

**Friends University
Student Government Association
By-Laws**

Article 1: General Election Procedures 2

Article 2: Executive Council..... 8

Article 3: Falcon Activities and Campus Events 12

Article 4: Falcon Student Organizations 13

Article 5: Senate..... 16

Article 6: Budget..... 18

Article 7: General Assembly 22

Article 8: Stipends..... 22

Article 1

General Election Procedures

Section 1. Executive Council

- A. The election procedures shall be carried-out by the current Executive President.
 - 1. In the instance that the Executive President is re-running for Executive Council, the current President of Senate shall carryout the election procedures.
 - 2. In the instance that the Executive President and President of Senate are re-running for Executive Council, the President of FSO shall carryout the election procedures.
 - 3. In the instance that the Executive President, President of Senate and President of FSO are re-running for Executive Council, the President of FACE shall carryout the election procedures.
 - 4. In the instance that the Executive President, President of Senate, President of FSO and President of FACE are re-running for Executive Council, the Executive Secretary shall carryout the election procedures.
 - 5. In the instance that the Executive President, President of Senate, President of FSO, President of FACE and the Executive Secretary are re-running for Executive Council, the Executive Publicist shall carryout the election procedures.
 - 6. In the instance that the Executive President, President of Senate, President of FSO, President of FACE, Executive Secretary and Executive Publicist are re-running for Executive Council, the Executive Business Manager shall carryout the election procedures.
- B. All Executive Council members not rerunning for office shall be part of the Election Committee.
- C. The following election procedure pertains to the Executive President, President of Senate, President of FSO and the Executive Secretary. These positions are elected positions.
 - 1. The elected Executive Council positions shall be elected for the next year term by the student body during a student body vote held during the spring semester.
 - 2. Applications shall be available to the student body at a minimum of one (1) week prior to the start of candidate campaigning.
 - 3. Upon application, candidates shall submit a written petition signed by twenty-five (25) traditional undergraduate students, a platform statement and a personal resume.
 - 4. Candidates shall be given a minimum of three (3) days to campaign prior to the election.
 - 5. Candidates shall give a speech to the student body prior to the election in the instance of a contested race.
 - 6. The election shall be conducted over a minimum of three (3) days.
 - 7. The current Executive Council members, not running for Executive Council, shall count ballots after all ballots have been collected at the end of the election cycle. The Executive Council member overseeing elections shall report results to the candidates and the student body.
- D. The following election procedure pertains to the President of FACE, Executive Business Manager and Executive Publicist. These positions are selected positions.
 - 1. The selected Executive Council positions shall be selected for the next year term by an application and interview process held in the spring semester.
 - 2. Applications shall be available to the student body at the same time that the other Executive Council applications become available.
 - 3. Upon application, candidates shall submit a written petition signed by twenty-five (25) traditional undergraduate students, a platform statement and a personal resume.
 - 4. Each candidate shall then go through the interview process.
 - a) President of FACE
 - (i) Individuals included in the interviews of candidates for the President of FACE position shall include the advisors of SGA, the current President of FACE and a current Executive Council member.

- b) Executive Business Manager
 - (i) Individuals included in the interviews of candidates for the Executive Business Manager position shall include the advisors of SGA, the current Executive Business Manager, a current Executive Council member and a representative from the Business department.
- c) Executive Publicist
 - (i) Individuals included in the interviews of candidates for the Executive Publicist position shall include the advisors of SGA, the current Executive Publicist, a current Executive Council member, and a representative from the Communications office or applicable faculty member.
- 5. The interview process shall take place during the election of the elected Executive Council positions.
- 6. The officer presiding over the election procedures shall report the results to the candidates and the student body.

Section 2. FACE

- A. The following election procedures pertain to the Director of Finance and the Director of Marketing and Membership. These positions are selected positions.
 - 1. The director positions shall be selected for the next year term by an application and interview process held during the spring semester.
 - 2. Applications shall become available to the student body for a minimum time period of one (1) week before submission is due.
 - 3. Upon application, candidates shall submit a written petition signed by twenty-five (25) traditional undergraduate students, a platform statement and a personal resume.
 - 4. Each candidate shall then go through the interview process.
 - a) Individuals included in the interviews of candidates for both positions shall include the current President of FACE, incoming President of FACE, the FACE advisors, and the current directors.
 - 5. The incoming President of FACE shall carryout the selection process for the directors of FACE.
- B. The following selection procedures pertain to the FACE committee chairs. These positions are selected positions.
 - 1. The committee chair positions shall be selected for the next year term by an application and interview process held during the spring semester.
 - 2. Applications shall become available to the student body for a minimum time period of one (1) week before submission is due.
 - 3. Each candidate shall then go through the interview process.
 - a) Individuals included in the interviews of candidates for both positions position shall include the incoming President of FACE, the FACE advisors, and the new directors.
 - 4. The incoming President of FACE shall carryout the selection process for the committee chairs of FACE.

Section 3. FSO

- A. The following election procedure pertains to the Director of FSO. This position is an elected position.
 - 1. The Director of FSO position shall be elected for the next year term during a student body vote held during the spring semester.
 - 2. Applications shall be available to the student body at a minimum of one (1) week prior to the start of candidate campaigning.
 - 3. Candidates shall be given a minimum of three (3) days to campaign prior to the election.

4. Upon application, candidates shall submit a written petition signed by twenty-five (25) traditional undergraduate students, a platform statement and a personal resume.
5. Candidates shall give a speech to the student body prior to the election in the instance of a contested race.
6. The election shall be conducted over a minimum of three (3) days.
7. The current Executive Council members shall count ballots after all ballots have been collected at the end of the election cycle. The Executive President shall report results to the candidates and the student body.

Section 4. Senate

- A. The following election procedure pertains to the Director of Senate Relations. This position is an elected position.
 1. The Director of Senate Relations position shall be elected for the next year term during a student body vote held during the spring semester.
 2. All department heads shall nominate candidates for the Director of Senate Relations.
 3. Applications shall be available to the student body at a minimum of one (1) week prior to the start of candidate campaigning.
 4. Upon application, candidates shall submit a written petition signed by twenty-five (25) traditional undergraduate students, a platform statement and a personal resume.
 5. Candidates shall be given a minimum of three (3) days to campaign prior to the election.
 6. Candidates shall give a speech to the student body prior to the election in the instance of a contested race.
 7. The election shall be conducted over a minimum of three (3) days.
 8. The current Executive Council members shall count ballots after all ballots have been collected at the end of the election cycle. The Executive President shall report results to the candidates and the student body.
- B. The following election procedure pertains to the Senators. These positions are elected positions.
 1. The Senator positions shall be elected for the next year term during a student body vote held during the spring semester.
 2. The corresponding department head shall nominate candidates. Senators are nominated based on their current academic major.
 3. The current President of Senate shall contact the nominated individuals. The individuals will then have the opportunity to accept or deny the nomination.
 4. Applications shall be available to the nominated students at a minimum of one (1) week prior to the start of candidate campaigning.
 5. Upon application, candidates shall submit a written petition signed by twenty-five (25) traditional undergraduate students, a platform statement and a personal resume.
 6. Candidates shall be given a minimum of three (3) days to campaign prior to the election.
 7. The election shall be conducted over a minimum of three (3) days.
 8. The current Executive Council members shall count ballots after all ballots have been collected at the end of the election cycle. The Executive President shall report results to the candidates and the student body.

Section 5. Posters and other Campaigning Materials

- A. No candidate shall campaign until the date stated in the application packet and after passing through the Elections Committee.
- B. Posters must have “approved” stamp, which may be obtained in the Student Affairs Office.
- C. Posters may be taped on brick, glass, and/or linoleum in designated posting areas.
- D. Poster cannot be taped, tacked, or nailed on wood or paint.
- E. Posters may be hung with string or yarn from a wood surface or from most other surfaces, provided the surfaces are not disfigured in any way.

- F. Posters should not be hung in a manner that will inconvenience students. (i. e. blocking vision through glass doors, covering clocks, etc.)
- G. All posted materials must abide by community life standards.
- H. SGA expects that campaigning will be done in a fair and positive manner.
- I. Supplies in the SGA Studio 98 may be used to produce campaigning materials. Each candidate may use no more than 20 feet of butcher paper.

Section 6. Platform Statement

- A. Candidates shall submit a statement (i.e. platform) upon application.
- B. The statement cannot contain any slanderous or profane materials.
- C. Copies of the statement will be displayed at designated places on campus and near the election table on election days.
- D. A resume shall also be included with the platform statement.

Section 7. Petitions

- A. Petitions are to be completed and turned in by the designated day and time. Petitions must be signed by twenty-five (25) full-time students enrolled in the traditional undergraduate (CBASE) program at Friends University. Signatures must be readable and will be checked. All Petitions are subject to review by the Elections Committee of SGA.

Section 8. Campaigning Regulations

- A. Posted materials must be a minimum of fifteen (15) feet from the ballot boxes once elections have begun. All other campaigning methods must take place a minimum of thirty (30) feet from the ballot boxes once elections have begun.
- B. No candidate shall in any way monetarily compensate any voter in order to obtain his/her vote.
- C. No candidate shall obtain the Student Identification number of any student and attempt to cast a vote in place of that student.
- D. No candidate shall in the duration of his/her campaign use literature that personally attacks the integrity of any other candidate.
- E. No candidate shall conspire to violate any provision in this section.
- F. Any candidate formally accused of any violation of this section shall be subject to penalty.

Section 9. Speeches

- A. In the instance of a contested race, all candidates shall be asked to give a 3-5 minute speech on the date listed in the application packet. Speeches are not to contain any slanderous material.

Section 10. Penalties

- A. All complaints regarding possible violations of election procedures during the election cycle must be submitted to the presiding officer of the election no later than the end of the election period. Complaints must be submitted in writing.
- B. After a complaint has been filed, the presiding officer of the election will investigate the allegations.
- C. If the candidate is found to be in violation, the findings must be reviewed by the Election Committee to determine the level of the offense. Appropriate actions will be taken based on the level of the offense.
- D. Level 1:
 - 1. A written warning and letter of cease and desist will be issued to the candidate by the presiding officer of the election.

2. Level 1 violations may include but are not limited to having posted campaign materials within fifteen (15) feet of the ballot box.
- E. Level 2:
1. The presiding officer will call a mandatory candidate mediation meeting consisting of the Election Committee and all affected candidates.
 2. Level 2 violations may include but are not limited to candidates verbally campaigning within thirty (30) feet of the ballot box, repeat level 1 offenses or posting literature that personally attacks the integrity of any other candidate.
- F. Level 3:
1. The Executive Council may choose to revoke the candidacy for egregious conduct, with or without prior warning.
 2. Level 3 violations may include but are not limited to monetarily compensating any voter, voter intimidation or casting ballots in the place of another student.
- G. The Executive Council may choose an alternate penalty that pertains to the severity and nature of the violation.

Section 11. Appeals

- A. All complaints regarding an SGA election must be submitted in writing and received by the presiding officer of the election by 5 p.m. on the fifth day following the release of election results.
- B. Once a written report has been filed, a thorough investigation of the allegations will be made within one (1) calendar week.
- C. If the petition is filed against multiple members of the Executive Council to the point that quorum cannot be met, the Vice President of Student Affairs shall appoint a sufficient number of voting members of SGA to take part in the appeals process so that quorum can be met.
- D. If the investigation proves there is significant evidence for the appeal, the presiding officer may bring the findings of the investigation to a special closed-session Election Committee meeting where the accused has the right to make a statement, answer questions, and then leave.
- E. The only motions that can be made during this meeting are:
 1. I move to dismiss the appeal that has been brought forth and let the announced election results stand.
 2. I move to dismiss the announced election results and hold another student body vote for the contested office.
- F. The motion must be carried by a majority vote of the Election Committee.
- G. The appellee shall be informed of the Election Committee's decision in writing by the presiding officer no later than two (2) business days following the closed-session meeting.
- H. If the announced election results are dismissed, the presiding officer shall issue the following statement after the decision has been made known to the appellee:
 1. "There has been an appeal of the election results for the office of _____. After a thorough investigation and hearing process, the Election Committee has voted to dismiss the election results for the office of _____."
- I. The new voting process must begin within one (1) week of the announcement of dismissed results.
- J. The decision of the Election Committee shall be final.

Section 12. Vacancies

- A. The following vacancy procedures pertain to all Executive Council positions.

1. The process for filling a vacancy shall be conducted by the Executive President. In the instance that the Executive President is the vacant position, the President of Senate will conduct the process.
 2. If a position is left vacant within two months of the next scheduled election, the following procedure will apply:
 - a. The respective President will acquire all duties of the vacant position.
 - b. Duties may be divided up among the respective Director(s), Executive Secretary, Executive Publicist, and the Executive Business Manager, if deemed necessary.
 3. If a position is left vacant more than two months from the next scheduled election, the following procedure will apply:
 - a. The Executive Council President will make applications available for the vacant position, and materials will be made to advertise the vacant position.
 - b. Elected positions will follow the election procedures described in Section 1.B of the by-laws, and the selected positions will follow the selection procedures described in Section 1.C of the by-laws.
- B. The following vacancy procedures pertain to all Director positions.
1. The process for filling a vacancy shall be conducted by the respective President of the vacant position.
 2. If a position is left vacant within two months of the next scheduled election, the following procedure will apply:
 - a. The respective President will acquire all duties of the vacant position.
 - b. Duties may be divided among other members within the respective branch, if deemed necessary.
 3. If a position is left vacant more than two (2) months from the next scheduled election, the following procedure will apply:
 - a. The respective President will make applications available for the vacant position.
 - b. Applications shall be available to the student body a minimum of one (1) week before interviews are conducted.
 - c. Each candidate shall then go through the interview process.
 - i. Individuals in the interviews of candidates shall include the respective President and advisor(s).
- C. The following vacancy procedures pertain to the FACE Chairs and Senators.
1. The process for filling a vacancy shall be conducted by the respective President for the vacant position.
 2. If a position is left vacant within two months of the next scheduled election, the following procedure will apply:
 - a. The respective President will acquire all duties of the vacant position.
 - b. Duties may be divided among the Director(s) of the respective branch, if deemed necessary.
 3. If a position is left vacant more than two months from the next scheduled election, the following procedure will apply:
 - a. The respective President will make applications available for the vacant position.
 - b. Applications shall be available to the student body a minimum of one (1) week before interviews are conducted.
 - c. Each candidate shall then go through the interview process.
 - i. Individuals in the interviews of candidates shall include the respective President, Director(s), and advisor(s).

Article 2

Executive Council

Section 1. Duties of the Executive Council President

- A. Shall serve as the chief executive officer of the SGA.
- B. Shall have the ultimate responsibility for the enforcement of the constitution and by-laws of the SGA.
- C. Shall regularly meet with the Executive Council advisor weekly.
- D. Shall facilitate a weekly Executive Council meeting.
- E. Shall prepare a weekly agenda.
- F. Shall not vote in Executive Council meetings unless casting a tie-breaking vote.
- G. Shall attend a minimum of one (1) meeting in each branch each semester.
- H. Shall not vote in any of the branches.
- I. Shall be responsible for the coordination of the activities of the Executive Council.
- J. Shall represent SGA to the student community, faculty, staff, administration, Board of Trustees, and all others outside the University.
- K. Shall serve as the liaison to the senior administration and the Friends University Board of Trustees.
- L. Shall attend the meetings of the Board of Trustees as an advocate for the Student Body.
- M. Shall report to the Executive Council weekly.
- N. Shall meet with Executive Council members on an individual basis weekly.
- O. Shall make all Executive Council appointments for vacant positions until said positions can be filled as outlined in the election process.
- P. Shall have the authority to remove any SGA appointment with a two thirds majority vote from the Executive Council.
- Q. Shall have the authority to place items on the agenda of FACE, FSO, or Senate.
- R. Shall have the authority and duty to defer to Executive Council or pass all resolutions passed by any branch of the SGA.
- S. Shall set election dates according to the election process as outlined in the election process.
- T. Shall be responsible for the planning, preparation, and coordination of Walkout.
- U. Shall plan conferences and retreats for the Executive Council with the advisor(s).
- V. Shall preside over all General Assembly meetings.
- W. Shall prepare the agendas of the General Assembly.
- X. Shall have the authority to call emergency and special meetings.
- Y. Shall prepare the Executive Council budget proposal.
- Z. Shall participate in a minimum of three (3) office hours every week in addition to regularly scheduled Executive Council and advisor(s) meetings.

Section 2. Duties of the President of FACE

- A. Shall serve as the chief executive officer of FACE.
- B. Shall enforce the constitution and by-laws of the SGA.
- C. Shall meet weekly with the FACE advisor(s).
- D. Shall facilitate a weekly FACE Board meeting.
- E. Shall prepare a weekly agenda.
- F. Shall not vote in FACE meetings unless casting a tie-breaking vote.
- G. Shall represent FACE to the student community, faculty, staff and administration.
- H. Shall assist the Executive President with operations of the Executive Council.
- I. Shall serve as the liaison to the Executive Council, FSO, and Senate.
- J. Shall report to the Executive Council weekly.

- K. Shall serve as the chief executive officer of SGA in the absence, dismissal, or removal of the Executive President, the President of Senate, and the President of FSO.
- L. Shall resolve, with Directors, incidents and issues that arise among the Board.
- M. Shall encourage board member development.
- N. Shall work with FACE Board to facilitate board elections.
- O. Shall plan conferences and retreats for the FACE Board with the advisor(s).
- P. Shall make all FACE appointments for vacant positions until said positions can be filled.
- Q. Shall meet with the Executive President of SGA bi-weekly.
- R. Shall participate in a minimum of three (3) office hours every week in addition to regularly scheduled Executive Council meetings.
- S. Shall meet with FLAC weekly.
- T. Shall oversee the planning of FACE events not assigned to a committee during Week of Welcome and Winter Week of Welcome.
- U. Shall update programming calendars.

Section 3. Duties of the President of FSO

- A. Shall serve as the chief executive officer of FSO.
- B. Shall enforce the constitution and by-laws of the SGA.
- C. Shall regularly meet with the FSO advisor(s) and Director of FSO no less than twice monthly.
- D. Shall facilitate a regular FSO meeting.
- E. Shall prepare an agenda for FSO meetings.
- F. Shall not vote in FSO meetings unless casting a tie-breaking vote.
- G. Shall represent FSO to the student community, faculty, staff and administration.
- H. Shall assist the Executive President with operations of the Executive Council.
- I. Shall serve as the liaison to the Executive Council, FACE, and Senate.
- J. Shall report to the Executive Council weekly.
- K. Shall serve as the chief executive officer of SGA in the absence, dismissal, or removal of the Executive President and the President of Senate.
- L. Shall serve as the liaison between clubs and organizations and SGA.
- M. Shall oversee any fundraising by student organizations that are members of FSO.
- N. Shall assist clubs and organizations with co-programming.
- O. Shall oversee Project Filing of all FSO organizations.
- P. Shall oversee the service projects of the student organizations.
- Q. Shall assist clubs and organizations through the budget request process each semester.
- R. Shall aide the clubs and organizations in responsible budgeting and appropriate spending.
- S. Shall work with student organization presidents and/or representatives to bring issues before FSO.
- T. Shall coordinate the creations and dispersal of the full club and organization semi-annual calendar.
- U. Shall update the SGA website and social media outlets in regards to any FSO-related activities, in correlation with the Executive Publicist.
- V. Shall attend the student organizations' meetings once per year.
- W. Shall collaborate with the Director of FSO and advisor(s) to facilitate semester training days.
- X. Shall meet with the Executive President of SGA bi-weekly.
- Y. Shall participate in a minimum of three (3) office hours every week in addition to the regularly scheduled FSO and advisor meetings.
- Z. Shall schedule regular meetings with the Director of FSO and the advisor.

Section 4. Duties of the President of Senate

- A. Shall serve as the chief executive officer of Senate.
- B. Shall enforce the constitution and by-laws of the SGA.

- C. Shall regularly meet with the Senate advisor(s).
- D. Shall facilitate all Senate meetings.
- E. Shall prepare all Senate agendas.
- F. Shall not vote in Senate meetings unless casting a tie-breaking vote.
- G. Shall represent Senate to the student community, faculty, staff and administration.
- H. Shall assist the Executive President with operations of the Executive Council.
- I. Shall serve as the liaison to the Executive Council, FACE, and FSO.
- J. Shall report to the Executive Council weekly.
- K. Shall perform all legislative duties of the Senate as outlined in Robert's Rules of Order.
- L. Shall help write and approve proposed legislation brought before the Senate.
- M. Shall work with the Director of Senate Relations and Senators to bring issues before the Senate.
- N. Shall plan conferences and retreats for the Senate with the advisor(s).
- O. Shall make all Senate appointments for vacant positions until said positions can be filled.
- P. Shall meet with the Executive President of SGA bi-weekly.
- Q. Shall participate in a minimum of three (3) office hours every week in addition to regularly scheduled Senate and advisor(s) meetings.
- R. Shall meet with the academic dean throughout his/her term.
- S. Shall facilitate the Senate election process during his/her term.

Section 5. Duties of the Executive Business Manager

- A. Shall serve as the chief financial officer of SGA.
- B. Shall report to the Executive Council weekly.
- C. Shall maintain the position of Executive Business Manager until June 1 after the first full year in office.
- D. Shall be responsible for the disbursement of SGA revenues according to the current budget of the SGA, unless otherwise stated in the budget section of the by-laws.
- E. Shall ensure that revenues are not mishandled.
- F. Shall review any SGA operation whenever he or she determines that such an audit is necessary.
- G. Shall make recommendations directly to the FSO branch regarding sanctions for organizations that mishandle SGA funds.
- H. Shall have the power to withhold disbursement of SGA funds until approval is obtained as outlined in the budget section of the by-laws.
- I. Shall communicate with all organizations, branches and all other entities funded by the SGA about their account.
- J. Shall communicate with all SGA presidents to inform them of changing budget plans and procedures.
- K. Shall present the new semester budget to all members of the SGA at least one (1) week prior to the General Assembly meeting as outlined in the budget section of the by-laws.
- L. Shall be fully responsible for accounting and tabulating all incoming revenues concerning student organizations and branches.
- M. Shall submit an annual financial report to SGA and to the Friends University Administration.
- N. Shall prepare information for tax filing purposes.
- O. Shall prepare for and plan all budget committee meetings.
- P. Shall chair all budget committee meetings.
- Q. Shall meet with the Executive President of SGA weekly.
- R. Shall participate in a minimum of three (3) office hours every week in addition to regularly scheduled Executive Council meetings.

Section 6. Duties of the Executive Publicist

- A. Shall serve as the chief communications officer of SGA.
- B. Shall report to the Executive Council weekly.

- C. Shall organize publicity that is associated with the Executive Council.
- D. Shall oversee the branding and image of SGA.
- E. Shall be a liaison between the Executive Council and vendors and/or designers.
- F. Shall manage and update the SGA style guide manual.
- G. Shall make weekly updates to the SGA television.
- H. Shall take minutes during Executive Council meetings in the absence of the Executive Secretary.
- I. Shall participate in a minimum of three (3) office hours every week in addition to regularly scheduled Executive Council meetings.
- J. Shall meet with the Executive President of SGA weekly.
- K. Shall update the SGA webpage and all other mediums associated with the organization.
- L. Shall oversee all mediums associated with the three (3) branches of SGA.

Section 7. Duties of the Executive Secretary

- A. Shall serve as the chief administrative assistant of SGA.
- B. Shall report to the Executive Council weekly.
- C. Shall take attendance of the membership at all Executive Council meetings.
- D. Shall tally and record all votes regarding Executive Council meetings.
- E. Shall record, distribute, and file minutes of the Executive Council meetings.
- F. Shall take attendance of the membership at all General Assembly meetings.
- G. Shall tally and record all votes regarding General Assembly meetings.
- H. Shall record and file minutes of General Assembly meetings.
- I. Shall oversee the minute taking of all branches.
- J. Shall collect and file minutes of meetings.
- K. Shall immediately notify all Executive Council members of emergency meetings or changes.
- L. Shall distribute, collect, and file project filing for all branches.
- M. Shall be the SGA office manager and order supplies when necessary.
- N. Shall participate in a minimum of three (3) office hours every week in addition to regularly scheduled Executive Council meetings.
- O. Shall meet with the Executive President of SGA weekly.
- P. Shall update event calendar in SGA office.
- Q. Shall regularly check the SGA e-mail and voicemail and forward messages accordingly.
- R. Shall distribute mail to SGA office boxes accordingly.

Section 8. Study Abroad

- A. All plans to travel during the summer for duration longer than two (2) weeks by an Executive Council member must be approved by the current Executive Council and the advisors by a simple majority vote. Plans must be brought before the current Executive Council upon application.

Section 9. Meetings

- A. Regular meetings of the Executive Council shall be held weekly at 9:30 a.m. on Thursday's during each academic term unless classes are not meeting or during finals week. Meetings must have a two-thirds quorum to vote.
- B. Summer meetings will be determined by the new Executive Council at the beginning of their term, prior to the end of the current semester.
- C. Mandatory meetings for the Executive Council are to be determined by the Executive President.

Section 10. Removal

- A. The letter of recommendation of resignation shall be signed and sent by the presiding officer of the closed session meeting.
- B. A simple majority vote of the Executive Council members is needed to pass the motion of removal.

Section 11. Veto

- A. The two branches that may overturn a veto must not include the involved branch.

Article 3

Falcon Activities and Campus Events

Section 1. Duties of the Director of Finance

- A. Shall maintain financial and operational logistics.
- B. Shall take attendance of the membership at all FACE meetings.
- C. Shall tally and record all votes regarding FACE meetings.
- D. Shall record, distribute, and file minutes of the FACE meetings.
- E. Shall track office hours.
- F. Shall maintain files.
- G. Shall attend every regularly scheduled FACE meeting on Thursday at 5 p.m. throughout the term of office.
- H. Shall participate in a minimum of three (3) office hours every week in addition to the regularly scheduled general FACE and FLAC meeting.
- I. Shall schedule a weekly hour meeting in conjunction with the other FLAC members and advisors.
- J. Shall meet with the FACE Advisor at least once a week.
- K. Shall serve to assist all programming Chairs in an advisory capacity.
- L. Shall turn in a Closing Report at the end of the officer term outlining their role over the entire team.

Section 2. Duties of the Director of Marketing and Membership

- A. Shall act as a liaison to student population for awareness.
- B. Shall be responsible for recruitment of new members and organize recruitment presentations to different populations at Friends University.
- C. Shall maintain a supply of publicity materials for FACE.
- D. Shall help to market the entire board.
- E. Shall encourage board member development.
- F. Shall coordinate membership retention efforts.
- G. Shall attend every regularly scheduled FACE meeting on Thursday at 5 p.m. throughout the term of office.
- H. Shall participate in a minimum of three (3) office hours every week in addition to the regularly scheduled general FACE and FLAC meeting.
- I. Shall schedule a weekly hour meeting in conjunction with the other FLAC members and advisors.
- J. Shall meet with the FACE Advisor at least once a week.
- K. Shall serve to assist all programming Chairs in an advisory capacity.
- L. Shall turn in a Closing Report at the end of the officer term outlining their role over the entire team.

Section 3. Duties of FACE committee chairs

- A. Shall attend every regularly scheduled FACE meeting on Thursday at 5 p.m. throughout the term of office.
- B. Shall adhere to the FACE attendance policy.
- C. Shall participate in a minimum of one (1) office hour every week in addition to the regularly scheduled general FACE meeting.
- D. Shall meet with the FACE Advisor at least once a week.

- E. Shall manage his/her activities and time to the extent that his/her responsibilities to FACE may be performed effectively.
- F. Shall schedule and preside over committee meetings throughout the academic school year.
- G. Shall plan at least two events per semester pertaining to the description of assigned committee.

Section 4. Qualifications

- A. No board member or director shall miss more than three (3) FACE board meetings within a single semester. If a board member or director does miss more than three (3) FACE board meetings, their termination shall be handled through the process described in section III.8. of the Constitution.
- B. All plans to travel during the summer for duration longer than two (2) weeks by a FACE board member must be approved by the current FLAC members and the advisors by a simple majority vote. Plans must be brought before the current FLAC members upon application.
- C. An exception for eligibility for any FACE position may be made by a recommendation from the FACE President to the Executive Council. The recommendation of the exception must be passed by a simple majority vote.

Section 5. Meetings

- A. Regular meetings of FACE shall be held weekly at 5:00 p.m. on Thursday afternoons during each academic term unless classes are not meeting or during finals week.
- B. Meetings must have a two-thirds quorum to vote.
- C. All Board meetings will remain open to all members of the University community unless moved into a closed-session meeting by a two-thirds majority vote. During a closed-session meeting only those Board members with voting rights, the President and the advisor(s) may be present.
- D. All Board meetings will be conducted in a smooth and orderly fashion through efficiency and effectiveness following a set agenda.
- E. In order for an absence to be excused, approval must come from the President of FACE.

Section 6. Removal

- A. The letter of recommendation of resignation shall be signed and sent by the presiding officer of the closed session meeting.

Article 4

Falcon Student Organizations

Section 1. Eligibility for Director of FSO

- A. The Director of FSO shall not be eligible to hold a position of office in any club or organization while in office.

Section 2. Duties of the Director of FSO

- A. Shall serve as liaison between student organizations, FSO, and administration.
- B. Shall regularly meet with the President of FSO and FSO Advisor.
- C. Shall attend meetings of FSO.
- D. Shall work to represent the student body of Friends University.
- E. Shall take attendance of the membership at all FSO meetings.
- F. Shall tally and record all votes regarding FSO meetings.
- G. Shall record, distribute, and file minutes of FSO meetings.
- H. Shall assist the President of FSO with operations of FSO.
- I. Shall assist the President of FSO with Project Filing of all FSO organizations.

- J. Shall update the SGA website and social media outlets in regards to any FSO-related activities, in correlation with the Executive Publicist.
- K. Shall participate in a minimum of three (3) office hour every week in addition to the regularly scheduled FSO and advisor meetings.
- L. Shall attend the student organizations' meetings once per year.
- M. Shall collaborate with the President of FSO to coordinate leadership training for the student organizations.
- N. Shall assist the Executive Business Manager in maintaining financial records.
- O. Shall maintain files.

Section 3. FSO Representatives

- A. No organization shall have more than one voting representative in FSO.
 - 1. Each member of FSO shall represent only one (1) student organization.

Section 4. Duties of FSO Representatives

- A. Shall serve as liaison between student organizations and FSO.
- B. Shall attend all FSO and general assembly meetings.
- C. Shall attend all mandatory FSO training sessions.
- D. Shall prepare a budget request each semester for his or her respective organization, and present the request to the President of FSO, Executive Business Manager, and Advisor of FSO.
- E. Shall support other student organizations in order to provide a high-quality college experience for all students.
- F. Shall assist in creating a calendar of events by submitting a schedule of his or her respective organization's planned events for each semester.
- G. If an FSO representative is unable to attend a regular FSO meeting, the student organization may send another representative in their place. The alternate representative shall not make any motions during these meetings, but shall be allowed to vote on matters concerning only the FSO branch of SGA.
- H. If an FSO representative will be absent to a special meeting or general assembly, they must notify the President of FSO and the Executive Secretary. Student Organizations will not be allowed to send an alternate voting representative to the general assembly.

Section 5. Study Abroad

- A. All plans to travel during the summer for duration longer than two (2) weeks by the Director of FSO must be approved by the current President of FSO and the advisor by a simple majority vote. Plans must be brought before the current President of FSO upon application.

Section 6. Meetings

- A. FSO meetings shall be governed by Robert's Rules of Order.
- B. FSO meetings shall be open to all members of the University community unless moved into closed-session by a two-thirds majority vote. During a closed-session meeting, only voting members of FSO, members of the Executive Council and advisor(s) may be present.
- C. FSO actions shall be approved by a simple majority vote, except where otherwise stated in the constitution and by-laws.
- D. A regular meeting schedule of FSO shall be determined by the President of FSO and the advisor of FSO at the beginning of each semester.
- E. There shall be regular FSO meetings no less than one time per month during the academic year, held at 9:30 a.m. on Tuesday mornings unless classes are not meeting, during finals week or during General Assembly.

- F. The Director of FSO shall miss no more than two (2) FSO meetings within a single semester. If the Director of FSO does miss more than two (2) FSO meetings, termination will be handled through the process outlined in section IV.8 of the Constitution.
- G. In order for an absence to be excused, permission must come from the President of FSO.
- H. The President of FSO will determine mandatory retreats, conferences or trainings for the FSO board.

Section 7. Removal

- A. The letter of recommendation of resignation shall be signed and sent by the presiding officer of the closed session meeting.

Section 8. Recognition Process for CBASE Student Organizations

- A. Recognition may be applied for by filing an application with the Campus Life Office on or before September 15 of each academic year to be effective until the following September 15.
- B. The club or organization shall ensure that the information submitted is complete, accurate, and current.
- C. Each club or organization must submit a current copy of its governing documents with its application for recognition. These documents must define the form and function of the organization, criteria for membership and its goals and principles. Any changes to these documents must be submitted to the Campus Life Office.
- D. The University recognizes a student club or organization when:
 - 1. its completed application is reviewed by the Director of Campus Life and found in compliance with the published Standards of Recognition.
 - 2. the required application is reviewed by the Falcon Student Organization branch of SGA and recommended for recognition to the SGA Executive Council.
 - 3. The SGA Executive Council reviews the application and sends a recommendation for recognition to the President of the University and the President's Cabinet of Friends University.
 - 4. The President's Cabinet reviews the application and recommendations and sends written recommendation to the Board of Trustees. The Board of Trustees reviews the application. The acceptance or no acceptance shall be reported to the Vice President of Student Affairs.
 - 5. The Vice President of Student Affairs sends written notice to the Director of Campus Life of the final action.
- E. A denied organization may not reapply within the same academic semester.

Section 9. Standards of Recognition

- A. Each club or organization's constitution shall clearly state the purpose of the student club or organization, which must be consistent and compatible with the mission and traditions of the University.
- B. The mission, purpose, and goals of the student club or organization must contribute to the overall educational mission of Friends University as demonstrated through the activities, events, and meetings sponsored by the club or organization.
- C. Student clubs or organizations are prohibited from discriminating on the basis of race, color, religion, gender, age, physical impairment, national, or ethnic origins.
- D. The student club or organization must agree to all institutional policies and procedures concerning the club or organization's activities and conduct both on and off campus.
- E. The student club or organization must agree to exercise freedom of expression in a peaceful, non-disruptive manner, and with appropriate consideration and respect for differing points of view.
- F. The student club or organization, when involved in issues that may be controversial or provocative, will seek the advice and counsel of knowledgeable members of the faculty, staff, and

administration, including, but not limited to its sponsor, the Director of Campus Life and the Vice President for Student Affairs.

- G. Because recognition of a student club or organization in no way implies that the institution necessarily endorses position or points of view espoused privately or publicly by members of the organization, the student club or organization shall represent itself in ways that make this point clear.
- H. A statement that sets forth the club or organization's affiliation, if any, with off-campus and national organizations must be included in the organization's constitution.
- I. Officers:
 - 1. All organizations are required to have four officer positions.
 - 2. Officers must be CBASE students at Friends University.
- J. Sponsors:
 - 1. All organizations are required to have a full-time faculty or staff sponsor of the group's own choosing. Undergraduate students are not eligible to serve as advisors.
 - 2. Campus sponsors shall advise student clubs and organizations in the exercise of responsibility, but they do not have the authority to control the policy of such organizations.

Section 10. Privileges Associated with Recognition

- A. Friends University requires that a student club or organization be recognized by the University in order for the club or organization to:
 - 1. Use the University's name as part of its organizational name.
 - 2. Use the University's facilities, services, and resources.
 - 3. Sponsor or promote activities on campus.
 - 4. Distribute literature, flyers, posters, banners, or club/organizational print materials in accordance with University posting guidelines.
 - 5. Be listed in University publications;
 - 6. Receive University awards or honors presented to student organizations and their members.
 - 7. Receive Student Government Association funds.

Section 11. Activities

- A. Student clubs and organizations must abide by the University's Policies and Regulations as stated in Volumes II and VII of the Policy Manual, and other rules, regulations, and operating procedures, including these Recognition Standards. Violations may result in revocation of recognition by the University.
- B. No organization may engage in acts which recklessly or intentionally endanger any person's mental or physical health, involve the forced consumption of alcoholic beverages or drugs, intentionally subject a student to degradation or humiliation, or cause its members to participate in any action or situation that reasonably can be expected to have such a result.
- C. All organizational activities must be consistent with the organization's governing documents.

Article 5

Senate

Section 1. Duties of the Director of Senate Relations

- A. Shall serve as liaison between students, Senate and administration.
- B. Shall regularly meet with the Senate advisor(s).
- C. Shall attend meetings of the Senate.
- D. Shall work to represent the student body of Friends University.
- E. Shall take attendance of the membership at all Senate meetings.
- F. Shall tally and record all votes regarding Senate meetings.

- G. Shall record, distribute, and file minutes of the Senate meetings.
- H. Shall work with the President of Senate to facilitate opportunities for students to meet their Senators.
- I. Shall assist the President of Senate with operations of the Senate.
- J. Shall convene special ad hoc committee meetings or task force meetings
- K. Shall communicate research and facilitate student issues brought to the Senate.
- L. Shall help write and approve proposed legislation brought before the Senate.
- M. Shall work with the President of Senate and Senators to bring issues before the Senate.
- N. Shall be accorded the same rights as a Senator except when he or she assumes the chair as President of Senate.
- O. Shall participate in a minimum of three (3) office hours every week in addition to regularly scheduled Senate and advisor(s) meetings.

Section 2. Duties of Senators

- A. Shall attend weekly Senate meetings throughout the academic year.
- B. Shall meet with his/her respective division chair throughout his/her term as assigned by the President of Senate.
- C. Shall attend one-on-one meetings with the President of Senate as determined by the President of Senate.
- D. Shall represent the academic division of which he/she was elected to represent.
- E. Shall serve on at least one (1) committee within the Senate branch while in office.
- F. Shall manage the recycling bins on campus.

Section 3. Eligibility of Senators

- A. All senators must be actively taking courses within their departments and taking steps to complete their majors.

Section 4. Study Abroad

- A. All plans to travel during the summer for duration longer than two (2) weeks by a member of Senate must be approved by the current President of Senate, Director of Senate Relations and the advisor by a simple majority vote. Plans must be brought before the President of Senate, Director of Senate Relations and the advisor upon application.

Section 5. Meetings

- A. Regular meetings of Senate shall be held at 9:30 a.m. on every Tuesday during each academic term unless classes are not meeting, during finals or during a General Assembly meeting.
- B. Senate meetings shall be convened by the President of Senate at least twelve times a semester.
- C. Any person may address the Senate upon recognition of the President of Senate in Public Forum.
- D. All meetings of the Senate shall be governed by Robert's Rules of Order.
- E. Senate meetings shall be open to all members of the University community unless moved into closed-session by a two-thirds majority vote. During a closed-session meeting, only voting members of the Senate, members of the Executive Council and advisor(s) may be present.
- F. Senate action shall be approved by a simple majority vote, except where otherwise stated in the constitution and by-laws.

Section 6. Committees

- A. Go Green Committee
 - 1. Shall administer the on-campus recycling program.
 - 2. Shall be responsible the managing all recycle bins on campus as scheduled by committee chair.
 - 3. Shall bring recycle bins to curb on day of recycling pick-up.

4. Shall hold regular meetings at the discretion of the President of Senate.
5. Shall discuss new ways to help the campus reduce, re-use and recycle.

Section 7. Casado Food Committee

- A. Shall serve as a liaison between the food service provider and the students of Friends University.
- B. Shall hold three (3) meetings per semester with the food service provider to voice the wants and needs of the student body of Friends University.
- C. Shall update the student body with the changes to the Casado Dining Hall and Freddy's Snack Bar.
- D. Shall actively look for new ways to improve the eating experience for all students and faculty who frequent the Casado Dining Hall and Freddy's Snack Bar.

Section 8. Outreach Committee

- A. Shall exist to keep the students informed on what is happening in SGA, Senate, and other Senate committees.
- B. Shall write and distribute the Senate newsletter.
- C. Shall maintain the Senate social media.
- D. Shall hold events regularly to reach out to the students and raise awareness of the Senate branch within SGA.

Section 9. Removal

- A. The letter of recommendation of resignation shall be signed and sent by the presiding officer of the closed session meeting.

Article 6

Budget

Section 1. Budget Appropriation Classification

- A. Executive Council
 1. The overseeing body of SGA, which exists to provide leadership development for its members while promoting student involvement on campus.
- B. Falcon Activities and Campus Events
 1. The programming branch of SGA, which exists to provide leadership development for its members and offer programs that educate and encourage students outside of the classroom.
- C. Falcon Student Organizations
 1. The clubs and organizations branch of SGA, which exists to provide leadership development for its members and promote student involvement in clubs and organizations.
- D. Senate
 1. The legislative branch of SGA, which exists to represent the interests of the student body by creating resolutions and establishing committees to take action on issues of importance to students.
- E. Other
 1. The departmental or uncategorized groups which promote the social, academic, and other needs of students but are not directly associated with SGA.

Section 2. Budget Requests

- A. General Budget Procedures
 1. Budgets for SGA shall be requested and determined semi-annually. Budgets shall be requested and determined during the April Budget Meeting for the fall budget and during the November Budget Meeting for the spring budget.

2. To be considered for funding a student organization must meet the following criteria:
 - a) The target audience of the organization is comprised predominately of CBASE students.
 - b) The organization must be recognized by the University.
 - c) Follow the semi-annual budgeting policies as outlined.
 3. Budget requests should only be for items occurring in the next semester.
 - a) The only exception to this rule is large fixed budget accounts that are over \$1000.
 - b) Large fixed budget accounts should have half of their budget figured into the fall budget and half into the spring budget.
 - c) Approval of large fixed budgets should be approved for both semesters during the April Budget Meeting.
- B. Budget Request Processes
1. The Executive President shall submit a budget request to the Executive Business Manager for all the Executive Council requests.
 2. Each FACE committee chair shall present their budget to the Director of Finance. The President of FACE shall submit all budget requests that do not pertain to any of the committees or marketing and membership.
 - a) FLAC shall review the budget requests before submitting them to the Executive Business Manager.
 3. Each organization that is a part of the FSO branch will first present their budget request to the Executive Business Manager, the President of FSO, the Director of FSO, and the advisor of FSO during a scheduled planning meeting prior to the budget meeting.
 - a) Each organization shall request at least one (1) member of the budget committee to present their budget request at the budget meeting.
 4. The Senate committee chair shall submit each committee budget request to the President of Senate. The President of Senate shall submit the committee budget requests as well as the Senate budget that does not pertain to any of the committees to the Executive Business Manager.
 5. Departmental or uncategorized groups shall delegate a member to submit a budget request to the Executive Business Manager.
- C. Working Capital Requests
1. Each branch of SGA shall have their own working capital which shall be requested by the president of the respective branch.
 - a) Working capital requests that are more than what has been granted during the main budget meeting will go through the respective branch.
 2. Executive Council working capital
 - a) Requests must be approved by the Executive Business Manager and then voted on by the Executive Council during their regular weekly meeting.
 - b) Other departments that are not involved in SGA should approach the Executive Council with working capital requests.
 3. Falcon Student Organizations Working Capital
 - a) Requests are to be submitted to the Director of Falcon Student Organizations by the Friday before the regularly scheduled FSO meeting.
 - b) The President of FSO will present the working capital request to the FSO branch during the next regularly scheduled FSO meeting and will facilitate discussion of the working capital request.
 - c) If approved, money will be granted and recorded by the Director of FSO.
 - d) The Executive Business Manager shall be notified of all approved working capital requests.
 4. Falcon Activities and Campus Events Working Capital
 - a) Requests are to be submitted to the Director of Finance.

- b) The Director of Finance will present the working capital request to FLAC during the next regularly scheduled meeting.
 - c) If approved by FLAC, money will be granted and recorded by the Director of Finance.
 - d) The Executive Business Manager shall be notified of all approved working capital requests.
5. Senate Working Capital
- a) Requests are to be submitted to the President of Senate by the Friday before the regularly scheduled Senate meeting.
 - b) The President of Senate will present the working capital request to the Senate branch during the next regularly scheduled Senate meeting and will oversee presenters for the working capital request.
 - c) If approved, money will be granted and recorded by the Executive Business Manager.
- D. FSO and Other Budget Parameters
1. There shall exist budget parameters clubs and organizations within FSO such that:
 - a) T-shirts will be funded up to \$4 per shirt with a cap of \$100.
 - b) Registration for conferences will be funded up to \$15 per person with a cap of \$150.
 - (i) SGA will not fund transportation including but not limited to airfare, fuel, car/van rental, and parking.
 - c) Food for meetings will be capped at \$50.
 - d) Service projects will be funded up to a combined \$200 for all service projects in a given semester.
 - e) Seed money for fundraisers will be capped at \$100 for the first time a
 - f) Retreats will be capped at \$50.
 - g) SGA will not fund awards for guest speakers except when not considered possible by a contract.
 - (i) SGA will provide a gift similar to the SGA Christmas and End-of-the-Year gifts to the speaker.
 - h) Postage and Printing will be capped at \$25.
 - i) Homecoming floats will be capped at \$50.
 - j) Chili Cook-off will be granted \$50.
 - (i) Funds for the Chili Cook-off may vary from year to year depending on the number of student organizations participating in the event. Money allocated to non-participating organizations will be divided among participating organizations.

Section 3. SGA Contingency Account

- A. The contingency fund is comprised of the unused allocated money from previous semesters.
- B. The Executive Council has the to power allocate money from the contingency fund.
 1. Requests to remove money from the contingency fund shall be submitted to the Executive Business Manager by the President of the branch requesting money.

Section 4. Line Item Transfers

- A. Line item transfer requests must be submitted to the Executive Business Manager. The Executive Business Manager has the power to approve line item transfers less than \$250.
 1. All line item transfer requests more than \$250 shall be reviewed by the Executive Council.
- B. No amount may be transferred in or out of any line item that has a set parameter.
- C. Transfers must be made within a current semester budget.

Section 5. Roll-over Money

- A. Money gained by fundraising may be included in the roll over money.
- B. Money allocated from the SGA budget does not roll over from one (1) semester to another unless it is money won in a competition.

- C. Roll-over money can be spent however and whenever the organization sees fit as long as it upholds community life standards and the mission of Friends University.
- D. Money that is left over from any part of the SGA budget (aside from large fixed budgets) shall be used as determined by the President of the respective branch.
 - 1. This money can be placed either in the working capital account of the respective branch or the SGA contingency fund.

Section 6. The Budget Committee

A. Purpose

- 1. The purpose of the Budget Committee is to review budget requests and determine proper allocation of student activity fees.

B. Membership

- 1. The budget committee shall be comprised of the Executive Council members and advisors.
 - a) The attendants of the November Budget Meeting, addressing the budget for the spring semester, shall include current Executive Council members and advisors.
 - b) The attendants of the April Budget Meeting, addressing the budget for the fall semester, shall include current Executive Council members, incoming Executive Council members and advisors.

Section 7. The Budget Meeting

- A. The presiding officer of the budget meeting shall be the current Executive Business Manager.

B. Voting

- 1. Voting members of the November Budget Meeting include those currently serving on Executive Council.
- 2. Voting members of the April Budget Meeting include current Executive Council members and incoming Executive Council members.
- 3. The current Executive Business Manager shall vote only in the case of a tie.

C. Rules of the Budget Meeting

- 1. The budget meeting shall be a closed-session meeting conducted by the Executive Business Manager according to Robert's Rules of Order.
- 2. Budget allocation for the following semester SGA budget shall be the only item on the agenda for the budget meeting.
- 3. Budget Committee members shall receive a document of all budget proposals prior to the budget meeting.
 - a) Each member shall review the budget requests prior to the budget meeting.
- 4. Budget requests shall be reviewed line item-by-line item by the Budget Committee during the budget meeting.
- 5. Budget parameters shall be enforced during the process of reviewing budget requests.
- 6. The final decision made by the Budget Committee for the following semester SGA budget allocation shall go to the General Assembly for approval.

Section 8. Budget Approval

- A. Once the Budget Committee has prepared the semester budget, it will be submitted to the General Assembly for final approval.
- B. The motion to approve the budget must be carried by a two-thirds majority from the General Assembly meeting.

Section 9. Payment and Reimbursement

- A. The person requesting payment or reimbursement shall complete a SGA payment request form within twenty (20) days after the purchase has been made.

1. Once completed, said person shall take the payment request form to the sponsor. If the sponsor approves of the purchase, the sponsor shall sign the form and return it to the person requesting the payment or reimbursement.
2. Completed payment forms shall be given to the appropriate financial officer with the original receipt attached.
 - a) For Executive Council, Senate and Other forms will go to the Executive Business Manager.
 - b) For FACE, forms shall be given to the Director of Finance.
 - c) For FSO, forms shall be given to the Director of FSO.
 - d) The members of SGA shall be allowed fifteen (15) days after the University reopens after Christmas break to submit their reimbursement requests from the fall semester.

Article 7

General Assembly

Section 1. Rules and Procedures

- A. The Executive Council President shall conduct General Assembly according to the Robert's Rules of Order.
- B. Each voting member shall have a total of one (1) vote during the General Assembly.
 1. The Executive Council President shall only vote in the case of a tie during the General Assembly
- C. A motion is carried by a simple majority vote of the General Assembly.
- D. All General Assembly meetings shall be open to all members of the University Community.
 1. Non-voting members of SGA shall refrain from voting.
- E. If a motion needs to be brought before General Assembly but a special meeting cannot be called, the Executive Council may make provisions for a vote to be taken in each individual branch but counted as a General Assembly vote.

Article 8

Stipends

Section 1. SGA Stipends

- A. Stipends shall be awarded to the Executive Council, Directors and FACE chairs quarterly with the exception of the Executive Business Manager.
- B. Each position shall be filled for a minimum three (3) weeks prior to the distribution of stipends in order for said position to receive the stipend for that quarter.

Section 2. Executive Council Stipends

- A. Each Executive Council member shall receive a stipend totaling \$1500 with the exception of the Executive Business Manager who shall receive a stipend totaling \$1700.
 1. The stipend shall be divided into four equal payments and distributed twice in the fall semester and twice in the spring semester.
 2. The Executive Business Manager shall release the stipends to be paid in September, November, February and April.
 3. The Executive Business Manager shall receive the same amount as the other Executive Council members throughout the school year. A stipend of \$200 shall be paid to the Executive Business Manager in July.

- B. The Executive President shall give approval to the Executive Business Manager for the disbursement of the stipends for all Executive Council members upon fulfillment of said position's duties.

Section 3. Director Stipends

- A. Each Director shall receive a stipend totaling \$1000.
- B. The stipend shall be divided into four equal payments and distributed twice in the fall semester and twice in the spring semester.
- C. The Executive Business Manager shall release the stipends to be paid in September, November, February and April upon approval of the President of the respective Director's branch.

Section 4. FACE Chair Stipends

- A. Each FACE Chair shall receive a stipend totaling \$500.
- B. The stipend shall be divided into four equal payments and distributed twice in the fall semester and twice in the spring semester.
- C. The Executive Business Manager shall release the stipends to be paid in September, November, February and April upon approval of the President of FACE.