

CONSTITUTION

OF THE STUDENT GOVERNMENT ASSOCIATION OF BIOLA UNIVERSITY

PREAMBLE

We, the students of Biola University, in order to promote the interests and welfare of the students, to rest our power in chosen representatives, to provide for the development of each individual within the Body of Christ, to encourage community and student involvement, to promote resources for each individual's spiritual growth, to provide a voice for the student body, to ensure the pursuit of academic excellence and intellectual growth, do ordain and hereby establish this Constitution.

ARTICLE I: NAME & MEMBERSHIP

SECTION I: NAME The name of this organization shall be the Biola University Student Government Association, henceforth referred to as SGA.

SECTION II: MEMBERSHIP All undergraduate students currently serving in any paid or unpaid position within SGA as determined by the Student Body.

ARTICLE II: PURPOSE, AUTHORITY & STRUCTURE

SECTION I: PURPOSE The purpose of SGA shall be to serve the Student Body, to promote their interests and welfare, ensure understanding throughout the Biola community, and foster a Christ-centered community.

SECTION II: AUTHORITY The Student Body shall vest authority in SGA to to govern, to facilitate and manage the student fee, and perform the responsibilities and duties set forth in this Constitution and the Bylaws.

SECTION III: STRUCTURE SGA shall consist of an Executive Board that oversees the following branches: the Senate; Marketing and Communications; Finance, Human Resources, and Technology; and Administrative Services.

ARTICLE III: DIRECTOR OF STUDENT PROGRAMMING

SECTION I: PURPOSE The Director of Student Programming (hereafter referred to as SGA Advisor) shall serve as an advisor to SGA.

SECTION II: AUTHORITY The SGA Advisor shall have final authority over all SGA policies, budgets, and hiring.

ARTICLE IV: EXECUTIVE BOARD

SECTION I: PURPOSE The purpose of the Executive Board is to provide leadership, support, and guidance for SGA.

SECTION II: AUTHORITY AND FUNCTION Executive Board members shall have authority over their respective branches and act as a liaison between SGA and administration.

SECTION III: OFFICES The Executive Board shall consist of the following offices:

1. President
2. Senior Vice President
3. Vice President of Marketing and Communications
4. Vice President of Finance, Human Resources, and Technology (hereafter referred to as Vice President of Finance)
5. Vice President of Administrative Services

SECTION IV: RESPONSIBILITIES The responsibilities of the Executive Board shall be:

1. President
 - i. Shall report to the SGA Advisor.
 - ii. Shall preside over the Executive Board and all SGA members.
 - iii. Shall represent the Student Body to administration and protect the rights and interest of the Student Body.
 - iv. Shall have veto power over all legislation passed by the Senate.
 - v. Shall execute all approved legislation.
 - vi. Shall have the authority to make appointments as authorized in this Constitution and in accordance with the Bylaws or as necessary, under the approval of the SGA Advisor.
 - vii. Shall have the authority to enforce the duties and responsibilities of each member of SGA as listed in the SGA Handbook.
 - viii. Shall have veto power over the hiring decisions of Executive Board members subject to the approval of the SGA Advisor.
 - ix. Shall perform other duties applicable to the President as stated in the Bylaws and the SGA Handbook.
2. Senior Vice President
 - i. Shall report to the President and the SGA Advisor.
 - ii. Shall act as chief counsel to the President.
 - iii. Shall perform duties of the President at his/her request or in his/her absence.
 - iv. Shall succeed the President in case of his/her removal or resignation from office.
 - v. Shall oversee the Senate and will act as the tie breaking vote as necessary.
 - vi. Shall oversee the proper functioning and efficiency of the Diversity Liaison.
 - vii. Shall perform all other duties determined in the Bylaws and the SGA Handbook.
3. Vice President of Marketing and Communications
 - i. Shall report to the President and the SGA Advisor.
 - ii. Shall oversee the proper functioning and efficiency of the Marketing and Communications Branch.
 - iii. Shall be responsible for the internal and external communication efforts on behalf of SGA.
 - iv. Shall oversee all marketing and brand management of SGA.
 - v. Shall have the authority to approve the hiring of Marketing and Communications staff.
 - vi. Shall perform all other duties determined in the Bylaws and the SGA Handbook.

4. Vice President of Finance
 - i. Shall report to the President and the SGA Advisor.
 - ii. Shall advise and oversee SGA on all financial matters.
 - iii. Shall perform all other duties determined in the Bylaws and the SGA Handbook.
5. Vice President of Administrative Services
 - i. Shall report to the President and the SGA Advisor.
 - ii. Shall oversee the proper functioning and efficiency of the Office Assistants.
 - iii. Shall oversee the proper functioning and efficiency of the Elections Committee unless otherwise determined in the Bylaws and the SGA Handbook.
 - iv. Shall have the authority to approve the hiring of the Office Assistants.
 - v. Shall be responsible for planning and administering any election process dealing with a referendum/recall, an amendment to the Constitution, or the ratification of a new Constitution.
 - vi. Shall perform all other duties determined in the Bylaws and the SGA Handbook.

ARTICLE V: THE SENATE

SECTION I: PURPOSE The purpose of the Senate shall be to represent, to inform, and to empower students through stewardship of the student fee.

SECTION II: AUTHORITY The Senate shall have legislative and representative authority in SGA.

SECTION III: LEADERSHIP The Senate shall fall under the authority of the Senior Vice President.

SECTION IV: OFFICES The Senate shall consist of the following offices:

1. Senators
 - i. At least one Senator for each residence hall
 - ii. At least one Senator for commuter students
2. Other offices as determined in the Bylaws and the SGA Handbook

SECTION V: RESPONSIBILITIES The Senate:

1. Shall serve as a means of communication between SGA, administration, and the Student Body.
2. Shall obtain and represent student responses to current university issues.
3. Shall have the authority to approve all SGA funding in the following forms:
 - i. Internal proposals
 - ii. External proposals
 - iii. Budget proposals
4. Shall vote on legislation for SGA in the following forms:
 - i. Resolutions
 - ii. Bylaw Amendments
 - iii. New Bylaws
 - iv. Constitutional Amendments
 - v. Other legislations determined in the Bylaws and the SGA Handbook
5. Shall read and maintain the relevance of the SGA Constitution and Bylaws.
6. Shall have the power to overturn a Presidential veto with a $\frac{3}{4}$ vote.
7. Shall serve in any other capacity designated by the Senior Vice President.
8. Shall perform all other duties determined in the Bylaws and the SGA Handbook.

SECTION VI: SENATE PROCEDURES

1. The Senate shall meet on a weekly basis at a time and place designated by the Senior Vice President.
2. At least $\frac{2}{3}$ of the voting membership is required for a Senate meeting to take place.
3. Any proposal that requires a $\frac{2}{3}$ supermajority vote of the senate will effectively fail if it does not pass the threshold of a $\frac{2}{3}$ supermajority. A motion to deny the proposal is not necessary.
4. The Senate shall enter into a closed session at any time deemed necessary by the Senior Vice President.
 - a. A closed session shall be attended only by current members of the Senate and any other staff member as deemed necessary by the Senior Vice President.
5. Special meetings may be called at any time other than the regularly assigned meeting time and only under the following circumstances:
 - a. If designated by the President or Senior Vice President and all Senate members have been notified.
 - b. If requested in the form of a petition to the President or Senior Vice President by $\frac{2}{3}$ of the voting membership of the Senate.
 - c. If requested in the form of a petition to the President or Senior Vice President by ten percent (10%) of the Student Body.
6. Special meetings do not need to be held in person. In emergency situations, internal proposals can be held via telecommunication.
7. New Legislation
 - a. New legislation may be drafted and presented to the Senate by any current member of the Student Body.
 - b. New legislation shall be submitted to the Senate at the time designated by the Senior Vice President.
 - c. The person(s) or organization(s) who drafted the new legislation shall make a presentation to the Senate regarding their memorandum.
 - d. Once new legislation is presented to the Senate, it shall be voted upon in the next Senate meeting unless deemed as immediate legislation, whereby the memorandum shall be voted upon the same day.
 - e. Immediate legislation must be approved by a $\frac{2}{3}$ vote of the Senate.
 - f. All legislation must be motioned for approval or denial and seconded in order to receive a vote.
 - g. Funding proposals and resolutions shall be passed or denied by a simple majority vote of the Senate.
 - h. In the case of a tie, the Senior Vice President shall cast the tie breaking vote.
 - i. New legislation may be tabled by a simple majority vote of the Senate.
 - j. Bylaw Amendments, new Bylaws, and Constitutional Amendments shall be ratified in accordance with the provisions set forth in the Constitution.
8. Minutes shall be recorded by an Office Assistant.

ARTICLE VII: MARKETING AND COMMUNICATIONS BRANCH

SECTION I: PURPOSE The purpose of the Marketing and Communications Branch shall be to oversee all SGA brand management and marketing. It shall also maintain and oversee all internal and external communications.

SECTION II: OFFICES The Marketing and Communications Branch consists of the following offices:

1. Vice President of Marketing and Communications
2. Coordinators
 - i. At least one coordinator in every Marketing and Communications department
3. Departmental Support Staff
 - i. Designated number of departmental support staff in accordance with the Bylaws and the SGA Handbook

SECTION III: LEADERSHIP The Vice President of Marketing and Communications shall preside over the Marketing and Communications Branch.

SECTION IV: APPOINTMENT All officers of the Marketing and Communications Branch shall be appointed in accordance with the Bylaws and the SGA Handbook.

SECTION V: FUNCTION The functions of the Marketing and Communications Branch shall include, but are not limited to the following:

1. Providing methods of communication that reach all members of SGA and properly inform the entire Student Body of SGA' function, brand, and programs.
2. Performing any other specific functions in accordance with the Bylaws and the SGA Handbook

SECTION VI: RESPONSIBILITIES

1. Vice President of Marketing and Communications
 - i. Shall act in accordance with Article III, Section IV.
1. Coordinators
 - i. Shall report to the Vice President of Marketing and Communications regarding the administration of their respective departments.
 - ii. Shall be responsible for the administration and maintenance of their department.
 - iii. Shall perform all other duties determined by the Bylaws and the SGA Handbook.
2. Departmental Support Staff
 - i. Shall report to their respective Coordinator.
 - ii. Shall perform all duties as determined by their respective Coordinator.
 - iii. Shall perform all other duties determined by the Bylaws and the SGA Handbook.

ARTICLE VIII: FINANCE, HUMAN RESOURCES, AND TECHNOLOGY BRANCH

SECTION I: PURPOSE The purpose of the Finance, Human Resources, and Technology Branch shall be to oversee all SGA finances. It shall also maintain and oversee the proper implementation of human resource policies and the management of technology.

SECTION II: OFFICES The Finance, Human Resources, and Technology Branch consists of the following offices:

1. Vice President of Finance

SECTION III: LEADERSHIP The Vice President of Finance shall preside over the Finance, Human Resources, and Technology Branch.

SECTION IV: APPOINTMENT All officers of the Finance, Human Resources, and Technology Branch shall be appointed in accordance with the Bylaws and the SGA Handbook.

SECTION V: FUNCTION The functions of the Finance, Human Resources, and Technology Branch shall include, but are not limited to the following:

1. Maintaining and overseeing all SGA finances.
2. Maintaining and overseeing the proper implementation of human resource policies.
3. Maintaining and overseeing the management of technology.
4. Performing any other specific functions in accordance with the Bylaws and the SGA Handbook

SECTION VI: RESPONSIBILITIES

1. Vice President of Finance
 - i. Shall act in accordance with Article III, Section IV.

ARTICLE IX: ADMINISTRATIVE SERVICES BRANCH

SECTION I: PURPOSE The purpose of the Administrative Services Branch shall be to cultivate an atmosphere of hospitality and encouragement in order to provide information and organization. It shall also maintain and oversee the proper implementation of office policies and the management of the SGA office space.

SECTION II: OFFICES The Administrative Services Branch consists of the following offices:

1. Vice President of Administrative Services
2. Office Assistants

SECTION III: LEADERSHIP The Vice President of Administrative Services shall preside over the Administrative Services Branch.

SECTION IV: APPOINTMENT All officers of the Administrative Services Branch shall be appointed in accordance with the Bylaws and the SGA Handbook.

SECTION V: FUNCTION The functions of the Administrative Services Branch shall include, but are not limited to the following:

1. Maintaining and overseeing the proper implementation of all office procedures and regulations
2. Performing any other specific functions in accordance with the Bylaws and the SGA Handbook

SECTION VI: RESPONSIBILITIES

1. Vice President of Administrative Services
 - i. Shall act in accordance with Article III, Section IV.
2. Office Assistants
 - i. Shall encourage and maintain cleanliness and a professional environment within SGA offices.
 - ii. Shall maintain all room reservations for the SGA Conference Room.
 - iii. Shall keep a current schedule of SGA events and activities.
 - iv. Shall demonstrate professionalism in answering all phone calls, messages, emails, and walk-ins in a timely fashion.
 - v. Shall manage safe, keys and confidential SGA records.
 - vi. Shall take minutes at weekly SGA staff meetings.
 - vii. Shall perform all other duties determined by the Bylaws and the SGA Handbook.

ARTICLE X: ACADEMIC & CLASS STANDING

SECTION I: ACADEMIC STANDING

1. The following members of SGA shall have a cumulative grade point average of at least 3.00 on a scale of a 4.0 at the time of election or appointment and on a semester basis while in office:
 - a. President
 - b. Senior Vice President
 - c. Vice President of Marketing and Communications
 - d. Vice President of Finance
 - e. Vice President of Administrative Services
2. The following members of SGA shall have a cumulative grade point average of at least 2.50 on a scale of 4.00 at the time of election or appointment and on a semester basis while in office.
 - a. Senators
 - b. Diversity Liaison
 - c. Marketing and Communications Coordinators
 - d. Office Assistants
3. All other members of SGA shall maintain a cumulative grade point average of at least 2.00 on a scale of 4.00 at the time of election or appointment and on a semester basis while in office.
4. Failure to maintain the academic standing requirements shall result in removal from office. Forfeited offices will be replaced according to the Bylaws.
5. Any alternative circumstances shall be evaluated by the Executive Board and the SGA Advisor for the purposes of determining eligibility.

SECTION II: CLASS STANDING

1. The class standing requirements for President and Senior Vice President shall be the following:
 - a. By the time of election, transfer students must have completed at least three full-time semesters of college, one of which must be completed at Biola University.
 - b. By the time of election, all other students must have completed at least three semesters as a full-time undergraduate student.
 - c. By the time of election, all students must be currently enrolled as a full-time undergraduate student.
2. The following members of SGA must have completed one semester at Biola University as a full-time undergraduate student and must be currently enrolled as a full-time undergraduate student:
 - a. Senators
 - b. Vice President of Marketing and Communications
 - c. Vice President of Finance
 - d. Vice President of Administrative Services
 - e. Diversity Liaison
 - f. Marketing and Communications Coordinators
3. All other members must be a full time undergraduate student by the time of appointment.
4. Non-graduating members must have full-time status throughout their entire term of office. Members graduating in the Spring must maintain at least 6 undergraduate units.
5. Failure to maintain the class standing requirements shall result in removal from office. Forfeited offices shall be replaced according to the Bylaws.
6. Any alternative circumstances shall be evaluated by the Executive Board and the SGA Advisor for the purposes of determining eligibility.

ARTICLE XI: ELECTIONS OF OFFICERS & TERMS OF OFFICE

SECTION I: ELECTIONS The SGA elections shall be conducted in the Spring Semester. The manner and procedure of the elections shall be determined by the Bylaws and the Elections Handbook.

SECTION II: TERMS OF OFFICE The term of office for elected positions shall be one academic year, unless otherwise specified by the Bylaws and the SGA Handbook.

ARTICLE IX: REFERENDUM & RECALL

SECTION I: REFERENDUM

1. Referendum Petition
 - a. Any legislation passed by the Senate can be overturned by a referendum vote of the Student Body.
 - b. A written petition for a referendum vote shall be created and signed by members of the Student Body. To validate a referendum vote petition, the number of signatures necessary shall be ten percent (10%) of the Student Body and must be submitted within two weeks of the official passing of the legislation.
 - c. Before a referendum vote is called, the petition and signatures shall be verified by the Vice President of Administrative Services.
2. Referendum Vote
 - a. After the referendum petition is validated, the Vice President of Administrative Services shall oversee a referendum vote. This vote will occur within one week of the verification of the petition signatures.
 - b. The number of signatures required to validate the vote for referendum shall be fifteen percent (15%) of the Student Body.
 - c. A simple majority of the votes cast shall be necessary in order for the referendum to pass.
 - d. If the Vice President of Administrative Services is unable to perform these duties for any reason, the SGA Advisor will assume these responsibilities.

SECTION II: RECALL

1. Recall Petition for SGA President or Vice President
 - a. The President or Vice President currently holding office may be subject to a recall vote by a petition signed by members of the Student Body.
 - b. A valid recall petition requires signatures from ten percent (10%) of the total Student Body.
 - c. Before a recall vote may be called, the petition and signatures shall be verified by the Vice President of Administrative Services.
2. Recall Vote for SGA President or Vice President
 - a. After the recall petition is verified, the Vice President of Administrative Services shall oversee a recall vote.
 - b. The recall vote shall occur within one week of the verification of signatures and shall have at least twenty five percent (25%) of the total Student Body's participation.
 - c. A simple majority of the votes cast shall be necessary in order for the recall to pass.
 - d. In the case of a passed recall vote, the SGA President or Vice President position shall be declared vacant and filled according to the Bylaws and the SGA Handbook.
 - e. If the Vice President of Administrative Services is unable to perform these duties for any reason, the SGA Advisor will assume these responsibilities.

3. Recall Petition for SGA Senators
 - a. Any Senator currently holding office may be subject to a recall vote by a petition signed by members of their constituency.
 - b. A valid recall petition requires signatures from ten percent (10%) of their total constituency.
 - c. Before a recall vote may be called, the signatures included with the petition shall be verified by the Vice President of Administrative Services.
4. Recall Vote for SGA Senators
 - a. After the recall petition is verified, the Vice President of Administrative Services shall oversee a recall vote.
 - b. The recall vote shall occur within one week of the verification of signatures and shall require at least twenty five percent (25%) of their total constituency.
 - c. A simple majority of the votes cast shall be necessary in order for the recall to pass.
 - d. In the case of a passed recall vote, the senator office shall be declared vacant and filled according to the Bylaws and the SGA Handbook.
 - e. If the Vice President of Administrative Services is unable to perform these duties for any reason, the SGA Advisor will assume these responsibilities.

ARTICLE X: CONSTITUTIONAL RATIFICATION

SECTION I: APPROVAL The Constitution shall become effective upon its ratification.

SECTION II: PROCESS OF RATIFICATION

1. Any member of the Student Body may propose a new draft of the Constitution. The proposed draft shall be submitted in writing to the Vice President of Administrative Services with a petition signed by members of the Student Body or with Senate validation.
2. The number of signatures necessary to validate the proposed Constitution by Student Body petition shall be ten percent (10%) of the total Student Body. Before a Constitutional Ratification may be called, the signatures included with the petition must be verified by the Senior Vice President.
3. A proposed Constitution may also be validated with the endorsement of a unanimous vote of the Senate.
4. After the proposed Constitution is validated, the Senior Vice President shall oversee a vote amongst the Student Body for constitutional ratification. This vote shall occur within one week of the verification of the signatures of the petition.
5. The number of members of the Student Body required to ratify a new Constitution shall be twenty-five percent (25%) of the total student body.
6. A 2/3 supermajority of the votes cast by the Student Body shall be required for a new Constitution to be ratified.
7. If the Senior Vice President is unable to perform these duties for any reason, the SGA Advisor, or someone appointed by this person, will assume these responsibilities.

ARTICLE XI: AMENDMENTS TO THE CONSTITUTION

SECTION I: APPROVAL A constitutional amendment shall become effective upon its ratification.

SECTION II: PROCESS OF RATIFICATION

1. Any member of the Student Body may propose an amendment to the Constitution. Amendments to the

- Constitution shall be proposed in writing to the Senate.
2. Amendments to the Constitution may also be voted on by the Student Body by submitting a petition signed by members of the Student Body to the Senior Vice President. The number of signatures required to validate a Student Body petition shall be ten percent (10%) of the total Student Body. Before a constitutional amendment vote may be called, the signatures included with the petition must be verified by the Senior Vice President.
 3. After the petition is validated, the Senior Vice President shall oversee a constitutional amendment vote. This vote shall occur within one week of the verification of the signatures on the petition.
 4. The number of members of the Student Body required to validate a constitutional amendment vote shall be twenty-five percent (25%) of the total Student Body.
 5. A $\frac{2}{3}$ supermajority of the votes cast by the Student Body shall be required for a constitutional amendment to be ratified.
 6. In place of a vote by the Student Body, a constitutional amendment may also be ratified by a unanimous vote of the Senate.
 7. If the Senior Vice President is unable to perform these duties for any reason, the SGA Advisor, or someone appointed by this person will assume these responsibilities.

ARTICLE XII: BYLAWS

SECTION I: PURPOSE The purpose of the Bylaws shall be to provide general guidelines and rules for the operation of SGA.

SECTION II: MAINTENANCE The Senior Vice President shall be responsible for the maintenance of all the Bylaws.

SECTION III: AUTHORITY All members of SGA shall abide by the guidelines and rules set forth in the Bylaws.

SECTION IV: CONTINUITY ACROSS TERMS The Bylaws shall be considered binding across terms of office.

SECTION V: BYLAW AMENDMENTS & NEW BYLAWS Bylaw amendments and new Bylaws may be proposed by any member of the Student Body and shall require a $\frac{2}{3}$ supermajority vote of the Senate to be ratified.

ARTICLE XIII: COMMUNICATION WITH THE STUDENT BODY

SECTION I: PUBLIC KNOWLEDGE All SGA legislation shall be considered public knowledge and will be made available on request. The process and manner in which this is accomplished shall be determined by the Bylaws.

ARTICLE XIV: RECORD OF REVISIONS

1. Established and Ratified October 17, 1975
2. First Revision April 25, 1980
3. Second Revision November 1, 1982
4. Third Revision March 7, 1991
5. Fourth Revision December 4, 1992
6. Fifth Revision March 2, 1995
7. Sixth Revision April 30, 2004
8. Seventh Revision April 19, 2005
9. Eighth Revision October 17, 2006

10. Ninth Revision March 27, 2007
11. Tenth Revision May 9, 2007
12. Eleventh Revision December 4, 2007
13. Twelfth Revision April 27, 2011
14. Thirteenth Revision June 19, 2013
15. Completely Rewritten and Ratified March 18, 2014

BYLAWS

OF THE STUDENT GOVERNMENT ASSOCIATION OF BIOLA UNIVERSITY

BYLAW I: ELECTIONS

SECTION I: PURPOSE The election process shall be used to secure the SGA President, SGA Senior Vice President, the Senate, and the Student Missionary Union (SMU) President for each new academic year. This Bylaw shall ensure the proper functioning of this process and enforcement of the provisions and regulations of the election process.

SECTION II: LEADERSHIP

1. The SGA/SMU election process shall be under the jurisdiction of the Vice President of Administrative Services, or someone appointed by him/her. If the Vice President of Administrative Services appoints someone else, the appointment must be approved by the current SGA President, SGA Advisor, and the current SMU President.
2. The Vice President of Administrative Services (or appointed officer) shall be responsible for calling together a committee to assist in the election process, which he/she shall chair.
3. The Elections Committee must include at least the SGA Vice President of Marketing and Communications, the SMU Marketing and Communications Director, two additional SGA staff members, and one additional SMU staff member. If any of the above members are running for an elected position within SGA or SMU, they shall be deemed ineligible to participate in the Elections Committee and shall be replaced at the discretion of the Vice President of Administrative Services (or appointed officer). A member of the SGA Advisor's office shall also sit on the Elections Committee.

SECTION III: DUTIES AND RESPONSIBILITIES

1. The Vice President of Administrative Services (or appointed officer) shall be responsible for planning and administering the SGA/SMU elections:
 - i. The following offices shall be filled in the SGA/SMU elections:
 - a. SGA President and Senior Vice President
 - b. SMU President
 - c. Senators

SECTION IV: PROCESS

1. The SGA President and Senior Vice President shall run jointly.
2. Senators shall run specifically for the constituency they would like to represent and must reside in the constituency they represent during their term of office. Commuter Senators must be commuters during their term of office.
3. The SGA/SMU elections shall be held no later than seven weeks prior to the end of the spring semester.
4. Campaign rules:
 - i. No campaigning of any nature shall be allowed prior to the official opening of the election

- week.
 - ii. No candidate shall be allowed to receive any monetary contribution from any Biola University department.
 - iii. Campaign materials may not violate Biola's posting regulations. Improperly posted materials must be immediately removed by the offending campaign team.
 - iv. Any candidate that fails to abide by the regulations specified by this Bylaw, and/or in the SGA/SMU Elections Handbook, shall be subject to disqualification at the discretion of the Elections Committee and the SGA Advisor.
- 5. Voting Procedures:
 - i. Polling Places
 - a. Polling places shall be provided in convenient campus locations. Specific locations are to be determined by the Elections Committee.
 - b. The Elections Committee should select officers of SGA or SMU to manage the voting booths. However, if needed, the Elections Committee may appoint any undergraduate student to manage the voting booth.
 - c. No running candidate or any member of their campaign team shall manage any voting booth or linger by any voting booth.
 - d. General election polls are required to be open two consecutive days.
- 6. Voting
 - i. Elections shall be conducted by secret ballot.
 - ii. All currently enrolled undergraduate students are eligible to vote. Each student may vote only once.
 - iii. Each student shall have the right to vote for the SGA President and Senior Vice President, SMU President, and the specific Senate candidate for their current constituency.
 - iv. Voters may abstain from voting on any office(s) without invalidating their ballot.
- 7. Determining SGA Election Winners
 - i. President/Senior Vice President
 - ii. The President/Senior Vice President team that receives a simple majority will be awarded the positions.
 - iii. If there is no team who receives a simple majority of the total valid ballots cast, a run-off election must occur between the two teams who received the highest percentage of the total number of valid ballots cast.
 - iv. If a President/Senior Vice President team runs unopposed, they must campaign in an effort to achieve a minimum vote threshold of 10% of the total undergraduate student body.
 - v. If an unopposed President/Senior Vice President team fails to obtain the required minimum vote threshold of 10% of the total undergraduate student body, the appointment of the President/Senior Vice President shall be determined through a hiring process led by the current President and Senior Vice President.
 - vi. In case of a tie between two teams, the outcome of the elections shall be determined by the electoral college.
- 8. Senators
 - i. For each contested Senate position, the candidate that receives the top voting percentage (a plurality) will be awarded the position.
 - ii. In case of a tie, the Senior Vice President-Elect shall determine the senator-elect from among the tied candidates.
 - iii. If a candidate for an on-campus Senate seat runs unopposed, they must obtain the signatures of their constituents equal to 20% of their dorm capacity to win the election.
 - iv. If a candidate for a Block or Bluff Senate seat runs unopposed, they must obtain the signatures

- of 20% of their constituents to win the elections.
 - v. If a candidate for a commuter Senate seat runs unopposed (meaning the number of candidates running is less than or equal to the number of positions available), they must obtain 75 signatures from undergraduate commuter students to win the elections.
 - vi. Unopposed candidates for any Senate seat shall submit all obtained signatures to the Vice President of Administrative Services (or appointed officer) by the closing of the polls.
 - vii. If an unopposed candidate for any Senate seat fails to obtain the required number of constituency signatures, the appointment of the senator shall be determined through a hiring process led by the Senior Vice President-Elect.
9. Declaration of SGA Election Results
- i. The results of the elections, including the total number of ballots cast for each qualified candidate, shall be officially announced no later than forty-eight hours after the official closing of the polls.
 - ii. No official predictions of elections results shall be allowed.
 - iii. The Vice President of Administrative Services (or appointed officer) shall attempt to contact all candidates and notify them of the elections results prior to public notification.
 - iv. After candidates have been notified, official elections results shall be posted in a public place.
10. SGA Electoral College
- i. The electoral college allots the student body one vote per Senate constituency.
 - ii. Each vote shall be in agreement with the most recent majority vote of that constituency.
 - iii. In the case that a constituency has a tied popular vote, each candidate shall receive .5 electoral votes from that constituency.
 - iv. In the case that the electoral college reaches a tie, the tie-breaking vote shall be determined according to the consensus of the Elections Committee.
 - v. A simple majority of the electoral college secures the office of the President and Senior Vice President.

SECTION V: RUN-OFF ELECTIONS

1. Run-off elections shall be conducted within three business days of the first declaration of results.
2. Election polls are required to be open for six hours.
3. Any other rules regarding run-off elections shall be determined by the Elections Committee.

SECTION VI: ADDITIONAL RULES AND REGULATIONS

1. No candidate may serve on the Elections Committee.
2. No member of the Elections Committee may endorse any candidate.
3. If any ballots are found to be fraudulent or invalid, as determined by the Elections Committee, the vote shall not be counted.
4. If a fraudulent or an invalid vote changes the result of the President/Senior Vice President election, the outcome of the election shall be decided by the electoral college.
5. If a fraudulent or an invalid vote changes the result of any Senate election, the outcome of the election shall be decided by the Senior Vice President-Elect.
6. The Elections Committee shall be responsible for making specific decisions and crafting policies not specified in this bylaw. These must be clearly presented to all candidates.
7. Any decision made by the Elections Committee may be appealed to the Senate by either a candidate involved, or by a member of the Senate, upon written request submitted to the current President and Senior Vice President.
8. Any decision made by the Elections Committee may be overruled by a $\frac{2}{3}$ majority vote of the Senate.
9. All other rules and regulations will be determined in the SGA/SMU Elections Handbook.

SECTION VII: RECORD OF REVISIONS

1. Approved Spring 1983
2. First Revision Spring 1988
3. Second Revision March 1991
4. Third Revision March 1994
5. Fourth Revision March 1996
6. Fifth Revision April 2004
7. Sixth Revision February 2005
8. Seventh Revision May 2005
9. Eighth Revision March 2006
10. Ninth Revision February 2007
11. Tenth Revision May 2007
12. Eleventh Revision May 2007
13. Twelfth Revision June 2013
14. Thirteenth Revision March 2014

BYLAW II: HUMAN RESOURCES POLICY

SECTION I: PURPOSE The human resource policies and practices process shall be used to secure the hired staff for each new year in SGA. This Bylaw shall ensure the proper functioning of this process and enforcement of the provisions and regulations of the hiring process.

SECTION II: HIRING LEADERSHIP The responsibility of the hiring process for the proceeding academic year shall fall under the authority of the incoming President to delegate as he/she sees fit.

SECTION III: HIRING PROCESS

1. Executive Board
 - i. Aside from the President and Senior Vice President, all Executive Board positions shall be appointed.
 - ii. Each hiring committee for the Executive Board shall consist of the President-elect, Senior Vice President-elect, incoming Vice President of Finance, and the SGA Advisor.
 - iii. In the case of the Vice President of Administrative Services, the hiring committee shall also include the incoming SMU President.
 - iv. All final hiring decisions shall be determined by the President-elect, subject to the approval of the SGA Advisor.
2. Marketing and Communications Branch
 - i. All Marketing and Communications Branch positions shall be appointed.
 - ii. The hiring committee for Marketing and Communications Coordinator shall consist of the incoming Vice President of Marketing and Communications, the outgoing Coordinator for that position, and the incoming Vice President of Finance.
 - iii. The Marketing and Communications Coordinator shall be appointed by a majority vote of the hiring committee.
 - iv. The Vice President of Marketing and Communications and the Marketing and Communications Coordinator shall be responsible to appoint all other staff positions within their department.
 - v. Every hiring decision shall be subject to the approval of the SGA Advisor.
 - vi. All final hiring decisions shall be determined by the incoming Vice President of Marketing and

- Communications, subject to the approval of the SGA Advisor.
3. Administrative Services Branch
 - i. All Administrative Services Branch positions shall be appointed.
 - ii. The hiring committee for the Office Assistants shall consist of the incoming Vice President of Administrative Services and the current Vice President of Administrative Services.
 - iii. Office Assistants shall be appointed by the incoming Vice President of Administrative Services.
 - iv. Every hiring decision shall be subject to the approval of the SGA Advisor.
 - v. All final hiring decisions shall be determined by the incoming Vice President of Administrative Services, subject to the approval of the SGA Advisor.
 4. Positions not filled by the Election Process
 - i. Any Senate position not filled by the election process shall be appointed by the President Elect & Senior Vice President Elect, subject to the approval of the SGA Advisor.
 - ii. Any Presidential and Vice Presidential position not filled by the election process shall be appointed by the current President and Vice President, subject to the approval of the SGA Advisor.
 5. Positions vacated during term of office
 - i. Any appointed position vacated during term of office shall be appointed by the Executive Board.
 - ii. Any Senate position vacated during term of office shall be filled by a nomination of the Executive Board and confirmed by a majority vote of the Senate.

SECTION IV: EMPLOYEE CONDUCT

1. Both hired and elected staff members are subject to all University human resource policy.
2. Termination
 - i. The responsibility for termination of a staff member's employment shall fall under the supervision of the SGA Advisor in consultation with the Executive Board, SGA President and any other direct supervisors with confirmation of the decision given by the Senior Director of HR.
 - ii. The responsibility for terminating the President shall fall under the SGA Advisor in consultation with the Senior Director of HR.
 - iii. The President and the respective supervisor shall follow all University Human Resources policy as it relates to termination and receive authorization from the University Director of Human Resources before terminating the employee.
 - iv. In cases of termination, the vacated position shall be appointed in accordance with the Constitution and Bylaws.

SECTION V: RECORD OF REVISIONS

1. Approved May 2005
2. First Revision May 2007
3. Second Revision June 2013
4. Third Revision March 2014

BYLAW III: PAYROLL COMMITTEE

SECTION I: NAME This committee shall be named the SGA Payroll Committee.

SECTION II: PURPOSE The purpose of the Payroll Committee is to determine the appropriate hours and pay

rates for all SGA employees.

SECTION III: MEMBERSHIP

1. Executive Board
2. SGA Advisor

SECTION IV: APPROPRIATION

1. Changes made to payroll shall be made after a majority vote by the payroll committee with the approval of the Biola University Human Resources representative.
2. All hours or pay rate changes shall occur the semester following the decision.

SECTION V: NEW POSITIONS The hours and pay rate of any new position is subject to a majority vote of the Payroll Committee.

SECTION VI: RECORD OF REVISIONS

1. Approved April 1994
2. First Revision April 2004
3. Second Revision May 2005
4. Third Revision April 2011
5. Fourth Revision March 2014

BYLAW IV: BUDGET POLICY

SECTION I: PURPOSE The budget policy shall be used to give guidelines to the budget apportionment process in the Senate as well as the management of the budget throughout the semester.

SECTION II: BUDGET POLICY All SGA expenditures shall fall in compliance with the approved budget.

SECTION III: BUDGET RESPONSIBILITY

1. The responsibility of the budget management shall fall under the Vice President of Finance
2. The proposal for budget apportionments shall be the responsibility of the Vice President of Finance.
3. All budget apportionments shall be validated by a 2/3 vote of the Senate.

SECTION IV: BUDGET PROPOSALS

1. The Vice President of Finance and the Vice President of Marketing and Communications shall create the Marketing and Communications budget proposal.
2. The Vice President of Finance and the Vice President of Administrative Services shall create the General budget proposal.
3. The Vice President of Finance shall create the remaining budget proposals.
4. All persons referred to above are those that will hold the position for the following semester.
5. All budget proposals must be submitted and presented to the current Senate at least one week before budget apportionment.

SECTION V: BUDGET APPORTIONMENT

1. The Vice President of Finance shall oversee the apportionment process of the student fee at the end of a semester for the proceeding semester.
2. The apportionment of the budgets shall be determined by a 2/3 vote of the Senate.

SECTION VI: BUDGET MANAGEMENT

1. The Vice President of Finance has the power to reallocate a department's budget within each event per request of the department head.
2. Any budget reallocation outside of an event is limited to \$1,000 twice a semester with the approval of the Vice President of Finance.
3. Any budget reallocation in excess of the above qualifications must be approved by a majority vote.
4. The Vice President of Finance has the power, with the approval of the President and the SGA Advisor, to freeze all transactions on departmental accounts in cases of budget mismanagement.
5. The Senate shall have the authority to control revenue from all departments.

SECTION VII: RECORD OF REVISIONS

1. Approved May 2005
2. First Revision June 2013
3. Second Revision March 2014

BYLAW XI: DIVERSITY LIAISON

SECTION I: NAME The department shall be named the Diversity Liaison Department and shall be a permanent department under the Senior Vice President.

SECTION II: PURPOSE The purpose of the Diversity Liaison Department shall be to act as a liaison between SGA, the student body, and university administration on issues of diversity (including race, gender, ethnicity, class, disability, and international student needs) that are of interest or relevance to the Student Body.

SECTION III: MEMBERSHIP

1. The Diversity Liaison Department shall consist of the following members:
 - i. The Diversity Liaison
 - ii. Volunteer Staff as deemed necessary by the Diversity Liaison

SECTION IV: ACCOUNTABILITY

1. The Diversity Liaison is accountable to the Senior Vice President and the SGA Advisor.
2. The Diversity Liaison Volunteer Staff shall be accountable to the Diversity Liaison.

SECTION V: RECORDS OF REVISIONS

1. Approved May 2012
2. First Revision March 2014