be recognized by the Student Government Association.
 - ii. Not have received funding for at least five consecutive fiscal years.
 - iii. Not be a religious-based or a social Greek organization.
 - iv. Make its membership open to all Mercer students.
 - v. Present proof of its bank account in the organization's name requiring two signatories, one of which must be its advisor's.
 - vi. Present proof that the organization has a tax identification number unique to the name of the organization.
- c. Seed Money requests are not to exceed \$250 and may only be used for publicity, office supplies, or other items deemed necessary for the establishment of the organization.
- d. Seed Money Funding requests are subject to a simple majority approval of the Senate.

Special Funding

- a. The purpose of Special Funding is to assist organizations in paying for expenses, which may not necessarily be funded by Bear Grants. Such expenses include but are not limited to costly campus-wide events and unforeseen expenses. Special Funding is considered on a first-come, first-serve basis, is highly competitive, and is open to all organizations at Mercer University.
- b. To be eligible to apply for Special Funding, an organization must:
 - i. Be recognized by Campus Life.
 - ii. Present proof of its bank account in the organization's name requiring two signatories, one of which must be its advisor's.
 - iii. Present proof that the organization has a tax identification number unique to the name of the organization.
- c. Special Funding is considered on a first-come, first-serve basis.
- d. Programs and events sponsored by Special Funding must be open to all students.
- e. Greek and religious-based organizations may request Special Funding for events they sponsor during the year that are open to all students and that benefit the student body as a whole.
 - i. Greek and religious-based organizations requesting special funding must be recognized by the Office of Campus Life and be held in good standing with Mercer University and the Student Government Association.
- f. Specific information and detailed plans regarding the requests are required to be prepared and presented to the Senate; insufficient or vague information may cause the postponement of the Senate's voting.

- g. Special Funding requests are subject to strict scrutiny of the Senate.
- h. The reallocation of funds between line items is subject to the approval of the Organizational Affairs Committee for amounts less than \$250.
 - i. Reallocation requests greater than \$250 are subject to the approval of the Senate.
- i. Special Funding requests and reallocations are subject to a two-thirds approval of the Senate.

Conference and Lodging

- a. Conference & Lodging Funding subsidizes registration and entry fees for student organizations in conferences and competitions. It contributes to alleviate the related financial burden of lodging expenses. Conference & Lodging Funding must benefit the student body in some meaningful way, such as providing training, networking opportunities, education, or promotion of the university.
- b. To be eligible to apply for Conference and Lodging Funding, an organization must:
 - i. Be recognized by the Student Government Association.
 - ii. Make efforts to be financially sustainable beyond the Student Government Association's subsidies; these efforts include but are not limited to, charging dues and fundraising.
 - iii. Not be a religious-based or social Greek organization.
 - iv. Present proof of its bank account in the organization's name requiring two signatories, one of which must be its advisor's.

- v. Present proof that the organization has a tax identification number unique to the name of the organization.
- c. Conference & Lodging funding shall adhere to the following principles:
 - i. Subsidize conference and competition entry and registration fees for student organizations.
 - ii. Contribute to alleviate the financial burden of lodging expenses that accompany conferences/competitions; organizations deemed deserving by the committee and the Senate may receive higher subsidies than others.
 - iii. Be limited to conferences and competitions that take place during the same fiscal year of the application.
 - iv. Shall not fund the advisor's attendance-related line items if the advisor's attendance primarily benefits the advisor and not the organization.
- d. Priority should be given to funding entry and registration fees. Organizations are strongly advised to prepare for the prospect that their lodging-related line items might not be approved, or if approved, might not cover all of their lodging expenses.
- e. The Conference & Lodging Funding Information Form:
 - i. Shall be filled out as accurately and thoroughly as possible. It must be approved by the organization's president, treasurer, and advisor for verification of accuracy.
 - ii. Serves as official supplementary information for any line items to which it pertains. Fund disbursements must comply with the Information Form.

- f. Funding requests must be broken down into as many specific line items as possible. These line items may include, but are not limited to:
 - i. Entry fees
 - ii. Registration fees.
 - iii. Lodging expenses.
 - iv. Advisor's lodging expenses, if applicable.
- g. One single line item must not reflect a funding request for more than one event.
- h. Organizations may apply for multiple events at once as long as they all occur in the same fiscal year.
- i. Organizations may request funding for conference-related line items using reasonably estimated information based on past events.
- j. Within ten days after conferences, student organizations are required to schedule a meeting with the Organizational Affairs Committee Chair to provide actual information corroborated by receipts and documented evidence.
- k. Organizations may only request funding for lodging-related line items when they are able to provide specific, definite information.
- l. All groups or organizations that travel must comply with the student organization travel guidelines found in the Office of Campus Life or on the Mercer website.
 - i. Travel Forms found in the Office of Campus Life or the Mercer website must be submitted to Campus Life before the check may be picked up.
- m. Conference & Lodging Funding requests are subject to simple majority approval of the Senate.

Food Funding

- a. Student organizations requesting consideration to funding food for an event from the Organizational Affairs Committee must adhere to the following principles:
 - i. the event is open to the entire campus
 - ii. the food serves a clear educational and/or cultural purpose as evaluated and approved by the Student Government Association.
- b. An educational purpose shall be defined as a student organization explicitly and directly utilizing food to teach, educate, or raise awareness about a topic or an issue that reflects the mission of the event. A cultural purpose shall be defined as a student organization explicitly and directly utilizing food to promote, engage, or share a particular culture(s) that reflects the mission of the event.
- c. Student organizations are eligible to receive funding for up to 2 events per semester from the Student Government Association for food.
- d. Food may only be provided for Mercer University students.
- e. Food may not be used for membership recruitment events or general meetings.
- f. Food funding may not be sold, used, or present at fundraising or philanthropic events.
- g. Educational & Cultural Food Funding applications are subject to strict scrutiny of the Organizational Affairs Committee and the Senate

Section 3: Financial Reporting and Accountability

1. A committee chair is accountable for the financial integrity of his or her committee. Financial integrity is maintained by careful attention and adherence to the committee's budgets within the Student Government Association financial reporting system.

2. Committee Chairs are responsible for ensuring that the expenses of the accounts managed do not exceed the unit's allocated budget.
3. While a Committee Chair may delegate tasks and duties to a designee, the Committee Chair retains ultimate accountability for how a budget is managed.
 - a. In the event of the Committee Chair's absence, any designee must have written authorization from the Committee Chair. The authorization should be attached to all requests.
1. A semesterly report shall detail the finances of the Student Government along with detailed updates from each committee.
 - a. The treasurer is to provide the student body with a biannual report of all allocations and determinations made within the current Fiscal Year. This report should include the following:
 - i. All funding requests and fiscal legislation submitted and their resulting distributions.
 - ii. The budgets of each funded committee.
 - iii. The expenditures of each committee.
 - b. The Treasurer shall make budgets and appropriations available for viewing on the official Student Government Association website.
 - c. The Treasurer shall provide this available through the publication of two (2) Semesterly Reports.
 - i. These reports must be published prior to the beginning of the subsequent semester.
 - d. Committee Chairs will be required to submit expenditures to the Treasurer.

- i. Expenditures should be reported with receipts.
- e. Committee Chairs must give notice to the Senate when reallocating portions of their budget to other committees.
- f. Semesterly reports from each committee are required to include:
 - i. Executive summary
 - ii. Summary or collection of unaudited financial statements
 - iii. Descriptions of any events held
 - iv. Ongoing projects/initiatives
 - v. Completed projects/initiatives
 - vi. Additional Comments
 - vii. Itemized spending
- g. The Semesterly Reports shall remain public for a minimum of 3 years following publication.
- h. The Semesterly Reports shall remain archived for a minimum of 5 years following publication.

ARTICLE 6 - STUDENT ORGANIZATIONS

Section 1: General

1. All campus organizations must be recognized by the Student Government Association.
To maintain recognition, an organization must be renewed each year through the Office of Campus Life.
2. The Student Government Association shall evaluate and recognize organizations whose purposes are in accordance with the mission statement of Mercer University and our commitment to a “Community of Respect”.
3. The Student Government Association retains the right to revoke recognition status from an organization by a two-thirds vote of the senate. The organization in question shall receive seven calendar days’ notice before a vote is to be held.

Section 2: Starting New organizations

1. The new student organization must submit its constitution and bylaws to the Office of Campus Life.
2. Once the Office of Campus Life notifies the Organizational Affairs Committee, the committee will reach out and review the constitution.
3. Once the Organizational Affairs Committee deems the constitution fit for the Senate floor, it will be sent to the Senate for final approval.
4. A Seed Money request may be submitted along with the constitution of new student organizations, contingent upon the approval of their constitution.

Section 3: Inactive Organizations

1. Organizations that have not been renewed with the Office of Campus Life for two consecutive years shall be considered inactive organizations.
2. If an organization has been inactive for more than two consecutive years, the organization shall be dissolved.
3. Dissolved organizations are no longer recognized by the Student Government Association.