**THE CONSTITUTION**

**AND BY-LAWS OF THE**

**STUDENT GOVERNMENT**

**OF**

**BABSON COLLEGE**



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**THE CONSTITUTION**

**OF THE**

**STUDENT GOVERNMENT**

**OF**

**BABSON COLLEGE**

**Preamble**

It shall be the duty of the Babson College Student Government to provide an officially recognized student organization that identifies and represents student interests, promotes undergraduate student participation in the overall policy and decision-making processes of the College, enhances the quality and scope of education, and promotes the general welfare of the undergraduate student body.

## ARTICLE I – NAME, PURPOSE AND STRUCTURE

**SECTION 1.** The name of this organization shall be the Student Government Association of Babson College, hereafter referred to as the Government or SGA.

**SECTION 2.** It shall be the purpose of SGA to represent, promote, and further the interests of the undergraduate student body among the students, faculty, administration, trustees, and any other parties concerned with the Babson community.

**SECTION 3.** It shall be the duty of the Government to handle the Government funds. This handling shall include the use of generally accepted accounting principles and an annual operating budget comprised of undergraduate student fees for the academic year.

**SECTION 4.** The governing structure of SGA shall consist of the Executive Board (E-Board) and Senate. The E-Board may appoint non-elected volunteers to serve as their assistants.

**ARTICLE II – QUORUM**

A quorum shall consist of two-thirds (2/3) of the voting members of the Government. In the case of voting on budgets, if a Ways and Means member is not present at Senate but saw the budget at a previous Ways and Means meeting, they may vote electronically.

Refer to Funding Article IX Section 3.

## ARTICLE III – EXECUTIVE BOARD

The elected offices of the President, Executive Vice President (EVP), Vice President of Finance (VPF), Vice President of Academic Affairs (VPAA), Vice President of Clubs and Organizations (VPCO), and Vice President of Communications (VPC) shall collectively constitute the Executive Board.

**SECTION 1.** The Executive Board shall preside over and conduct all meetings of the Government.

**SECTION 2.** A full-time undergraduate student is eligible to pursue an Executive Board position provided that the following requirements are satisfied.

1. The President
	1. The student has completed at least 3 full semesters at Babson College.
	2. The student has a cumulative grade point average (GPA) of at least 2.50 at the time of candidacy.
	3. The student will be able to fulfill his/her/their term at Babson as a full-time undergraduate student for at least one academic year immediately following his/her/their election to office.
	4. The student must be in good academic and conduct standing with Babson College.
	5. The student must foreifet their position as president and may only hold one additional executive board position in any and all other organizations upon election.
	6. The student must be a current or former representative of the Student Government Association
2. The Vice President of Finance
	1. The student has completed at least 1 full semester at Babson College.
	2. The student has a cumulative GPA of at least 2.50 at the time of candidacy.
	3. The student will be able to fulfill their term at Babson as a full-time

 undergraduate student for at least 1 academic year immediately following

 his/her/their election to office.

* 1. The student must be in good academic and conduct standing with Babson

 College.

* 1. The student must forfeit the position of President and Vice President of Finance or any equivalent position in any and all other organizations upon election.
	2. The student must be a current or former representative of the Student

 Government Association, or have attended a minimum of one Ways and

 Means meeting and one Senate. In order to attend a Ways and Means meeting, candidate must email funding@babson.edu and request to attend.

1. All other Executive Board positions
	1. The student has completed at least 1 full semester at Babson College.
	2. The student has a cumulative GPA of at least 2.50 at the time of candidacy.
	3. The student will be able to fulfill his/her/their term at Babson as a full-time undergraduate student for at least one academic year immediately following his/her/their election to office.
	4. The student must be in good academic and conduct standing with Babson College.
	5. The student must be a current or former representative of the Government, or have attended a minimum of 3 Senate meetings over the course of the fall and spring semesters prior to candidacy.

**SECTION 3.** In the event that a vacancy of an Executive Board position after the election, a new election shall be held for that office. Candidates for the vacant position shall be accepted in the manner described in Article III, Section 1 of the By-Laws, except in the case of the President, whose office shall be filled by the Executive Vice President, and a new Executive Vice President shall be elected to fulfill the office for the remainder of the term of office.

**SECTION 4.** All officers must adhere to College policies and community standards and act in accordance with the College Honor Code. Any officer may be dismissed from office on the grounds of a violation of College policy that results in a status change, malfeasance, inability, or unwillingness to perform the required duties. A dismissal requires a quorum of the Executive Board and the Senate. A decision of a college disciplinary body (Honor Board or Administrative Hearing Officer) will supersede this quorum.

## ARTICLE IV – SENATE

The Senate shall be composed of four (4) students from each class directly elected by the members of their respective year and one (1) Senator from each class appointed by the SGA President in the case that there are a lack of candidates to fill positions required.

**SECTION 1.** Senators shall be elected by, and will serve as representatives of, their class. Each Senator will possess the authority to vote on behalf of his/her/their respective class. Students are eligible to run for a Senate position in their respective class year only, defined as the class year in which the individual matriculated into Babson College. The only exception shall be transfer students, whose class year shall be defined as their graduating class year.

**SECTION 2.** A full-time undergraduate student is eligible to pursue a Senate seat provided that the following requirements are satisfied:

1. The student has a cumulative grade point average of at least 2.50 at the time of candidacy; this requirement is waived for students pursuing a Senate seat in the fall semester of their first year who do not have a collegiate GPA.
2. The student will be able to fulfill their term at Babson as a full-time undergraduate student for at least one academic year immediately following his/her/their election to office; this requirement may be waived, per Article V, Section 3(A) of the By-Laws.
3. The student must be in good academic and conduct standing with Babson College.

## ARTICLE V – NON-ELECTED VOLUNTEERS

## When the Executive Board is in need of assistance, E-board members may appoint non-elected individuals to serve as their assistants. In order to do so, members must provide a working list of responsibilities to applicants.

## ARTICLE VI – AMENDMENTS TO THE CONSTITUTION

The Constitution may be amended by a two-thirds (2/3) vote of the Executive Board and Senate. Amendments shall take the form of striking a word or words or adding a word or words. Amendments shall not take the form of implied or unwritten interpretations.

**SECTION 1.** A motion to amend this constitution must be made by an elected Senator or Executive Board officer. Before the Executive Board can honor this motion, the Government must have received prior notification of its placement on the agenda. To fulfill the notification requirements, the proposed change must be brought to the attention of the Government at the preceding meeting.

* 1. When notifying the Government of a proposed Constitutional amendment, a Senator or Executive Board officer must inform the members of the change or changes inherent in the proposal. The proposal is not to be discussed at the time of announcement; however, the Government is expected to be aware of what the proposal entails.

**SECTION 2.** The Constitution and its By-Laws shall be considered as necessary. Line-item and other small changes may be made more frequently. The extent of the revision and the manner in which it is to be conducted is to be recommended by the Executive Board and ratified by the Senate and Executive Board.

**SECTION 3.** Amendment Tracking and Addition

1. The most current version of the Constitution and By-laws shall be saved on Outlook Drive and Belong and named “[Date Last Amended]\_Current\_Constitution.”
2. Within 24 hours of passage of an Amendment, the Constitution and By-laws shall be modified by the Executive Vice President to reflect the updated version as presented in the Amendment. The modified version will then be put on Outlook Drive and Belong and the unmodified version will be moved to the “Previous Constitutions” Folder and renamed “Constitution\_Until\_[Date of Modification].”
3. Within 24 hours of Amendment approval or rejection, the Amendment shall be moved to the respective “Approved Amendments” or “Rejected Amendments” folders on Google Drive and Belong. Tabled Amendments will remain in the “Proposed Amendments” Folder until Approved or Rejected.

## ARTICLE VII – BY-LAWS

The rules contained in the SGA By-Laws shall govern the Government in all cases.

**BY-LAWS**

**OF THE**

**STUDENT GOVERNMENT**

**OF**

**BABSON COLLEGE**



## ARTICLE I – MEETINGS

**SECTION 1.** A regular meeting of the Student Government shall be held once every week of the fall and spring semesters unless otherwise ordered by the Executive Board.

**SECTION 2.** Any member of the student body, faculty, or administration may attend any general meeting of the Student Government unless specified by the Executive Board.

**SECTION 3.** Meeting protocol

1. Meetings shall include, but are not limited to, the following sections: Report Outs, Advisor Corner, Open Forum, and Announcements.
2. Each section shall be given a time limit, which will be determined by the Executive Vice President on each week’s agenda.
3. If the time limit is exceeded, it may be extended with a motion to extend from a member of the Student Government. The motion to extend requires a second.
4. Any member of the Student Government, student body, faculty, or administration may speak for up to two (2) minutes at a time during discussion. The member may speak as many times as the section allows, and will be called on by the Executive Vice President, or their replacement if they are absent. The time will be monitored by the Executive Vice President.

## ARTICLE II – MEMBERSHIP

**SECTION 1.** Every undergraduate student at Babson College is a member of the student body and shall enjoy equal rights under this Government. Membership in the Student

Government Association shall be open to all students regardless of race, color, national or ethnic origin, ancestry, religion, gender, sexual identity or expression, age, physical or mental disability, and veteran status or other protected status. All elected officers and Senators must be full-time students in good academic and conduct standing at the time of election or appointment and during their time in office.

**SECTION 2.** Expectations of all elected members of Student Government

1. Members shall be familiar with the Student Government Constitution and all rules and regulations contained therein.
2. Members are required to attend all regular and special meetings of the Government.
3. Members shall arrive on time to all meetings.
4. Members shall behave appropriately and respect the opinions of other members.
5. All members of the Executive Board will meet regularly with their Staff Advisor.
6. Shall host office hour of a minimum one hour each week and be responsible for participating in club & org fair, including but not limited to event logistics and operating the table, unless excused by the Executive Vice President

**SECTION 3.** This policy shall be the policy of the Executive Board and Senate. An absence shall be defined as failing to appear for at least three-fourths (3/4s) of the allotted meeting time. All members shall be permitted one (1) unexcused absence per semester. After the first unexcused absence, the member shall be sent a warning letter which shall serve as a notice. In the event of a second unexcused absence, the member will not be paid and may be referred to the dismissal process as outlined in Article II, Section 4 of the By-Laws of the Student Government of Babson College.

Certain absences may be excused according to the following guidelines:

1. Excused absences shall consist of irregular absences related, but not limited to: religious observances, class obligations, family emergencies, interviews, medical appointments/emergencies, sickness, varsity athletic or club sport competitions, high-priority organizational events, and any occurrence deemed excusable by the Executive Vice President.
2. Excused absences shall be reported to the Executive Vice President at least 24 hours prior to the meeting. Absences reported less than 24 hours prior to the meeting may be deemed excusable at the discretion of the Executive Vice President.
3. A senator shall not be absent for more than one-third (1/3) of all General Assembly meetings per semester; regardless of whether or not the absences are excused or unexcused. Failure to meet this requirement shall result in a loss of payment and possible referral to the dismissal process as outlined in Article II, Section 4 of the By-Laws of the Student Government of Babson College.
4. For absences relating to the Executive Vice President, the President shall take on the responsibilities of the Executive Vice President regarding absences as outlined in Article II, Section 3, Subsection B.

**SECTION 4.** Executive Board Members and Senator Dismissal

* 1. An ad-hoc standards committee shall convene when a member of the Government meets possible grounds for dismissal. If the matter involves a Senator, the Executive Board and Advisor shall serve as the committee. If the matter involves an Executive Board member, the Advisor, at least one Senator from every class, and at least two Senators from the Executive Board member’s board shall serve as the committee.
	2. Grounds for removal from office include but are not limited to:
		1. Insufficient accomplishment of tasks
		2. Violation of attendance policy
		3. Abuse and/or misuse of power
		4. Actions unbecoming of an SGA member, including violations of the Babson College Honor Code.
	3. The process for removal from office consists of the following:
		1. All ad-hoc standards committee members sign a confidentiality form before proceeding.
		2. The accused party may present a case against the grounds for removal. The Advisor shall determine the appropriate amount of time for the accused party to present this case with questions and points of clarification.
		3. After the accused presents, the member will leave for a closed-door discussion for committee to deliberate.
		4. A simple majority (3 of 5) can remove an officer. Only the Executive Board may vote for a Senator removal, and only the Senators may vote for an Executive Board member removal.
		5. If the accused party chooses to appeal the removal, the member must submit this appeal to the Advisor. The same process will implement with an entirely new committee, but the committee members will be determined by the Advisor.
		6. The Advisor will debrief after the process to determine areas for improvement.

**SECTION 5.** Executive Board Members and Senator Dismissal

1. If at any point an Eboard member or Senator wishes to resign from SGA, the SGA member must email the President, the EVP, and the advisor, his/her/their official resignation letter at least two weeks prior to his/her/their final day.

**ARTICLE III – ELECTIONS**

## SECTION 1. It shall be the object of the Election Committee to administer and oversee the annual elections of the Executive Board and Senators, to ensure the election process proceeds according to the rules outlined in the By-Laws, and to clarify any misunderstandings or issues that arise preceding, during, or following the election. Accordingly, should any misunderstanding or issue arise, it is the right and the responsibility of the Election Committee to act unilaterally as it sees fit in the best interests of the student body.

## The Election Committee shall be comprised of the Election Commissioner and at least one Assistant Election Commissioner. The Election Commissioner shall be the Executive Vice President, unless the EVP is a potential candidate for the next election. In this case, the President will appoint a Commissioner by the first Senate meeting of March.

## The Staff Advisor to the Government shall serve as a non-voting, moderating member of the Election Committee.

1. The Election Committee is empowered to impose sanctions as it sees fit upon those found in violation of election guidelines. All actions and decisions by the Committee shall have the implied approval of the Government unless otherwise provided herein. It shall be the duty of the Election Commissioner to keep the Government informed of all committee actions and decisions.
2. BOW Ambassador will be separately elected.
3. Separately appointed member at large to represent the commuter population.

**SECTION 2.**  All persons seeking nominations to any office must submit to the Election Commissioner a petition endorsed by fifty (50) of the eligible voters of their class year for Senate positions and seventy-five (75) of the eligible voters of the general student body for all Executive Board positions. Eligible voters are defined as currently enrolled, full-time members of the undergraduate student body.

1. In the event that a misrepresentation of signatures is detected, the petition shall be returned to the candidate and must be corrected and resubmitted within twenty-four (24) hours.
2. All candidates must submit their qualifications to the Election Commissioner for final approval for eligibility for office.

**SECTION 3.** The names of all candidates who have been approved by the Election Committee will be entered on the ballot randomly.

**SECTION 4.** In the event that any controversy evolves prior to, during, or following the election, the matter is to be resolved by the Election Committee.

**SECTION 5.** All physical flyers, banners, and marketing materials must be removed and appropriately disposed of within one week of the end of the voting period.

**SECTION 6.** All candidates are responsible for their campaign materials and any violations of them reflect their campaign. Candidates found in violation of any of the election policies and procedures may be deemed ineligible, and their name may be removed from the ballot. Candidates deemed ineligible will first be contacted to explain their perspectives. The SGA E-Board and a non-SGA voting member determined by the SGA advisor, will then discuss the situation and vote to make the final decision on the student's eligibility.

**SECTION 7.** A tie shall be defined as such when and only when the number of votes that separates two candidates is zero; that is, a tie occurs only when two or more candidates have the same number of votes. In the event of a tie, a revote shall occur between the candidates who tied. This revote shall begin no later than ninety-six (96) hours after the close of the previous election.

**SECTION 8.** The limit on campaign spending shall be determined by the Election

Committee and made known to candidates via the application.

**SECTION 9.** Executive Board members and senators should be transitioned by early May at the latest.

## ARTICLE IV – STUDENT GOVERNMENT EXECUTIVE BOARD

**SECTION 1.** Executive Board Membership

1. Executive Board members are required to serve their full term, an academic school year. If an Executive Board member is unable to complete his/her/their full term, the member in question will forfeit the entire term in office as soon as such a conflict becomes known. In addition, payment for part of their term will be left up to the discretion of the board.

**SECTION 2.** Executive Board Duties

1. Shall be responsible for having a working knowledge of the Constitution.
2. Shall act as a general steering committee for the Government.
3. Shall attend weekly Executive Board meetings.
4. Shall manage and utilize the SGA office and maintain posted office hours or such substitute.
5. Shall appoint the members to each of the five (5) SGA Senate Boards.
6. Shall maintain accurate documentation of the work associated with their respective positions in order to provide relevant information to successors.

**SECTION 3.** The President

1. Shall act as the primary representative of the Student Government Association to all students, faculty, administrators, the media, former students, and the general public.
2. Shall manage all external affairs of the Government.
3. Shall work closely with the Executive Vice President to manage all aspects of SGA as an organization.
4. Shall preside at all SGA meetings and shall see that all meetings are conducted in an orderly manner.
5. Shall appoint four student Senators, one from each class.
6. Shall appoint members to the Election Committee.
7. Shall act as the presiding officer and set an example for the assembly regarding courtesy, fairness, and the application of rules and must maintain a position of impartiality.
8. Shall lead Executive Board trainings, bonding activities, and retreats.
9. Shall manage incoming and outgoing communications including, but not limited to, the SGA email account.
10. Shall have access to discretionary spending of up to $3,500.

**SECTION 4.** The Executive Vice President

1. Shall assume all the duties of the President in the temporary absence of the President.
2. Shall manage all internal affairs of the Government.
3. Shall enforce the attendance policy and accountability system to all Senators, and provide letters of warning to Senators when necessary.
4. Shall send out the General Assembly meeting agenda at least 24 hours in advance of
the General Assembly meeting.
5. Shall collaborate with the President for SGA Office Hours, or equivalent programs.
6. Shall chair any Constitutional Review Committee.
7. Shall be an expert in the rules and applications of the Constitution.
8. Shall manage SGA artifacts, assets, supplies and space, including space usage and maintenance.
9. Shall maintain institutional memory of the Government, including records, alumni directory, photos, and transition documents.
10. Shall co-chair the Election Committee unless running for an elected position in which case, the Executive Board member will consult with the rest of the Executive Board and Advisor(s) to determine a replacement Election Committee Co-Chairperson.
11. Shall manage incoming and outgoing communications including, but not limited to, the SGA email account.
12. Shall have access to discretionary spending of up to $3,000.
13. Shall be allocated $10,000 for the entire academic year at the beginning of Fall semester to plan SGA internal affairs. Before making any purchase, they must get approval from the Vice President of Finance.
14. Shall manage the Executive Board committee.

**SECTION 5.** The Vice President of Finance

1. Shall handle all financial transactions pertaining to the Government and keep accurate records of the same.
2. Shall develop and employ controls to ensure consistencies in evaluating funding requests and approvals.
3. Shall maintain accurate records of funding approvals to date and provide a report on financial balances to the Government.
4. Shall respond to cost and finance issues concerning the student body.
5. Shall collaborate with the Office of Student Engagement in regards to the usage of the Purchasing Card.
6. Shall determine financial sanctions for student organizations in the event of any financial mismanagement.
7. Shall chair the Ways and Means Board.
8. Shall ensure that funds are allocated for the benefit of the student body.
9. Shall have access to discretionary spending of up to $3,000.

**SECTION 6.** The Vice President of Clubs and Organizations

1. Shall consult recognized organizations in regards to registration and planning of events.
2. Shall lead new student organization approval process.
3. Shall plan the Organizational Fair at the beginning of each academic year in conjunction with the Office of Student Engagement.
4. Shall disseminate relevant club and organization updates and information.
5. Shall serve as a point of contact for all new student clubs and organizations to aid in the transition process.
6. Shall regularly collect and communicate a calendar or listing of all registered organizations’ events to the student body.
7. Shall report to the VP of Finance organizations’ eligibility for funding in the current semester.
8. Shall chair the Clubs and Organizations Board.
9. Shall be responsible for leading an audit on necessary organizations as identified by the Vice President of Finance and the Ways and Means board. Deadline to be determined by the Vice President of Finance and the Ways and Means board.
10. Shall have access to discretionary spending of up to $3,000.

**SECTION 7.** The Vice President of Academic Affairs

1. Shall chair the Academic Affairs Board.
2. Shall serve as one of two student representatives on the Undergraduate Academic Policy Committee (UAPC), and be responsible for attending all UAPC meetings scheduled during the academic year.
3. Shall work to enhance student participation with the administration.
4. Shall have access to discretionary spending of up to $3,000.

**SECTION 8.** The Vice President of Communications

1. Shall chair the Student Life Board.
2. Shall record the minutes and attendance of all meetings of the Government and shall post the minutes within 48 hours of the meeting.
3. Shall manage incoming and outgoing communications including, but not limited to, the SGA social media accounts.
4. Shall be responsible for communicating SGA progress and accomplishments to the student body.
5. Shall lead any and all school spirit initiatives, including but not limited to On Wednesdays We Wear Green (OWWWG).
6. Shall have access to discretionary spending of up to $3,000.
7. Shall be allocated up to $50,000 for the entire academic year at the beginning of Fall semester for planning weekly OWWWG events. Each month one OWWWG will be allocated up to $2500 and the rest would be budgeted for up to $1500 per week. Before making any purchase, they must get approval from the Vice President of Finance. To be given more funds, the VPC will need to submit a budget through Belong following all the funding rules.

## ARTICLE V – STUDENT GOVERNMENT SENATE

**SECTION 1.**  The SGA Senate shall serve as duly elected representatives of the undergraduate student body. The Senate works to protect the rights of students, defend the integrity of this constitution, investigate issues relevant to student life, and openly discuss any matter that affects the general welfare of the student body of Babson College or elements thereof.

**SECTION 2.** Senate Structure

1. The Senate shall be composed of four (4) students from each class directly elected by the members of their respective year and one (1) Senator from each class appointed by the SGA President.
2. The Executive Vice President shall run weekly SGA meetings, and if absent, the President shall take responsibility.

**SECTION 3.** Senate Membership

1. Senators are required to serve their full term, one academic school year (fall and spring semesters). If a Senator is unable to complete his/her/their full term, the Senator will forfeit his/her/their entire term in office as soon as such a conflict becomes known. An exception shall be made for Senators intending to study abroad in the spring semester or graduate early. Senators with the intention to study abroad or graduating early must make the Election Committee aware at the point of the submission of their Interest Form of any intention to study abroad.
2. In the event of a vacancy of a Senate seat, the Executive Board shall appoint the individual to the Senate who accumulated the next highest vote total in the previous Senate election in the departing Senator’s respective class. If the fifth place Senator is ineligible or declines the appointment, the sixth place Senator shall be appointed and so on until a new Senator is found. In the case of no eligible remaining Senators, the SGA President will nominate a student with the appropriate academic standing to fill the vacancy for the remainder of the term. The Executive Board must confirm the appointment of the SGA President with a two-thirds (2/3) vote.

**SECTION 4.** Senator Responsibilities

1. Shall represent their respective class year in any and all aspects of their responsibilities as Senator.
2. Shall attend weekly SGA meetings scheduled by the Executive Board, including a new senator information session held soon after being elected.
3. Shall be a member of a Senate Board and attend all regular Board meetings and those deemed appropriate by the Board Chair. Boards will be established for sophomores and above prior to first years being elected.
4. Shall report to the Board Chair with updates from respective committee meetings.
5. Shall be given a stipend of $250 at the end of each completed semester provided that they have properly fulfilled the expected responsibilities for a Senator as determined by the Eboard and SGA Advisor.
6. Each class year’s Senators collectively have the ability to request up to $1,000 and all individual voting members (except the Executive Board) will have the ability to request up to $500 in discretionary funding from the Operating Budget per semester.
7. Shall host office hour of a minimum one hour each week and be responsible for participating in club & org fair, including but not limited to event logistics and operating the table, unless excused by the Executive Vice President

**SECTION 7.** Voting

1. Every Senator and Executive Board Member has one vote.
2. Any item coming up for vote in the Government can be postponed by a majority vote of the voting members present at that meeting. A postponed item must be voted on at the next SGA meeting.

**SECTION 8.** Resolutions

1. The Senate and Executive Board can, by majority vote (51%), pass resolutions.
2. Resolutions passed by the Senate and Executive Board and signed by the President will become the official position of the Government.
3. The President may veto any resolution passed by the Government.
4. The President has ten (10) academic days to veto a resolution upon its passage. If no action is taken within ten (10) academic days, the resolution becomes official.
5. Resolutions that are vetoed by the President may be overridden with three- fifths (3/5) vote of the Senate and Executive Board and will become the official position of the Government.

## ARTICLE VI – STUDENT GOVERNMENT B.O.W. AMBASSADOR & COMMUTER REPRESENTATIVE

**SECTION 1.** The Babson-Olin-Wellesley Ambassador

1. Shall be appointed through an application process, consisting of a written application and short interview. Current E-board and advisors will come to a decision based on credentials, expressed interest, and initiative ideas.
2. Shall serve as a liaison between Babson-Olin-Wellesley organization leaders and Student Government leaders, linking related clubs to promote collaboration.
3. Shall hold the same set of standards and responsibilities as a class Senator.
4. Shall report to the Vice President of Clubs and Organizations and sit on the Clubs and Organizations Board.
5. Shall report to the Vice President of Academic Affairs and sit on the Academic Affairs Board.
6. Shall assist other B.O.W. ambassadors in organizing monthly B.O.W. all-students events.
7. Shall meet regularly with the B.O.W. ambassadors.
8. Shall attend Wellesley and Olin organization fairs, and represent B.O.W. at Babson’s Organization Fair.
9. Shall attend at least one Wellesley and one Olin Student Governance meeting each semester if possible.
10. Shall have attended Babson College for at least two semesters prior to election.

## SECTION 2. Commuter Representative

1. Shall be appointed through an application process, consisting of a written application and short interview. Current E-board and advisors will come to a decision based on credentials, expressed interest, and initiative ideas.
2. Shall serve as a representative for commuter students who live off-campus
3. Shall hold the same set of standards and responsibilities as a class Senator.
4. Shall report to the vice President of Communications and sit on the Communications Board
5. Shall have attended Babson College for at least two semesters prior to election.

**SECTION 3. Club Sports Representative**

1. Shall be appointed through an application process, consisting of a written application and short interview. Current E-board and advisors will come to a decision based on credentials, expressed interest, and initiative ideas.
2. Shall serve as a representative for all club sports players
3. Shall hold the same set of standards and responsibilities as a class senator
4. Shall be responsible for hosting monthly meetings with club sports presidents/ representatives
5. Shall be responsible for advocating for the needs of the club sports with the school administration

**SECTION 4. SGA Historian**

(A) The SGA Historian will be selected out of the current senator group.

(B) This role is not a requirement and does not need to be fulfilled every year.

(C) Can be exempt from committee duties.

(D) Shall be responsible for maintaining the SGA traditions document.

(E) Shall be responsible for collecting photos and videos at SGA events.

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## ARTICLE VII – STUDENT GOVERNMENT BOARDS

**SECTION 1.** SGA consists of five (5) Boards whose purpose is to address student and organization needs. Each Board will meet at least once a month and hold subsequent meetings on an as-needed basis. Board members will include SGA Senators and Executive Board officers and faculty/staff liaisons from relevant departments where conversations, policies, problems, concerns or issues may occur. Every appointed member of the Board from the Senate is required to be at all Board meetings. Board members may also select non-elected students to join discussions and meetings. The Chairperson of each Board is an Executive Board member and shall run his/her/their Board.

**SECTION 2.** Academic Affairs Board

1. Shall address any issues facing students that relate to academics. Issues may relate to study abroad, Honor Board, academic calendar, academic policies, curriculum, careers and Academic Services.
2. The Vice President of Academic Affairs and one other member of the Board shall serve as the student representatives on the Undergraduate Academic Policy Committee (UAPC). They are responsible for attending all UAPC meetings scheduled during the academic year.
3. Shall lead faculty appreciation efforts.
4. The VPAA will act as Chairperson of this Board.

**SECTION 3.** Clubs and Organizations Board

1. Shall be responsible for enforcing existing traditions, as well as developing new traditions to excite and engage current and future students.
2. Shall be responsible for planning activities in conjunction with the VP of Clubs and Organizations.
3. A Babson-Olin-Wellesley (BOW) Collaboration representative will attend BOW meetings on behalf of the Government and sit on this Board.
4. The VP of Clubs and Organizations will act as Chairperson of this Board.

**SECTION 4.** Student Life Board

1. Shall review and implement, if possible, any suggestions for general improvements to student life voiced by the student body, including but not limited to Residence Education, Housing, Health Services, Student Activities and Leadership, multi-faith programs, and arts programs.
2. Shall be responsible for promoting campus pride.
3. At least one member of the committee should be responsible for attending Dining Advisory Board meetings and other meetings with Chartwells to address any student requests or concerns with the meal plan or options provided in all Babson dining facilities.
4. The VP of Communications will act as Chairperson of this Board.

**SECTION 5.** Ways and Means Board

* 1. Shall represent the Student Government in the scope and magnitude of all financial matters pertaining to the student body.
	2. The Board will consist of at least five members. At least four members (one member of each class) will be chosen from the Senate, in addition to the Vice President of Finance who serves as Chairperson of the Board.
	3. The Board shall serve two functions: (1) to review budget proposals submitted by active Student Organizations, including the Government, and allocate funds from the SGA Operating Budget accordingly and (2) to review budget proposals submitted by individuals and allocate funds from the SGA Innovation Fund accordingly.
	4. No voting member of Ways and Means shall be able to vote on a budget proposal of an organization in which they hold an officer position.

## ARTICLE VIII – NON-ELECTED VOLUNTEERS

Non-elected volunteers shall receive formal training in their duties and be invited to attend weekly Senate meetings. They shall collaborate with their respective Executive Board member to determine responsibilities.

**ARTICLE IX – FUNDING**

**SECTION 1.** The Student Government is a non-profit, tax-exempt organization.

**SECTION 2.** The following rules apply to all funds released by SGA.

1. All SGA funding must be spent for the benefit of undergraduate students and open to the entire community. Funding for SGA internal operations (approved by the Staff Advisor), Senior Week, and class senator events are the only exceptions.
2. SGA will not fund purchases of alcohol, national dues (exceptions shall be made for club sport teams that pay dues to participate in league sponsored competitions), apparel (unless it ties to the mission of the organization), prepaid debit cards, drink tickets, miscellaneous accounts, newsletters, phone bills, private banquets, charities, subscriptions, and other spending deemed unnecessary by the board. The Government, Campus Activities Board, and the Senior Week Committee are the only organizations allowed to purchase alcohol and drink tickets with Student Government funds. Mandatory collection of entrance fees at alcohol-related events is prohibited.
3. All revenues collected at an event funded by the Government must be returned at the discretion of Ways and Means Board. Collected revenues are to be returned to the Administrative Coordinator, Office of Student Engagement, Reynolds 211, within two (2) business days. If SGA funds only a portion of an event, then a respective percentage of the revenues must be returned to the Government.
4. Approval of an off-campus event will be determined at the discretion of the Ways and Means Board as to whether it benefits the entire student body.
5. The SGA shall grant funding to the Senior Week Committee at the beginning of each academic year. Each year, the Senior Week Committee shall not receive any more than 3% of the total SGA Operating Budget. The amount proposed shall be determined through a meeting between representatives of the Senior Week Committee and the SGA Ways and Means Board. The total amount shall be presented to the SGA General Assembly for a final vote, of which a 2/3 vote is required for the funds to be officially approved.
6. Clubs must meet with their assigned Student Life Advisor at least 2 times per semester

**SECTION 3.**Student Government Operating Budget

1. The Student Government Operating Budget (“Operating Budget”) shall be defined as the money allocated to SGA each year by Babson out of the student activity fee.
2. All funding requests must be submitted through Belong and must have the full approval from the respective student organization’s treasurer or president. No budget request will be considered without use of the Standard Budget Request form.
3. The Ways and Means Board will only allocate funds from the Operating Budget for those organizations that are recognized by the Office of Student Engagement as eligible “active” organizations, as well as of the SGA Executive and Senate Boards. In the event that the Ways and Means Board is requesting funding, the Executive Board will act as the Ways and Means Board.
4. Each organization or SGA member requesting funds greater than $500 will submit to the Ways and Means Board a budget or event funding proposal 48 hours prior to the scheduled Ways and Means meeting. The Board will then determine whether Operating Budget funds will be allocated to the organization for the event.
5. Budget requests that are vague, incomplete, or improperly completed shall be returned to the organization submitting the request, and that organization shall not be considered for an allocation until a corrected budget request is resubmitted.
6. Organizations requesting Small Scale Transportation shall apply for Babson vehicles first.
7. The Board will communicate a decision on the funding request within 5 days of the respective organization’s presentation to the Ways and Means Board, unless the Board determines that additional information is needed for consideration.
8. If the amount of funding required by an organization is less than $500, the VP of Finance may allocate the money without the proposal going before the Ways and Means Board. The VP of Finance has the discretion to invite any budget equal to or less than $500 to present to the Ways & Means Board. The VP of Finance will communicate a decision on a funding request equal to or less than $500 within seven (5) days of its submission to Belong.
9. If the amount of funding required for an event exceeds $3,500, the budget is required to be proposed to the Senate and requires a two-thirds (2/3) vote of approval by the Senate and Executive Board in attendance. Attendance for the respective organization at this budget hearing is mandatory.
10. The Ways and Means Board has the discretion to invite any organization whose funding request is under $3,500 to present to the Senate and Executive Board.  Attendance for the respective organization at this budget hearing is mandatory.
11. The Board is charged with the responsibility and authority to inquire and investigate any complaint pertaining to finances from the student body. The Board can also conduct periodic financial audits of organizations receiving Government allocated funds.
12. The Board reserves the right to prohibit funding from certain organizations whose activities do not reflect or align with the mission of Babson College.
13. Once a budget is approved, any deviation from the original proposal without the permission of the VP of Finance may result in confiscation of the funds or punitive action as recommended by the Executive Board.
14. Between semesters, the Student Government Executive Board may make funding decisions for emergency interim spending and planning without consent from the Senate. The Executive Board will consult with the Staff Advisor to the Government.
15. All organizations may request to have their funding request in totality reviewed by the Senate Body and Executive Board under the discretion of the VP of Finance.
16. The funding proposal dates of Ways and Means Board Meetings shall be posted through SGA and made available to the student body. Any changes shall be communicated to organizations. In emergency situations only, the VP of Finance shall be contacted for information about off-cycle requests.
17. Part of the SGA Operating Budget shall be automatically allocated to several recurring expenses, until otherwise determined by the Government.

**SECTION 4.** The following rules apply to funds allocated to events planned by organizations funded by the SGA Operating Budget.

1. Organizations requesting funding for $500 or less must submit their budget at least ten days prior to the event. Organizations requesting funding above $500 must submit their budget at least four weeks prior to the event. Organizations must get authorization from the Ways and Means Board before contracting for goods or services, with the exceptions reviewed on an individual basis. Student Government will not be held responsible for any unapproved contracts. If an organization spends more than it is allocated or makes purchases prior to a budget approval, the extra costs will be borne solely by the organization.

All funding approved by the Ways and Means Board must be used within the academic year for which it was approved. Exceptions can be made at the discretion of the Board.

1. All debts incurred during an event must be presented for payment within three weeks of the event. Failure to do so will result in the debt being borne solely by the organization.
2. Philanthropy-based events shall set a reasonable target for their fundraising efforts which is expected to be at least equal to the amount received in funding. For recurring philanthropy-based events, proof of previously donated funds from the event funded by the Government, must be submitted to the VP of Finance before approval for the next event.
3. The Ways and Means Board reserves the right, at any time, to audit the books of any organization receiving funds. Any fraud or misrepresentation on the part of an organization as determined by the VP of Finance will make that organization ineligible to receive additional funding for the remainder of the academic year. The organization will be subject to the Community Standard’s process for violating the Honor Code. All debts of such an organization, past, present, or future, will be borne solely by the organization.
4. The Ways and Means Board recommends $15 of food and $1.50 of drinks per person per event. The attendance report shall be submitted to the VP of Finance within two (2) business days following the event.
5. A budget should provide no more than the designated amount by HR for photographers and videographers.
6. SGA will not approve requested funding toward off-campus transportation, accommodations for away games for club sports. Additionally, only total apparel costs under $75 per individual in the first year since establishment of the club sport and under $50 per individual in the consecutive years will be funded by SGA. If a club sports player requires financial assistance to participate in an away game, SGA could cover the cost of that individual for the game, at the discretion of the VP of Finance and/or VP of Clubs and Organizations. The financial need of the individual will be assessed by taking into consideration the submitted financial assistance form. SGA shall provide financial assistance to a maximum of 20% of the total club sports players playing in the off-campus tournament. Each club sports player receiving financial aid can request up to $250.
7. SGA only funds prizes that are obtained through competitions and directly align with the club’s mission, with no more than $200 total for all prizes. Each price must be $50 or under. SGA funded prizes may not be given to any Executive Board member of the organization or partner organization(s) giving the prizes
8. Clubs and organizations are allowed to provide speaker gifts of $75 or under per speaker to those that qualify for the following:
	1. Someone who is not paid
	2. Someone who is not an active or current Babson student

**SECTION 5.** Student Government Innovation Fund

1. The Student Government Innovation Fund (“Fund”) shall be defined as the sum of all funds received by SGA outside of the Operating Budget, plus any funds specifically allocated out of the Operating Budget by the Senate and Executive Board.
2. The purpose of the Fund is to create a medium that will allow all students, not just those belonging to organizations, to create positive and innovative improvements to the undergraduate experience through the help of SGA.
3. SGA will be in charge of encouraging donations by those members of the Babson and local community including, but not limited to, students, faculty, staff, and alumni. SGA will have a list of ongoing projects that are in this Fund to allow those who donate to specify projects or to donate to the fund as a whole.
4. All money released from the Fund must be spent for the benefit of the entire Student Body.
5. No budget request can be approved that is greater than 25% of the total amount remaining in the Fund at the time of the request, unless the request is deemed to have exceptional merit by a 3/4 vote of the entire governing body.
6. No money can be released from the Operating Budget at the time of request is under $200,000
7. Any recurring amount to be spent (i.e. maintenance fees, etc.) is to be decided by the Senate and Eboard as to where the money will come from.
8. No organization or non-undergraduate can request money from the Fund.
9. All budget requests shall be submitted through and shall be reviewed by the Ways & Means Board to ensure that they meet the criteria listed herein, according to the normal Ways & Means funding proposal dates. Additional review sessions may be scheduled at the discretion of the VP of Finance.
10. Upon approval by the Ways & Means Board, at the next Government meeting, the Senate and Executive Board shall by majority vote either approve or deny the funding request.

**SECTION 6.** The following rules apply only to funds released to individual undergraduates through the SGA Innovation Fund.

1. Upon approval of the funding request by the Senate and Executive Board, the Executive Vice President shall select a Board to work with the individual requesting the funds. The Board members shall ensure that funding guidelines are followed and shall help provide any additional resources necessary to implement the idea.
2. Any unspent money will be returned to the Operating Budget
3. The denial of any funding request by the Senate and Executive Board may be overruled by a petition signed by 20% of the Student Body. The President may veto the petition upon consultation with the SGA Advisor
4. If the request is above $10,000, the individual(s) must present with an existing, SGA recognized organization to show student backing.

**SECTION 7.** Campus Traditions Allocation Amendment

1. At the onset of the academic year, the Student Government will set aside $15,000 of the Operating Budget for Campus Traditions. This may include the Biz Program, Back to Babson, Founder’s Fest, and other events, services, or items that are deemed a Campus Tradition.
2. The amount of funds allocated to each tradition is to be determined by the VPF, the Ways & Means Committee, and the requesting party.
3. As funds leave the lump sum, the VPF must keep track of how much was allocated to each tradition.
4. In the event that more money is needed than remaining within the allocated amount, the requesting party, or student ambassador, may submit a budget request for the extra amount.

**SECTION 8.** Funding Request Appeals Process

1. Funding request appeals will be considered for requests of any dollar amount rejected based on discretionary rules, not explicitly stated in the SGA Constitution.

The funding request appeal must be sponsored by a senator of the Government, who is unaffiliated with the organization and requires a two-thirds (2/3) vote of approval by the Senate and Executive Board in attendance.

1. Funding request appeals must use the same budget submitted in the original funding request. The funding request appeal must be submit 72 hours prior to the scheduled Senate General Assembly. The description of the request must include that it is an appeal, the name of the senator representative sponsoring the appeal and the reason for the appeal.
2. An organization is limited to two funding request appeals per event.

**SECTION 9.** Campus Activities Board Allocation Amendment

1. At the onset of the academic year, the Campus Activities Board shall be allocated up to 37.5% of the Student Government Association’s total Operating Budget. Any amount not used by the Campus Activities Board shall be returned to the Student Government Association’s account at the conclusion of each academic year.
2. Prior to the end of each academic semester, CAB must present an overview of the upcoming semester’s planned events and programs to the General Assembly.
3. The Campus Activities Board must submit a spending schedule at the conclusion of each semester. This schedule should outline the amount of money spent on each event held throughout the semester. All events must be itemized to specify the exact amounts spent on each item.
4. In the event that the Campus Activities Board requires more than 37.5% of the Student Government Association’s Operating Budget, they may request additional funding (totaling no more than 40% of the total Operating Budget) as outlined in Sections 2 through 4 of Article IX of the By-Laws of the Student Government Association. No exceptions shall be made, including exceptions for merchandise, alcohol, and any other constitutional exceptions generally granted to the Campus Activities Board.

## ARTICLE X – COMPENSATION

**SECTION 1.** Senators and Executive Board members of the Student Government Association shall receive compensation. E-Board members are compensated as follows:

 President $1000.00 per academic year

 Executive Vice President $1000.00 per academic year

 VP of Finance $1000.00 per academic year

 VP of Clubs and Organizations $1000.00 per academic year

 VP of Communications $1000.00 per academic year

 VP of Academic Affairs $1000.00 per academic year

**SECTION 2.** These sums are to be paid in the following manner:

One half (1/2) at the end of the fall semester. One half (1/2) at the end of the spring semester.

**SECTION 3.** Senators are compensated as follows:

 Senator $500.00 per academic year

**SECTION 4.** These sums are to be paid in the following manner:

One half (1/2) at the end of the fall semester. One half (1/2) at the end of the spring semester

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## ARTICLE XI – AMENDMENTS TO THE BY-LAWS

These By-Laws may be amended at any meeting of the Student Government by a vote of two-thirds (2/3) of the Senate and Executive Board. Amendments will be voted on the condition that the proposed amendment has been submitted at a previous meeting by a Senator or a member of the Executive Board, by an act of the Senate requesting action, or by a petition signed by twenty percent (20%) of the student body that is presented to the Student Government President.

## ARTICLE XII – CONSTITUTIONALITY OF BY-LAWS

If any clause, section, paragraph, or sentence of these By-Laws is found to be inoperative or otherwise void, the remaining portions are to be deemed valid and enforceable. When required to fulfill SGA’s macroscopic mission, the Executive Board may by majority make exception to any part of the Constitution.