

CONSTITUTION and BY-LAWS
of
THE STUDENT GOVERNMENT ASSOCIATION
of
ROSE-HULMAN INSTITUTE OF TECHNOLOGY

ARTICLE I

NAME

The name of this organization shall be the Student Government Association of Rose-Hulman Institute of Technology.

ARTICLE II

PREAMBLE

In view of the fact that men and women who regularly deal with natural forces and the practical application of scientific principles to the facts of life are liable to lose sight of the humanities, and in view of the fact that without the cooperation and patronage of the members themselves, no organization can thrive, and with a view toward establishing the present association of students on a firm foundation and providing for their future welfare and prosperity, we, the students of Rose-Hulman Institute of Technology, ordain and establish this constitution.

ARTICLE III

THE EXECUTIVE

SECTION 1: Executive Powers

The Executive powers shall be, at all times, vested in the Executive Committee, which shall consist of the Executive Officers. The Executive Committee shall have general supervision of the affairs of the Student Government Association and make recommendations to the Student Senate when necessary.

SECTION 2: Executive Officers

The Executive Officers shall consist of one President and one Vice President, to be elected by the Student Body of Rose-Hulman Institute of Technology as hereinafter set out; one Secretary, one Treasurer, and one Executive Director to be appointed by the President as hereinafter set out.

SECTION 3: Terms of Office

The term of the Executive Officers shall begin on the first day of the spring quarter following their election and run for one calendar year.

SECTION 4: Duties and Powers of the Executive Officers

- A. The duties and powers of the PRESIDENT shall be as follows:
1. He shall serve as chairman of the Executive Committee.
 2. He may call, and preside at, meetings of the general assembly of the Student Body.
 3. He shall represent the Student Body at all functions, on all occasions, and at all ceremonies where such representation shall be deemed necessary, required or desirable.
 4. He shall administer and enforce all laws and regulations of the Student Government Association.
 5. He shall appoint all Executive Officers, with the exception of the Vice President, after elected. His selections shall be from members of the Student Body at large and shall be subject to approval of a majority of the Student Senate.
 6. He shall make recommendations for legislation or other action to the Student Senate.
 7. He shall address the Student Senate at the beginning of each quarter of the academic school year, and at such other times as he shall deem necessary or upon request by the Student Senate.
 8. He shall supervise, instruct, assist, and require reports from all committees and shall establish and/or approve all policies made by them.
 9. He shall, at his discretion, remove any officer whom he has appointed.
 10. He shall approve, or veto, in writing to the Student Senate, all acts of the Senate and/or amendments to the constitution and by-laws proposed or enacted by that Body, provided that such approval or veto be made within ten school days of passage by such Body. A veto by the President may be overridden by a two-thirds vote of the Student Senate. If he does not veto or approve such act within the specified time, the act shall become law.
- B. The duties and powers of the VICE PRESIDENT shall be as follows:
1. He shall assume and perform all duties of the President in his absence or his incapacity for any reason.
 2. He shall have the power to organize meetings of the Student Senate.
 3. He shall serve as presiding officer of all Student Senate meetings.
 4. He shall appoint all committees other than standing committees of the Student Senate which must be approved by a majority of the Student Senate.
 5. He shall fill all vacancies in the Student Senate with the approval of the President and the Student Senate.
 6. He shall answer all questions pertaining to the constitution and by-laws of the Student Government Association.
 7. He shall, at the beginning of each Student Senate year, distribute information to all members of the Senate, address the Student Senate pertaining to the rules of parliamentary procedure, Robert's Rules of Order Newly Revised, and the constitution and by-laws of the Student Government Association.
 8. He shall represent the Student Government Association on a national and state level.
- C. The duties of the SECRETARY shall be as follows:
1. He shall keep the minutes and records of all official meetings of the Student Senate, Club Council, the Executive Committee, and all other official Student Government Association affiliated meetings.
 2. He shall make available a typed copy of the minutes to the Student Senate and officers of the Student Government Association within one week of the meeting at which the minutes were taken.
 3. He shall keep the Student Senate's official membership roll and call roll at the beginning of each Student Senate meeting.
 4. He shall keep a separate record of all resolutions and rules made at any time for the Student Senate.

5. He shall keep the Student Government Association web site updated at all times with revised minutes, members, committees, and all official records deemed necessary by the Executive Committee.

D. The duties of the TREASURER shall be as follows:

1. He shall serve as the chairman of the Finance Committee.
2. He shall maintain an accurate and complete knowledge in written form of the transactions of all funds of the Senate, the recognized organizations and the individual classes.
3. He shall, upon request, submit to any recognized organization a report which summarizes their budgeted activity and current financial situation.
4. The Treasurer shall collect the financial budget proposals from each organization requesting funding for each fiscal year.
5. He shall, in conjunction with the Executive Committee, in May of each year, prepare and submit to the Student Senate a tentative budget for the next school year.
6. He shall require, prior to the end of the school year, an operating budget from each organization. This statement is to be of the form designated by the Treasurer of the Student Government Association.
7. He shall collect and maintain, in an orderly fashion, any written or electronic material about or concerned with the Student Government Association and club relations.
8. He shall receive all requests by clubs and organizations to come before the Student Senate at least one week prior to the requested Senate meeting.
9. He shall distribute quarterly reports to all the clubs during the seventh week to be returned by the end of the ninth week.

E. The duties of the EXECUTIVE DIRECTOR shall be as follows:

1. He shall be in charge of all administrative duties assigned to him by the President and the
2. He shall act as a voting delegate on national and regional matters in national organizations in which the Student Government Association is a member.
3. He shall, with the aid of the Executive Committee, prepare a brief outline at the end of his term describing the Government's successes, failures, good and bad points, attitudes, and policy patterns, to be bound in a notebook as a history of the Student Government Association.
4. He shall be responsible for maintaining a campus bulletin board, which will display all pertinent information of the Student Government Association.
5. He shall be responsible for distributing and organizing elections and nominations for the following positions: President, Vice President, Class Presidents, Senators, and Student Leader of the Quarter.
6. He shall lead and organize all Student Government Association events put on for the student body.
7. He shall be responsible for arranging a transition ceremony at the end of Winter quarter between the incoming and outgoing Executive Committee.

ARTICLE IV

THE LEGISLATURE

SECTION 1: Legislative Powers

All Legislative powers shall be vested in the Student Senate, which shall be composed of a number of elected members, such number to be fixed and changed from time to time, as provided hereinafter. The members shall be known as Senators.

SECTION 2: Election and Term of Senators

- A. Senators shall be elected in the Fall quarter as provided hereinafter.
- B. The term of office of Senators shall begin in the Fall quarter when election results are known, and last until the election.

SECTION 3: Powers and Duties of the Student Senate

The Student Senate, within the limits that may be delegated by the Institute from time to time, shall have the duties and all powers necessary as follows:

- A. To enact by-laws as may be deemed necessary to carry out and/or make effective the objects and purposes of this organization, the Student Government Association of Rose-Hulman Institute of Technology.
- B. Confirm by a majority vote, all appointments which shall be made by the President or Vice President as the case may be.
- C. Impeach and remove when such impeachment may be deemed necessary, by two-thirds affirmative vote of the entire Student Senate, an Executive Officer of the Student Government Association by a trial committee as provided for in Robert's Rules of Order Newly Revised.
- D. To approve by a two-thirds affirmative vote, all Student Organizations which seek official recognition and listing in the Student Handbook and/or eligibility for Student Government financing. Church affiliated religious organizations, social and service fraternities, professional organizations, residence hall organizations, and honor societies are ineligible for Student Senate approval.
- E. To approve, by two-thirds affirmative vote, the budget of each student organization funded through the Student Government.
- F. To call a special meeting of the Senate if necessary by a written petition of three Senators.
- G. To elect a new Vice President from the Senate if the office becomes vacant at any time.

SECTION 4: Standing Committees

A. Committee Member Selection

- 1. There are four permanent standing committees: the Finance Committee, the Club Relations Committee, the Programming Committee, and the Publicity Committee.
- 2. Each committee shall have individual quotas for members:
 - a. The Finance Committee shall consist of at least five members.
 - b. The Publicity Committee shall consist of at least five members.
 - c. The Programming Committee shall consist of at least five members.
 - d. The Club Relations Committee shall consist of at least six members.
- 3. All standing committee members shall be chosen by the chairman of the committee and approved by a two-thirds vote of the Student Senate.
- 4. All applicants must be members of the Student Senate of Rose-Hulman with the following exceptions:
 - a. Should there prove to be insufficient applicants to fill the minimum quotas for each committee, the Executive Committee shall request additional applicants from the Senate. If by the end of the next meeting of the Senate, quotas are still not filled, the Executive Committee has the power of direct appointment.
 - b. The appointees need not be from the Student Senate. However, any non-Senator appointee is subject to approval, by two-thirds vote, of the Senators already serving on the respective committee.

B. The Finance Committee

1. Duties

- a. It will be the Finance Committee's job to review and screen any and all monetary requests presented to the Student Government Association.
- b. There must be a majority vote for any monetary request to pass the finance committee. Should the vote not be a majority, the committee will review all presented materials again. No vote may be taken unless a majority of the members are present. Temporary substitutions may be found with the approval of the Chairman.
- c. After all hearings involved with the creation of the fiscal budget are heard, it is the committee's job to construct a complete fiscal budget and present it to the Senate prior to

May 1. This budget must be passed by a two-thirds vote for Senate approval. The committee is also in charge of any alterations requested by the Student Senate should the need arise.

- d. Any student organization that is officially recognized by the Student Government which is turned down by the Finance Committee has the right to go before the Senate and petition for approval by the Senate for any requested funds. However, the Finance Committee will present its case against the petitioning organization in front of the Student Senate.
2. Petitions to the Finance Committee
 - a. Any group wishing to petition the Finance Committee must do so in a written statement, and an oral presentation if requested, in front of the committee.
 - b. Non-Student Government funded clubs or any type of special monetary requests are heard in the same manner as stated previously above.
- C. The Publicity Committee
1. The Publicity Committee shall be responsible for promoting the public image of the Student Government Association in the following areas:
 - a. On the campus of Rose-Hulman Institute of Technology.
 - b. In conjunction with the Institute's Public Relation Office, in the community outside of Rose-Hulman Institute of Technology.
 2. Further Responsibilities:
 - a. Informing the student body of the ongoing activities of the Student Government Association.
 - b. Providing each incoming freshman class with information concerning the Student Government Association and possibilities for involvement.
- D. The Programming Committee
1. The Programming Committee shall organize all dinners, elections, student/faculty panels, and other Student Government Association events.
 2. The Programming Committee will also be responsible for the research, development, and implementation of new programs, ideas, and functions.
 3. The Programming Committee shall implement all programs to be undertaken by the Student Government Association not already delegated to other committees.
 4. The Programming Committee shall prepare all materials that are required for the Student Government Association to attend conferences.
 5. The Programming Committee will remain in contact with other similar schools in regards to ideas and programming.
- E. The Club Relations Committee
1. The Club Relations Committee shall initialize and maintain healthy relations between clubs and the senate.
 2. It shall be the Club Relations Committee's job to establish a line of communications between a member of the executive board of each Student Government Association funded club and one of said committee's members.
 3. It shall be the Club Relations Committee's job to provide written summary reports to the general assembly on any club it deems necessary every meeting.

SECTION 5: Quorum of the Student Senate

Quorum consists of two-thirds of the elected Senators and Senator substitutes appointed by Senators in accordance with Article VIII, Section 4.

SECTION 6: Limitations of the Powers of the Student Senate

All acts, laws, rules, regulations, charters or proposed amendments of the Student Senate shall be subject to review, modification and/or veto by such officials as may be authorized by the Board of Managers or Rose-Hulman Institute of Technology.

ARTICLE V

THE JUDICIARY

SECTION 1: The Judicial Council

- A. The Judicial Council shall consist of six members to be appointed by the President of the Student Government Association. Five of these six are regular voting members and are of senior academic standing.
- B. The Chief Justice of the Judicial Council shall be a voting member and appointed by the President of the Student Government Association.
- C. The Chief Justice of the Judicial Council shall preside over all Judicial Council trials.
- D. The Clerk of the Judicial Council shall:
 1. Handle all correspondence for and conduct the inquiry as provided hereinafter.
 2. Handle notices of trials as provided hereinafter.
 3. Handle all correspondence of the Judicial Council, record all testimony, and serve as a liaison between the Judicial Council, the Student Senate, the Executive Committee, and the Student Body.
 4. Vote when a regular voting member is absent.
- E. The term of office for the members of the Judicial Council shall be concurrent with that of Senators.

SECTION 2: The Inquiry

- A. The purpose of the inquiry is to determine the validity of a charge and to determine, if valid, the court of trial, and set a time and date for such trial.
- B. The inquiry consists of:
 1. The Clerk of the Judicial Council.
 2. The President and/or Vice President of the Student Government Association, or the Chief Justice of the Judicial Council in the event such President or Vice President of the Student Government Association cannot attend such inquiry.
 3. The Plaintiff.
 4. The Defendant.
- C. The accused shall be notified, in writing, of the exact charge and the name of the plaintiff, within three school days after the charge has been filed with the Clerk of the Judicial Council. A member of the Student Body, Rose Faculty, or Administrative Staff may refer the charges. The accused shall also receive a copy of the procedures of the Judicial Council and information of whom to see for counseling if desired. The inquiry must meet within seven school days after the date of the notification of the accused.

SECTION 3: Jurisdiction and Powers of the Judicial Council

- A. The Judicial Council shall have jurisdiction over all cases of student academic or disciplinary misconduct, which are or may be detrimental to the Institute when referred to it by the inquiry.
- B. The Judicial Council shall also have the power of judicial review over all acts of the Student Government Association, including executive policies and Senate legislation.
- C. The Judicial Council shall make a written report of its findings of fact and recommendations in accordance with the by-laws of the constitution.
- D. The Judicial Council cannot try a defendant for more than one charge at a time nor can a defendant be tried more than once for the same act and charge.

SECTION 4: Procedures of the Judicial Council

- A. A quorum of the Judicial Council shall be four members thereof and concurrence of a quorum shall be necessary to render effective a decision of such Judicial Council. The council shall also meet with the President and the Dean of Students of the Institute. If a concurrence of four cannot be secured on any decision, a majority and minority opinion may be recorded, if in the discretion of such Judicial Council such record would serve any useful purpose.

- B. The defendant shall have an opportunity of defending himself against the charge at the trial.
- C. All decisions of the Judicial Council may be appealed to the Faculty Discipline Committee.
- D. After deliberation, the Judicial Council shall make a written report of its findings of fact and recommendations, which shall be submitted by the Clerk to the Dean of Student Affairs and the President of the Student Government Association.
- E. The report of findings and the recommendations of the Judicial Council shall either be endorsed by the Dean of Student Affairs or referred to the Faculty Discipline Committee for further study within two days of the receipt of the report.
- F. The Judicial Council shall have the power to determine all other procedures not inconsistent herewith.

ARTICLE VI

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Student Government Association in all cases to which they are applicable and in which they are not inconsistent with these constitution and by-laws and any special rules of order the Student Government Association may adopt.

ARTICLE VII

AMENDMENTS

Any amendment or addition to the constitution shall be made as follows:

SECTION 1

Such amendment or addition shall be submitted in writing, by any member of the Student Senate, to the Presiding Officer of the Student Senate.

SECTION 2

The Presiding Officer of the Student Senate shall read such amendment or addition, in full, at the first meeting of the Student Senate following his receipt of such amendment or addition.

SECTION 3

The Presiding Officer of the Student Senate shall submit such amendment or addition to the proper official for review, modification, or veto as provided for in Section 7 of Article IV, herein, and:

- A. Should such amendment or addition be modified in any way, it shall be read in such modified form at the next regular or special meeting of the Student Senate.
- B. Should such amendment or addition be vetoed by the proper officials having such power under Section 7 of Article IV, herein, such amendment or addition shall be dropped and the subject matter thereof shall receive no further consideration until the lapse of one year.

SECTION 4

At a meeting of the Student Senate held at least fifteen days after the meeting at which such amendment or addition is read, such proposed amendment or addition shall be put to a vote.

- A. Should the vote recorded for the adoption of such amendment or addition be greater than or equal to two-thirds of the entire Student Senate, such proposed amendment or addition shall be considered in full force and effect and shall be added to, and become a part of, the constitution of this organization.
- B. Should the vote recorded for the adoption of such amendment or addition be less than two-thirds of the entire Student Senate, such proposed amendment or addition shall fail and no further or additional

amendment or addition on the same subject shall be considered until the lapse of one year from the date of such vote.

ARTICLE VIII

BY-LAWS

SECTION 1: Separation of Powers

The powers of the executive, legislative, and judicial shall be separate and thus no student may belong to more than one of these branches of the student government.

SECTION 2: Class and Grade Requirements

A. Executive Officers

1. All Executive Officers must have a minimum cumulative average of 2.25 and must also have a minimum 2.00 grade point average for the first quarter in the academic year he is elected.
2. The Executive Officers of the Student Government Association must also meet the following requirements:
 - a. The President must be of at least junior standing as determined by the registrar's office at the time of his election and not plan to graduate prior to the end of his term, if elected.
 - b. The Vice President must be of at least sophomore standing as determined by the registrar's office at the time of his election and not plan to graduate prior to the end of his term, if elected.
 - c. The Secretary must and not plan to graduate prior to the end of his term, if appointed.
 - d. The Treasurer must be of at least sophomore standing as determined by the registrar's office at the time of his appointment and not plan to graduate prior to the end of his term, if appointed.
 - e. The Executive Director must not plan to graduate prior to the end of his term, if appointed.

B. Senators

1. Freshman Senators shall have no grade requirements.
2. Upperclassman Senators, as well as graduate Senators, shall have a minimum cumulative grade point average of 2.00.

SECTION 3: Election Procedures

A. Election of Executive Officers

1. Any member of the student body at large, meeting the minimum requirements for his office (as outlined in Section 2, Article VIII) and is in good standing and not on probation, shall be eligible for nomination to an Executive Office hereunder as follows:
 - a. A petition for nomination for each Executive Office shall be circulated among the Student Body and shall be endorsed by at least twenty-five members. No duplication of signatures shall be permitted, and each individual shall affix his own name and no other. Any number of such petitions may be circulated for any number of prospective candidates.
 - b. The nominee for whom such petition shall be circulated shall endorse such petition at the head thereof, with such language as shall express his desire to seek such office and to faithfully execute the duties thereof if elected.
 - c. Petitions of nominations must be made available to the Student Body at least three weeks prior to the election and shall be returned by candidates at least one week prior to the election.
2. The Primary Election

- a. The primary election shall be conducted by the Programming Committee on or before the Tuesday of seventh week of the Winter Quarter each year.
 - b. The primary election shall eliminate all nominees for the positions of the Executive Officers except those two candidates obtaining the highest number of votes for each office.
 3. The Final Election
 - a. The final election shall be conducted by the Programming Committee on the Tuesday of the eighth week of the Winter Quarter each year.
 - b. At this election the candidate receiving the greater number of votes for the office for which he was declared a candidate in the Primary Election shall become elected to such office, and his election shall be certified by the Executive Director.
- B. Election of Senators
 1. Composition of Student Senate
 - a. The members of the Rose-Hulman Student Body shall be put in various residential districts to be defined as a residence hall, fraternity house, sorority house, or commuter district.
 - b. Each district shall elect one Senator for each seventy-one members of the said district.
 - c. A district shall receive one additional Senator if that district contains more than thirty members over and above the multiples of seventy-one as stated above.
 - d. The Student Senate shall also be composed of four Class Presidents which shall all be regular, voting members of the Senate.
 - e. Any person belonging to a social fraternity at the beginning of the academic year shall be counted as a member of his or hers fraternity district and not as a residence hall or commuter.
 2. Nomination Procedures for Senators
 - a. Students shall be nominated for a Senate position by a petition to be signed by five members of the district to be represented by the nominee.
 - b. Petitions of nomination must be made available to the Student Body at least two weeks prior to the election and returned at least one week prior to the election.
 3. Election of Senators
 - a. Elections of Senators shall be held by the end of the third week of the Fall Quarter each academic year.
 - b. Members of the Student Body vote for only the Senators from their own district and shall be allowed to vote for as many candidates as there are Senators from his own district.
 - c. Those candidates receiving the most votes from their district shall become the Senators of that district.
- C. Class Elections
 1. Freshman Class President
 - a. The freshman class shall elect a President
 - b. The election shall be conducted by the Executive Director on or before the end of the third week of the Fall Quarter.
 2. Upperclassman Class Presidents
 - a. Each of the three upper classes shall elect a President
 - b. The elections for the upcoming year's Presidents shall be held on or before the eighth week of the Spring Quarter.
 3. Procedure
 - a. An announcement of the election must be made at least one week in advance of the election and shall contain the following information:
 1. Time and place of election.
 2. Form of nomination petition.
 3. Deadline for submitting nominations.
 - b. Candidates shall be nominated by petitions requiring twenty-five members of the class concerned.

- c. The candidate receiving the highest number of votes from the class concerned shall be named the Class President.
- d. In the event that any Class President leaves school, the leaving Class President will be allowed to appoint a replacement. The appointed replacement will take office only if the Student Senate approves him. In the event that the replacement is rejected, a general election will be held. Should no candidate receive a majority of the votes, then the Programming Committee shall appoint candidates until one is approved by the Senate.

SECTION 4: Duties and Powers of Class Presidents

The duties of the class presidents shall be as follows:

- A. To use their class' monies for events and causes of interest to their constituents.
- B. To hold a meeting shortly after elections in order to exchange ideas and facilitate the underclassmen's successful leadership. This meeting is to be organized by the Senior class president.
- C. To act as regular voting members in the student Senate.

SECTION 5: Attendance of the Student Senate

After each called meeting it shall be the duty of the Vice President to deliver written notice to any member or members absent from said meeting and who have not given adequate excuse to the Presiding Officer of the Student Senate of such absence. Should the same member absent himself the second time, and the Presiding Officer of the Student Senate has received no adequate excuse from the absentee, the Presiding Officer will inform the absentee of his retirement of office. The President or Vice President of the Student Government Association will appoint a successor from the absentee's district. The above will hold with the following restrictions:

- A. The only excused absence is having a class. Other meetings, varsity athletics, intramural, work-study, plant trips, etc., are all unexcused absences.
- B. If a Senator must miss a meeting for a reason other than class, it is his duty to find a replacement from his district for that meeting. The absence will then be considered excused. The Presiding Officer of the Student Senate must be notified of the absence prior to the meeting, or else the absence will be considered unexcused.
- C. A replacement Senator may represent only one absent senator at a given meeting.

SECTION 6: Recall of Senators

In case a district desires to contest the seat of any one of its Senators in the Student Senate, it shall submit its reasons for contest, in writing, signed by a majority of the members of that district. In such case, a vote of a majority of the members of the Student Senate shall be sufficient for the expulsion.

SECTION 7: Absence of a Senator from the Institute

Continued absence of a Senator from the Institute for three consecutive school weeks shall be considered as withdrawal from the Student Senate, unless written notice to the contrary be filed with the Secretary.

SECTION 8: The Fiscal Year

The fiscal year shall begin on the first day of July of the given year and end on the last day of June in the following year.

SECTION 9: Student Government Association Funds

- A. Introduction: There are three general headings under which the Student Government funds shall be kept. They shall be:
 - 1. The Reserve Fund.
 - 2. The Executive Fund.
 - 3. The General Fund.
- B. The income of the Student Government shall consist of, but not be limited to:

1. Quarterly activity fees from all students.
 2. Sales and rentals.
 3. A vending machine commission.
 4. Interest on the Student Government certificates of deposit.
- C. Allocation of Student Government Funds: At the beginning of the fiscal year these moneys shall be divided by the comptroller of the Institute as follows:
1. Net Income
 - a. Net income shall be defined as the income to the Student Government plus the General Fund from the previous fiscal year minus any moneys required to establish the Reserve Fund at its required amount.
 - b. The reestablishment of the Reserve Fund shall occur annually before any other form of transaction occurs.
 2. The General Fund
 - a. Once any necessary moneys have been withdrawn from the Net Income, all remaining moneys will be deposited into the General Fund.
 - b. Throughout the year, any further Student Government Association income shall be deposited within this fund.
- D. Definitions, Purposes, and Approvals of SGA Funds
1. The Reserve Fund
 - a. The Reserve Fund shall be maintained as a certificate of deposit in an amount of \$10,000.
 - b. This fund is to be used to cover the expenses of the Student Government during bankruptcy.
 - c. To cash the Reserve Fund the Treasurer of the Student Government must request the use from the Student Senate. This request may only be made with the written approval of the Advisor of the Student Government Association or the President of the Institute. The Student Senate must then pass a motion allowing the Treasurer to use the requested funds by a two-thirds majority vote. At the beginning of the next fiscal year, the amount required to bring the Reserve Fund up to its required \$10,000 will be subtracted from the expected income before other allotments are made.
 2. The Executive Fund
 - a. This fund shall be established for the use by the Executive Branch of the Student Government to cover the daily administration costs of the Student Government. Administration costs are defined as all expenses incurred during the normal operation of the Student Government Association which are under \$1,000 during the fiscal year. Expenditures of \$1,000 or more (total) must be requested from the Senate and come from the General Fund.
 - b. It shall consist of five percent of the total income of the Student Government Association plus \$3,000. They are further entitled to call emergency sessions of the Student Senate and request moneys in excess of the Executive Fund at any time.
 - c. These uses of the Executive Fund for expenditures under \$1,000 are not subject to approval by the Student Senate.
 - d. At the end of the fiscal year, all remaining funds shall be transferred to the General Fund.
 3. The General Fund
 - a. This account is established as the remaining Student Government funds from which other bodies shall draw once the Reserve Fund and the Executive Fund have been established at their respective levels. From this account shall come, in the following order of importance:
 1. The Club Accounts
 - a) These moneys shall consist of any amounts granted a club via annual budgets created by the Finance Committee and ratified by the Senate.
 - b) Upon receiving the funds, the club treasurer or club president is ultimately responsible for the appropriate use of the funds. However, the club advisor, Treasurer of the Student Government, and the Student Government Advisor must also approve the expenditure.

- c) At the end of the fiscal year, funds that have not been spent shall be transferred to the General Fund.
 - d) These funds may be frozen or garnished at any time, at the discretion of the executive committee, should appropriate updates not be promptly submitted to the club relations committee upon their request.
- b. Special Requests
- 1. Any student organization that is officially recognized by the Student Government or other interested party who wants to use this money must make a written request to the Finance Committee. If the Finance Committee approves the expense, the party can request the funds from the Student Senate as per the requirements set down under the Finance Committee in Section 4, Article IV. The use of these funds can only be made with the written approval of the Advisor of the Student Government or the President of the Institute.
 - 2. For the funds then to be used, the Student Senate must approve the request with a two-thirds vote of a quorum.

SECTION 10: Transactions of Student Government Association Funds

- A. All funds received by the Treasurer of the Student Government Association, by the treasurer of an organization shall be deposited at the Business Office within an account established by the Institute for the Student Government Association.
- B. The disbursement of all organizational funds will be executed by the Treasurer of the Student Government Association. All expenditures of the Student Government Association may be signed by such Treasurer or the Dean of Student Affairs, but preferably both.
- C. An audit of the Student Government Association shall be conducted under the time frame and direction of the Comptroller of the Institute.

SECTION 11: Modus Operandi

- A. The financial modus operandi of each organization shall be as follows:
 - 1. Organizational constitutions shall govern the financial modus operandi of each organization.
 - 2. A Cash Advance or Invoice requesting the expenditure of funds by any organization shall be signed by the organization treasurer and faculty advisor.
 - 3. The treasurer of any organization shall remit within one month receipts or statements for all Cash Advances.
 - 4. The Treasurer of the Student Government Association shall have the authority to:
 - a. Audit at any time the financial records of any recognized organization.
 - b. Review and/or contest any alleged violation of the modus operandi outlined herein.
- B. In the event that a faculty advisor should refuse to approve an expenditure, the matter may be appealed to the Student Senate, the decision of the Senate being final in the matter.

SECTION 12: Application for Funds

The president and treasurer of each organization shall submit, by the end of the second quarter, a report of the condition of the organization as to interest and disposition of the students toward the organization, as to finances and as to the future prospects of the organization. The report shall also contain a proposed budget for the next fiscal year. The president and treasurer of each organization shall submit before October a report detailing the operating budget for the fiscal year.

SECTION 13: Class Fees

- A. All students shall be assessed class fees at the beginning of each fiscal year. The amount for each class shall be classified as follows:
 - 1. Senior class fees equal to ten dollars for the entire year.

2. Junior class fees equal to six dollars for the entire year.
 3. Sophomore class fees equal to four dollars for the entire year.
 4. Freshman class fees equal to four dollars for the entire year.
- B. A transfer student will be assessed five dollars upon enrollment into the Institute.
- C. An accurate account of the financial transactions of each class shall be kept by the Treasurer of the Student Government Association.
- D. All fees shall be paid at the time of tuition payment.

SECTION 14: Recognized Organizations

- A. A list of all SGA recognized organizations shall be kept by the Club Relations Director of the Student Government Association.
- B. Each student of the Institute shall be eligible for membership in any recognized organization receiving Student Government Association funds.
- C. Criteria for Recognition
1. The organization desiring recognition shall submit for approval, a constitution and by-laws of said organization.
 2. The organization shall have a faculty advisor.
 3. The organization must be approved by the Student Affairs Committee of Rose-Hulman Institute of Technology.
 4. Organizations seeking recognition by the Student Government Association shall proceed as follows:
 - a. Once being approved by the Student Affairs Committee the organization must wait one full academic quarter before it can come before Student Senate to gain probationary status.
 - b. An organization may then be recognized as a probationary status club by a majority vote of the Student Senate.
 - c. An organization on probationary status may ask for full recognition after a two quarter probationary status period.
 - d. While on probationary status the organization must find a senator willing to be their club "sponsor".
 - e. For a student organization on probationary status to gain full recognition of the Student Government Association, it must receive a two-thirds vote of the Student Senate.
 - f. A student organization shall be required to submit a budget for the two quarter probationary period.
 - g. To be eligible for full recognition of the Student Government Association, a club must request such full recognition no more than two quarters after its two quarter probationary period has passed.
 - h. Any student organization seeking probationary club status may only be voted on for probationary club status by the senate two times within one academic year. Said organization is also limited to two senate votes regarding the awarding of full club status within one academic year.
- D. Revocation of SGA Recognized Organization Status
1. The Student Senate reserves the right to review any recognized organization's purposes, policies, or program and remove Student Government Association recognition, by a two-thirds vote of the Student Senate, whenever it feels the organization is no longer serving the best interests of the Student Body or the Institute.

2. Should an organization be inactive for two years, it shall be revoked of its status as an SGA Recognized Organization.
3. An organization shall be defined as active provided they satisfy the following requirements:
 - a. Submit an annual budget report.
 - b. Submit a current list of club officers to the acting Treasurer when requested.
 - c. Have a faculty or staff advisor.
 - d. Have a current constitution on file in the SGA office.
 - e. Represent themselves at club summits or provide all information requested at club summits in a timely manner.

SECTION 15: Committee Reports

All Students appointed to the Student/Faculty Committees by the Student Government Association must report to the Executive Committee at least once a quarter and inform the Executive Committee on the business of the Student/Faculty Committee to which he was appointed.

SECTION 16: Amendment to the By-Laws

These by-laws may be amended or added to by a two-thirds vote of the Student Senate. At least one week's notice of the proposed amendment must be given to the members of the Executive Committee and the Student Senate.