



STUDENT GOVERNMENT
ASSOCIATION

EAST TENNESSEE STATE UNIVERSITY

Standard Operating Procedures (SOP)

Student Government Association

East Tennessee State University

As amended January 2024

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TITLE I

EXECUTIVE BRANCH

Section 100 Presidential appointments shall be announced five (5) days prior to the meeting in which the vote is to take place, allowing senators time to gather information and feel prepared to make an informed decision. Should there be supposed negligence of duties or concerns about a presidential appointment that was appointed during summer government by any member of the Senate, said concerns must be explicitly expressed both verbally and in writing and presented to the individual in a setting, which is not public, no less than five (5) days prior to the meeting in which confirmation is planned to take place.

TITLE II

LEGISLATIVE BRANCH

Meeting Times, Dates, and Structure Established

- Section 100 The Student Government Association Senate shall meet biweekly, or once every two weeks, on Tuesdays at 4:00 P.M. unless otherwise directed by the Executive Vice President.
- Section 101 The Student Government Association Senate shall hold its first meeting of each semester no later than the second week of that semester.
- Section 102 An agenda for a Student Government Association Senate meeting shall be distributed to members at least twenty-four (24) hours before such a meeting by the Executive Vice President. The Executive Vice President shall be able to amend the agenda up until the time for the Senate meeting if such circumstances arise.
- Section 103 All meetings of the Student Government Association Senate, as well as all meetings of its committees, shall be open to the public unless otherwise directed by a two-thirds (2/3) vote of the Senate to move into a closed session. No financial decisions or discussion may occur in closed session.
- Section 104 All materials distributed during Student Government Association Senate meetings, as well as the meetings of its committees, shall become public record and as such are freely open to inspection by any member of the public. This shall include all funding applications submitted to the Better University Community Fund (BUC Fund).

Open Student Forum and Guidelines Established

- Section 105 Students interested in participating in this “open forum” must contact the Student Government Association Executive Vice President at least twenty-four (24) hours before the Student Government Association Senate meeting stating their wish and intent to address the Senate.
- Section 106 It shall be forbidden for student(s) or student organization(s) to use this time to discuss or appeal an individual BUC Fund application to the Senate.

Standing Committees Established and Purposes Defined

- Section 107 In order to assist with the transaction of its business, the Student Senate shall have the power to appoint standing and committees of its members.
- Section 108 The following Senate Standing Committees shall hereby be established: Academic Affairs, Financial Affairs, Internal Affairs, and Student Affairs
- Section 109 The Academic Affairs Committee shall have sole jurisdiction in reviewing all pieces of legislation that pertain to academic matters, and for making recommendations to the Senate about such pieces of legislation. The Committee shall also be charged with reviewing current University policies and procedures as they relate to academic matters, and for making appropriate recommendations to the Senate in the form of resolutions. A member of the Committee shall serve on the University's Academic Council.
- Section 110 The Financial Affairs Committee shall have sole jurisdiction to make recommendations to the Senate on questions of appropriations from the Better University Community Fund, and shall be responsible for establishing its own internal operating procedures, as well as other responsibilities outlined in this document. The Committee shall also be charged with reviewing current University financial, tuition, budget and related policies and procedures and for making appropriate recommendations to the Senate in the form of resolutions on such matters. A member of the committee shall serve on the University Budget Advisory Committee.
- Section 111 The Student Affairs Committee shall have sole jurisdiction in reviewing all pieces of legislation that pertain to student life. The Committee shall review the University's Dining; Diversity and Inclusion; Parking, Traffic, and Security; and Sustainability and Environmental services, policies, and procedures and any related legislation and make appropriate recommendations to the Senate. A member of the Student Affairs Committee shall serve on the Parking, Traffic, and Security University Standing Committee, the University Sustainability Standing Committee, and the University's Student Affairs Council.
- Section 112 The Internal Affairs Committee shall have the sole jurisdiction to hear those pieces of legislation that deal with amending the Student Government Association Constitution or with proposed additions to the Student Government Association Standard Operating Procedures, and for making appropriate recommendations to

the Senate on such matters. The Committee shall also be responsible for reviewing the Student Government Association Constitution and Standard Operating Procedures, including the Senate Rules, and recommending amendments or changes to such documents. The Committee shall have the authority to hear appeals from Senate members who have had sanctions placed on them by the Executive Vice President. The Committee shall also have an initial hearing for all impeachment proceedings with the presiding chair delivering their findings to the Senate as specified in the Constitution.

General Committee Provisions Specified

- Section 113 The Executive Vice President shall have sole authority to appoint members of the Student Senate to their respective committees. Each Senator shall be required to serve on at least one Senate Standing Committees.
- Section 114 All committees shall have at least seven (7) members, and no more than ten (10) members, unless otherwise prescribed in this Constitution or Standard Operating Procedures.
- Section 115 Each committee shall have a Chair and a Vice Chair, both of whom shall be appointed by the Executive Vice President, with those appointments being subject to confirmation by a majority vote of the Senate.
- Section 116 Each Senate Standing Committee shall meet biweekly, or every other week, on weeks in which the full Senate is not meeting and more often if directed by the Executive Vice President. The minutes of those meeting shall be reported to the Student Government Association Senate in a timely manner.
- Section 117 In the event that the Chair of the committee is absent, the Vice Chair shall assume the Chair's responsibilities.
- Section 118 The Chair shall not vote in the committee excepting those votes in which there is a tie.
- Section 119 A quorum of each committee shall be defined as a simple majority of the members of the committee present.
- Section 120 All meetings of all committees shall adhere to the Standing Rules of the Senate outlined in this Title.

Rules and Conduct Process of the Internal Affairs Committee: Operations Specified

- Section 121 In addition to regular member appointments, the Internal Affairs Committee shall additionally include the Senate Parliamentarian, who shall serve as Chair of the Committee when hearing any Rules and Conduct matters and the President Pro Tempore of the Senate, who shall serve as Chair of the Committee for any Rules and Conduct matters in which the Parliamentarian is not present.
- Section 122 The Executive Vice President shall have the sole right to refer any member of the Student Government Association to a mutually arranged meeting to point out, correct, or warn of any delinquent behavior. Failure of a member to appear at this mutually arranged meeting may lead to sanctions.
- Section 123 Other meetings may be arranged by the Internal Affairs Committee if such behavior persists.
- Section 124 Any member of the Internal Affairs Committee who is him or herself the question of an investigation shall temporarily step down from the Committee until such matters are cleared, and the Executive Vice President shall appoint a Senator to temporarily serve as a replacement on the Committee during this time.
- Section 125 All rulings of the Internal Affairs Committee related to Rules and Conduct may be appealed to the entire Senate via a full impeachment trial, with such proceedings being governed by the Student Government Association Constitution.
- Section 126 Such appeals of the Committee's decision must be filed with the Executive Vice President within five (5) days of the Committee's decision being announced.

Legislative Definitions Explained

- Section 127 A *resolution* shall be non-binding and shall be defined as a piece of legislation that expresses a formal statement of opinion from the Student Government Association Senate on some matter.
- Section 128 A *bill* shall be binding and shall be defined as a piece of legislation that amends, adds to, or in some other way changes the Student Government Association Standard Operating Procedures.

- Section 129 An *act* shall be binding and shall be defined as a piece of legislation that adds to, amends, or in some other way changes the Student Government Association Constitution
- Section 130 A *first reading* shall be defined as when a piece of legislation is introduced to the Senate and is read for the first time. No action may be taken on a piece of legislation during the meeting in which it has had its first reading unless otherwise prescribed in this document.
- Section 131 A *second reading* shall be defined as when the Student Government Association Senate hears the Senate Standing Committee's report on the legislation and the primary sponsor's response.

Legislative Process Established

- Section 132 Any member of the Student Senate, President, or the members of the Executive Branch Cabinet (excluding Chief Justice), may propose a resolution, bill, or act about any matter or topic that he or she wishes, provided that such a piece of legislation is filed with the Executive Vice President at least twenty-four (24) hours in advance of the Senate meeting at which such a piece of legislation is scheduled to be introduced.
- Section 133 The Executive Vice President shall place all proposed legislation on the agenda of the appropriate Senate meeting in the order for which they are received. Legislation can be postponed with the consent of the sponsor or by a simple majority vote of the Senate. Legislation being read for the first time falls under new business and all subsequent readings of said legislation shall fall under old business.
- Section 134 Upon introduction of the legislation, it shall receive a first reading to the Senate by the Vice President for Finance and Administration. No piece of legislation shall be debatable during the same meeting as its first reading, unless otherwise stated in this document. After the first reading, the Executive Vice President shall assign each piece of legislation to an appropriate Senate standing committee, as specified in this document.
- Section 135 Each standing committee shall have seven (7) days from the time the Executive Vice President assigns the legislation to the committee to convene and begin review and no more than a total of twenty-one (21) days from the time of assignment to report its recommendation to the Student Senate.

- Section 136 The committee recommendation shall be either passage or failure on the legislation by simple majority vote of the committee. Committee passage is required for legislation to receive a second reading in the Student Senate, unless otherwise defined in this document.
- Section 137 All pieces of legislation must receive both a first and second reading before any action can be taken by the full Senate, unless otherwise specified.
- Section 138 The Vice President of Finance and Administration shall be responsible for delivering all resolutions passed by the Senate to the appropriate University or community personnel within seven (7) days, and shall be responsible for urging the implementation of the resolution to any and all responsible parties. The Vice President of Finance and Administration shall also be required to update the Senate about the status of all resolutions once they have been passed by the Senate.

Emergency Legislation Permitted

- Section 139 Emergency legislation shall be defined as legislation that cannot meet the required timeline due to the nature of the legislation being a pressing need or having an urgent nature that requires timely action. The Senate may designate legislation as emergency legislation by a two-thirds ($2/3$) vote, which allows the Senate to forgo the second reading and to debate and vote on the legislation after the first reading.

Standing Rules of the Senate

- Section 140 The dress code requirement of the Student Senate shall be no less than business casual, unless otherwise specified by the Executive Vice President or Presiding Chair of the Student Senate.
- Section 141 The displaying of one's involvement in a student organization, or other organizations that shows or gives the appearance of bias or impartiality, other than Student Government Association shall be prohibited during meetings of the Student Government Association Senate or any other committee within.
- Section 142 Only members of the Student Senate shall be allowed to speak on the floor, unless such a privilege is yielded to another individual outside of the Senate by the Executive Vice President or Presiding Chair of the Student Senate.
- Section 143 All meetings of the Student Government Association Senate, as well as its

committees, shall be carried out in accordance with Robert's Rules of Order, unless otherwise directed in the Constitution or the Standard Operation Procedures.

Section 144 Business before the Student Senate that has been appropriately moved and seconded shall enter discussion for a period of ten (10) minutes. Up to two (2) five (5) minute extensions to the period of discussion may be approved with a two-thirds ($2/3$) vote of the Student Senate.

Methods for Voting Established

Section 145 Any vote of the Student Senate shall be taken in one of three ways: voice vote, roll call vote, or hand-raise vote.

Section 146 It shall be the Chair's responsibility to decide upon the method of voting, excepting those cases in which the Senate is voting on the appropriation of money, in which case a roll call vote is automatically ordered.

Section 147 If a voice vote is decided upon and taken, it shall be the responsibility of the Chair to determine whether the yeas or the nays prevailed. Immediately following a voice vote, one-third ($1/3$) of the members present and voting may stand and request a roll call re-vote of the Senate be taken, with the result of the roll call vote superseding the voice vote.

Section 148 No votes shall be taken in secret, nor shall any member have the privilege of requesting that his or her vote be made confidential.

Section 149 During a vote, members shall reserve amongst themselves the right to abstain from a vote; however, a reason for such an abstention must be given to the Chair and the Senate.

Junior Senator Program Established

Section 150 The Student Government Association shall hereby have a Junior Senator Program, with its processes and eligibility defined here:

- A. Students in their first semester at East Tennessee University or students that have surpassed their first semester and have applied for an un-vacant Senate seat will be eligible for the Junior Senator Program.
- B. The Secretary of Interior shall oversee the Junior Senator Program.
- C. Junior Senators will not be required to attend Senate meetings, but attendance will be highly beneficial. At Senate meetings, Junior Senators will learn

parliamentary procedure, the BUC Fund process, and other essential elements of the governing process via student government.

- D. Junior Senators will not be allowed to vote in Senate meetings or in standing Senate committee meetings.
- E. Junior Senators shall reserve the right among themselves to introduce their own legislation and vote upon such legislation in the same manner that is outlined in this Constitution. All legislation passed by the Junior Senate, including resolutions, bills, and acts, shall be non-binding, shall have no power of law, but shall be sent to the Student Senate for consideration and possible passage into law.
- F. Prior Junior Senator status will not be required to gain a Senate seat.

Senate Resignation

Section 151 The resignation of a senator must be either submitted in writing to the Vice President of Finance and Administration or announced during Senate remarks at a regularly scheduled Student Senate meeting,

TITLE III

CAMPUS ELECTIONS

- Section 100 There shall be a permanent board in the Executive Branch of the Government Association known as the Election Commission, which shall be composed of:
- A. Secretary of Interior (Chair)
 - B. Student Government Association Advisor (Non-voting)
 - C. Adult, Commuter, and Transfer Services (ACTS) Student
 - D. Buctainment Member
 - E. Inter-Fraternity Council (IFC) Member
 - F. Multicultural Greek Council Members
 - G. National Pan-Hellenic Council (NPHC) Member
 - H. Panhellenic Association (PHA) Member
 - I. Preview and Orientation Leader Organization (POLO) Member
 - J. Residence Hall Association (RHA) Member
- Section 101 The presence of two-thirds (2/3) of the members shall constitute a quorum. Election Commission decisions shall be made by a simple majority vote.
- Section 102 Election Commission shall have the following duties:
- A. To rule on the qualifications of all candidates.
 - B. To determine the method of balloting, the design of ballots, and make rules and regulations regarding said method of balloting.
 - C. To make rules and regulations concerning elections on constitutional amendments and enforce election law.
 - D. To conduct adequate publicity regarding filing deadlines and election dates through the East Tennessean and other means.
 - E. Ensure that no candidate appears on the ballot from more than one position.
- Section 103 Any person who serves on the Election Commission will not be eligible for candidacy in any election over which the Election Commission presides for one (1) full calendar year after elected to the Election Commission and shall not take part in any campaign during their tenure.
- Section 104 The Election Commission shall meet at times prescribed by the Secretary of Interior, no less than once a month starting with the spring semester, in order to discuss the Student Government Association elections and any problems arising from their administration.

Orientation Meeting

Section 105 The Election Commission shall hold an orientation meeting which all candidates must attend.

Section 106 Candidates are responsible for any and all information disseminated at the candidates' orientation meeting. Any candidate not in attendance will be subject to disqualification.

Campaign Procedures

Section 107 No campaigning will be allowed before the day designated by the Election Commission. This prohibition includes, but is not limited to, online posting, posting of candidate posters, and speaking before campus organizations and student groups. Candidates are permitted to organize their campaign prior to specified date.

Section 108 All candidates, campaigns, and campaign materials shall follow all applicable University regulations, local, state, and federal laws. This includes the prohibition on the use of any University logos and/or any other trademarks. Candidates shall hold the Student Government Association harmless for any unauthorized use and/or infringement of any copyright material (e.g. slogans, logos, etc.)

Section 109 No candidate shall make use of the University mail for campaign purposes. All campaign mail must have a United States postmark, and the postmark must be on or later than the opening day of official campaigning.

Appeals, Contests, Protested Elections

Section 110 Alleged election violations shall be heard by the Election Commission.

Section 111 All appeals and protests must be submitted in writing to the Election Commission within forty-eight (48) hours of the alleged violation.

Section 112 The Election Commission shall render a decision within twenty-four (24) hours of the written protest.

Section 113 Any appeal of an Election Commission decision may be made to the Student Court within forty-eight (48) hours of the Election Commission's decision. The decision of the Student Court is final.

Section 114 In instances where there is an alleged violation of the University Rules and Regulations, the case may be referred to the appropriate University entity.

TITLE IV

THE BETTER UNIVERSITY COMMUNITY (BUC) FUND

- Section 100 The Better University Community (BUC) Fund shall receive twenty-five percent (25%) of the total funds raised by the student fee related to the Student Activities and Programming Fund.
- Section 101 The purpose of the BUC Fund shall be to enrich and advance the quality of a complete college experience at East Tennessee State University by providing funds to organizations applying for events and projects which shall affect a significant portion of the student body.
- A. This fund shall in no way be considered an operating fund for the Student Government Association.
- Section 102 The BUC Fund shall be made available for organizations applying for on-campus and off-campus events. Approximately eighty-five percent (85%) of the general fund shall be allocated for on-campus events, with the remaining fifteen percent (15%) for off-campus events.
- A. As used in this section and elsewhere in the Standard Operating Procedures, an “on-campus event” shall be defined as any event that is held on property owned, leased, or otherwise controlled by East Tennessee State University. An “on-campus event” shall also include any event that is held ten (10) miles or less from the main East Tennessee State University campus, provided that the event is open to the general student body. The distance of the event from the main East Tennessee State University campus shall be measured in a straight line from the nearest property line where the event is being held to the center of the ETSU Foundation clock tower (the “Carillon”) within Alumni Plaza (coordinates: N 36° 18’ 13.6”, W 82° 22’ 3.5”). All events not expressly classified as an “on-campus event” shall be classified as an “off-campus event” for purposes of this section and elsewhere in the Standard Operating Procedures.
- B. Once fifteen percent (15%) of the available balance in the general fund has been allocated to off-campus events, any additional applications for off-campus events shall not be funded in an amount exceeding fifty percent (50%) of the amount requested or one thousand, five hundred dollars (\$1,500.00), whichever amount is lower. This provision may be waived by a two-thirds (2/3) vote of the Student Senate.
- C. Students shall always receive top priority in any event receiving BUC Funds over any other member of the community.

- Section 103 In order to receive funding from the BUC Fund, organizations will be required to submit an application as specified by the Secretary of Allocations.
- A. All organizations will be required to attend the Financial Affairs Committee Meeting and the Student Senate Meeting where their application will be discussed.
 - B. In the application, organizations must include the following: any advertising materials that are going to be utilized to promote the event and an itemized budget that follows the template provided by the Secretary of Allocations.
 - C. Failure to follow these guidelines will result in the organization not being eligible to receive BUC Fund allocations.
- Section 104 The Financial Affairs Committee shall have sole authority to review all BUC Fund applications, interview applicants, and make final allocation recommendations to the Senate.
- A. The Financial Affairs Committee will ask every applicant in every BUC Fund session for the academic year a standard set of questions, as to be determined by the Secretary of Allocations.
- Section 105 Organizations applying for BUC Fund funding shall be required to include with the application an itemized budget for the event.
- A. Itemized: A list of individual items.
 - B. The Secretary of Allocations shall provide an itemized budget template to the organization. The organization should follow this template, as much as they can, in order to remain eligible to receive BUC Fund allocations.
 - C. This itemized budget shall separately state the amount of money, if applicable, to be spent on the following expense categories:
 - a. Registration fees, lodging expenses, travel expenses, miscellaneous expenses not otherwise classified, and the total cost of the event for “off-campus” events.
 - b. Event expenses (including, but not limited to, speaker fees, equipment costs, and prizes or giveaways), food expenses, advertising expenses, miscellaneous expenses not otherwise classified, and the total cost of the event for “on-campus” events.
 - c. All other expense categories that the Secretary of Allocations shall deem necessary for a true, fair, and complete description of the costs for the event.
 - D. The Secretary of Allocations shall have the authority to determine the manner in which the requirements are to be satisfied.
 - E. Applications for BUC Fund funding that do not include an itemized budget shall not be considered for funding.
- Section 106 The Secretary of Allocations shall verify the registration of any organization that applied for BUC Fund with the Student Organization Resource Center (SORC)

before said organization appears before the Financial Affairs Committee. Those organizations that are in good standing with the SORC for a period of no less than thirty (30) days at the time of their request shall be eligible for funding at that time.

- Section 107 It shall be sole responsibility of the Secretary of Allocations to verify if the organization has applied and received Student Activities Advisory Committee (SAAC) Funding. Organizations that have received SAAC Funding will not be eligible to receive BUC Funding allocations in the same fiscal year, unless the event is an “unforeseeable campus opportunity” or “special emergency” and such funding can occur no more than once per fiscal year and only with a two-thirds (2/3) vote of the Senate.
- Section 108 The following types of events will be eligible to apply for BUC Fund:
- A. Student Government Association projects and programs with the design and intent to benefit all or a significant portion of the student body.
 - B. Programs, projects, speeches, lectures, or events sponsored by an organization(s) with the intent to benefit all or a significant portion of the student body.
 - C. Travel, lodging and registration for conferences, seminars, etc. when it can be established that participation at the same can benefit all or a significant portion of the student body.
 - D. Student Affairs units that wish to promote a specific program or activity, which will directly benefit a significant portion of the student body, may request funding once per unit per academic semester.
- Section 109 All BUC Fund applications shall be treated distinctly separate from legislation such as resolutions, bills, and acts. Financial Affairs Committee recommendations shall be shared with the Student Senate in their entirety.
- Section 110 The following guidelines will serve to limit, but not prevent, eligibility for BUC Fund:
- A. Full expenses for guest lecturers and special guests may be paid by BUC Fund, provided that the most economical and feasible means of travel are being utilized.
 - B. “Off-campus” applications will only be funded if the outcome will increase the effectiveness of the student organization in benefitting the campus at large, and they shall be limited to a maximum of 15 students and no more than seven (7) days of expenses.
 - a. This provision may be waived by a two-thirds (2/3) vote of the student senate but approved funding shall only be awarded to cover registration fees and lodging costs or travel costs. With funds awarded towards whichever of the later costs are larger and represent the bigger burden for the organization.

- C. The purchase of food with BUC Fund allocations shall be analyzed under the following criteria:
 - a. Off-campus applications shall not be allocated money for food purchases (unless the food is part of the registration fee for a conference and cannot be reasonably parsed out).
 - b. On-campus applications shall be allowed to receive allocations for food, provided the food is intended as: refreshment for participants, meals for guest lecturers, or serves as a major focal point of the event.
 - c. Other situations in which food has been requested are acceptable to be funded at the discretion of the Financial Affairs Committee and the Student Senate.
- D. Travel outside the continental United States of America shall be considered for receiving BUC Fund appropriations, but only for registration.
- E. No funding of mandatory attendance events, with exception of event registration fees. This criterion may be waived by a two-thirds (2/3) vote of the Student Senate.
- F. Organizations, other than the Student Government Association, shall not submit more than two (2) applications for funding within the same semester or more than three (3) within the same academic year.
- G. Each department or organization may only apply two (2) times for the same purpose during an academic school year. This includes applications that were funded or denied by the Student Senate.
- H. All funds being allocated from the Financial Affairs Committee must be allocated no less than fourteen (14) days prior to the date of the event receiving funding, unless otherwise waived by a two-thirds (2/3) vote of the Student Senate.
- I. Any application being allocated or requesting more than \$5,000.00 shall be pulled from the meeting's consent calendar and must be approved by a two-thirds (2/3) vote of the Student Senate.
- J. Any event with multiple applications, regardless of the quantity of funds requested, shall be automatically pulled for review and will be voted on as a slate.
- K. An application error voiding any single applicant shall not prevent the funding of the remaining applicants or event; any disqualified application(s) will therefore be nullified and withdrawn from the slate vote.
- L. Any case wherein the Student Senate votes to reduce funding for an event with multiple applications, the applicants shall be awarded funds in increments of ten proportionally to the percentage of the total event fund each requested.

Section 111 The following guidelines will serve to make applications ineligible for BUC Fund:

- A. No purchase of alcoholic beverages will be permitted with BUC Fund.

- B. No requests will be processed or awarded retroactively, meaning after the event has passed.
- C. No activities for which academic credit will be awarded or activities to meet minimum requirements for an academic course will be considered.
- D. No requests for general operating funds, as opposed to specific projects or activities, will be considered.
- E. No requests supporting projects, which in any way violate local, state, federal law, or University policy will be considered.
- F. Activities which benefit only student members of a specific organization are not eligible for funding.

Section 112 It shall be the sole responsibility of the organization to adhere to the procedures set forth by the State of Tennessee and the East Tennessee State University Board of Trustees as administered by the Office of Student Affairs when receiving and accounting for BUC Fund allocations that have been approved by the Senate.

Section 113 All revenue generated by an event that is funded by the BUC Fund shall be returned to the BUC Fund up to the amount that the organization received from the BUC Fund for the event. As used in this section, “revenue” shall include the dollar amount of any money and the fair market value of tangible property that is given by event participants and collected by the organization during the event, regardless of whether or not such money or property is collected for use in the event or by the organization. Money or tangible property collected from event participants by the organization during the event on behalf of a third-party charity or charities shall not be construed to be “revenue” for purposes of this section, provided that all of the following requirements are met:

- A. The third-party charity or charities are registered with the United States Internal Revenue Service as a 501(c)3 not-for-profit organization, and
- B. The organization receiving BUC Fund funding uses the money to fund an event that is a student activity and is not an activity that is strictly for charitable fund-raising, and
- C. The organization uses money received from BUC Fund funding for the event and does not give any money received from BUC Fund funding to the charity or charities, and
- D. The organization gives all revenue generated by an event to the charity or charities and does not retain any revenue to be used for the event or by the organization, and
- E. The event is not being funded by the BUC Fund in an amount exceeding \$2,500.00

- Section 114 The Financial Affairs Committee Chair shall make opening remarks about the recommendations of the committee and shall distribute the committee recommendations and the detailed information regarding each application.
- A. The detailed information of the meeting will include the amount of funds in both the On-Campus and the Off-Campus BUC Fund at the time of the meeting, the student organization's name, the name, date, and time of the event in question, the amount of people who will be affected by this event and how, the description of what the event is, and the budget of the event that is submitted at the time of the BUC Fund meeting.
 - B. Other information may be added at the discretion of the Secretary of Allocations, the Financial Affairs Committee Chair and/or the Financial Affairs Committee members.
 - C. This detailed information should be distributed either through paper handouts, or preferably, through the D2L page to all Senators by the Secretary of Allocations along with the Consent Calendar.
- Section 115 Committee recommendations will be in the form of lump sums, in increments of no less than ten (\$10).
- Section 116 The Student Senate shall vote on the BUCFund Committee's recommendation and either approve that recommendation or alter as they see fit, within the established Standard Operating Procedures. A mandatory vote will take place on the BUCFund Committee's recommendation.
- Section 117 Upon completion of the Senate vote, the Secretary of Allocations will sign the request according to the Senate vote and will obtain the approval or veto of the President.
- Section 118 The President and/or Advisor may veto a BUC Fund application within twenty-four (24) hours of a Student Senate vote. The Senate may override a Presidential veto with a two-thirds (2/3) vote. A veto from the Student Government Association Advisor shall not be overridden. In either case, the veto shall be made in writing to the Secretary of Allocations.
- A. The Secretary of Allocations shall be responsible for notifying both applicants and Senators of any Presidential or Advisor veto in writing within twenty-four (24) hours of receipt of the veto.
- Section 119 All applicants and recipients shall abide to the BUC Fund terms and conditions:
- A. Any funds allocated will be used solely for the purpose stated on the application.

- B. Nothing is finalized until the Student Senate votes on the funding application. The Student Government Association President and the Student Government Association advisor may approve or veto all funding applications.
- C. The applicant will be responsible for filling out all proper paperwork before and after the trip or event.
- D. Request for an honorarium or other contracted program and/or entertainment must be approved by the Senate at least fifteen (15) working days before the event.
- E. Failure to complete paperwork for travel, honorarium, other contracted or entertainment program, on the proper time could result in no funding.
- F. Failure to complete proper paperwork following event may jeopardize future funding for the organization.
- G. Any excess funds will be reimbursed to the Student Government Association BUC Fund account. This includes revenue generated by the funded event, up to the amount allocated by the BUC Fund.
- H. Request for travel or purchases on and off campus must be submitted to the Student Government Association office at least four (4) weeks before the scheduled event.
- I. The Student Government Association funds lodging costs using a model of four (4) students to a room if of the same sex.
- J. A copy of the conference brochure showing registration and lodging information must be submitted with the travel paperwork.
- K. State of Tennessee mileage and hotel caps will be used and the Student Government Association funding will not exceed these amounts.
- L. All international travel must be registered with the East Tennessee State University Office of International Programs and Services and meet their guidelines.
- M. Students funded for travel must be enrolled. For summer travel, students must have been enrolled in spring semester and enrolled for fall semester courses at the time of travel.
- N. All applicants must attach a sample of all advertising to be distributed for the BUC Funded event.
- O. All advertisements must have the Student Government Association logo AND the phrase "Funds provided by SGA/BUC Fund."
- P. All advertisements follow the University Equal Opportunity access clause as well as the Student Government Association's Disclaimer clause.
- Q. The Student Government Association BUC Fund committee, or other offices, officials, involved in the BUC Fund process have the right to review the applicants' financial standing and records.
- R. Organizations shall complete the report provided by the Secretary of Allocations informing the outcomes of their event.

- S. Failure to follow any of the terms and conditions mentioned above will result on a penalty for the applicant and will follow the penalty system stated on the BUC Fund Standard Operating Procedures.

Section 120 If a BUC Fund recipient fails to follow any of the guidelines stated in BUC Fund Standard Operating Procedures, it shall be sanctioned following the steps herein provided.

- A. The Secretary of Allocations shall be informed of the violation along with any evidence thereof and will make a final determination of responsibility.
- B. Verified violations shall receive sanctions by the Secretary of Allocations.
 - a. Type 1 Penalty: Imposed for a first violation and removes the ability of the recipient to apply for or receive any BUC Fund allocations until the end of the following full academic term (excluding summer).
 - b. Type 2 Penalty: Imposed for a second violation and removes the ability of the recipient to apply for or receive any BUC Fund allocations until the end of the following full academic year.
 - c. Type 3 Penalty: Imposed for a third violation and removes the ability of the recipient to apply for receive any BUC Fund allocations for an indefinite period of time.
- C. The Secretary of Allocations shall make written notification to the recipient sanctioned, the Student Senate, the Executive Branch, and the Student Government Association Advisor of all sanctions. imposed via Email or in writing.
 - a. The Student Senate may amend or remove any sanction with a two-third (2/3) vote. The Senate is the final appeal.

Seed Money Act

Section 121 The Student Government Association shall have a seed money program with the purpose of helping to defray the costs incurred in starting up a registered student organization.

Section 122 After a new organization has been chartered and is in good standing with the Student Organization Resource Center it shall receive a one-time lump sum of three hundred fifty dollars (\$350).

- A. The 'seed' money shall come out of the BUC Fund on-campus funds.
- B. A simple "Seed Money" application shall be required to be completed in order to receive funding.
- C. The organization must turn in the application in accordance with the regular BUC Fund application deadline(s).

- D. The Seed Money Application shall require approval from the Student Government Association Executive Branch.
- E. An organization will be considered dormant after a period of 2 academic years in which no activity has occurred. After the dormancy period, if the organization is re-organized and re-chartered then they may apply for seed money once again.
- F. In no instance will an organization receive more than two (2) allocations of Seed Money in the organization's history.
- G. All Seed money shall be required to be utilized within the fiscal year in which it is allocated. Any fund not utilized during that time period are forfeit.
- H. All Seed Money Applications and Applicants shall not be required to appear before the Financial Affairs Committee Hearing.
- I. This program may be dismantled at any time the Executive Branch deems appropriate.

TITLE V

MAJOR CAMPUS EVENTS

- Section 100 The Superfund account shall receive seventy-five percent (75%) of the total funds raised by the student fee related to the Student Activities and Programming Fund.
- Section 101 The Superfund shall be used to provide funding for at least one (1) major campus event each fall and each spring semester and may be used to fund additional major campus event(s).
- Section 102 Students shall receive priority benefits in any aspect of the major campus event or events.
- Section 103 The major campus event or events in the fall semester shall be funded together with Homecoming. Homecoming shall be funded with approximately twenty percent (20%) of the funds generated by the Superfund
- Section 104 The spring semester major campus event or events shall be funded together with Civility Week. Civility Week shall receive funds totaling approximately fifteen percent (15%) of the funds generated by the Superfund that are allocable to the spring semester.
- Section 105 The major campus event or events shall be decided by the Secretary of Exterior, Executive branch, Senate and student body thereof in a way deemed appropriate by the Executive Branch.
- Section 106 The Executive Branch and the Secretary of External Affairs shall obtain a rotating genre list of available acts for each semester from the Director of Student Activities. To the degree possible based on cost and availability, major campus events shall rotate in genre with no genre occurring more than one time any academic year. Genre includes but is not limited to Rock, Hip-Hop/Rhythm and Blues, Pop, Country, Alternative, and Other categories as determined by the student government.
- Section 107 Following the creation of the aforementioned list, the Student Government Association shall be responsible for selecting the final list of Artist(s) for the major campus event or events. The Student Senate may add an Artist or

Artist(s) by a majority vote and may remove an Artist or Artist(s) by a two-thirds (2/3) vote.

- Section 108 The Executive Vice President with the Secretary of External Affairs shall forward a copy of the Artists selected by the Student Senate to the Director of Student Activities and Student Government Association Advisor.
- Section 109 The finalized list, after receiving the appropriate consent shall be entered into the On-line Preference Survey. The On-Line Preference Survey will be used to gauge student preference for that semester's major campus event or events and shall be promoted on campus through email, the East Tennessean student newspaper, and any additional means deemed necessary.
- Section 110 The Secretary of External Affairs shall be responsible for implementing the promotional plans set forth by the Executive Branch with the help of the Secretary of Public Relations. Advertising for the On-line Preference Survey shall provide students at least five (5) days to be made aware of it before the survey polling period begins.
- Section 111 The On-line Preference Survey shall run for a minimum of two (2) days but no longer than five (5) days. After the conclusion of the On-line Preference Survey, the survey results shall be provided to the Executive Branch and Student Government Association Advisor.
- Section 112 The Director of Student Activities shall proceed with the help of the Secretary of External Affairs in attempting to secure the artist that was ranked most popular by the student survey. The Director of Student Activities shall keep the Executive Branch and the Student Government Association Advisor updated with all proceedings and progress made in securing the act for the major campus event or events.
- Section 113 In the event one of the Acts cannot be secured, the next act on the list, ranked by student preference shall be considered.

TITLE VI

AWARDS AND RECOGNITIONS

- Section 100 The Student Government Association Medal: The medal is bronze with the student government logo and is worn on a gold colored neck ribbon. The medal is awarded to a student only once for their service as an elected or appointed officer with any branch of student government for one full semester or equivalent (15 weeks). The medal may also be awarded by the SGA Executives to non-members in appreciation of extraordinary service to student government.
- Section 101 The Tait Obadiah White Award: This award is named for and in honor of Tait Obadiah White, who attended ETSU from 2011 to 2012. Tait was an outstanding student leader and a member of the Student Government Association who passed away unexpectedly of a rare heart condition in October 2012. Each year since 2013, the Student Government Association has selected from its members an individual who emulates Tait's commitment to servant leadership, someone whose spirit brings happiness to others, someone who gives of themselves, makes others, and someone who always helps others through small and simple actions. The award is presented annually and is selected by a vote of all SGA Members.
- Section 102 Cabinet Member of the Year Award: The award is presented annually and is selected by the President.
- Section 103 Associate Justice of the Year Award: The award is presented annually and is selected by the Chief Justice.
- Section 104 Senator of the Year Award: The award is presented annually and is selected by the Executive Vice President.
- Section 105 The Ronald & Edith Carrier Student Government Leadership Award: Dr. Ronald E. Carrier served as President of James Madison University with his wife Edith by his side as First Lady from 1971-1998. Ronald and Edith also served side by side years earlier on the Student Government Association at East Tennessee State University. In honor of their experience in student government at the University, Ronald and Edith established this award. The award includes a monetary gift and bronze medal worn on a blue and gold neck ribbon. The award is presented annually and is selected by the Advisor.

TITLE VII

STUDENT TRUSTEE SELECTION

Section 100 The process for selecting the Student Board of Trustee member shall be determined by the Student Government Association of East Tennessee State University.

A. To be eligible for consideration, the potential student trustee must meet the following criteria:

- a. Is in good standing with the University.
- b. Have a minimum cumulative grade point of 3.0.
- c. Attain at least junior classification or higher, which is defined as the completion of sixty (60) credit hours, prior to or within thirty (30) days of taking their seat on the Board.
- d. Maintain a cumulative grade point average of a 3.0 at East Tennessee State University throughout their term of office. Full-time status must be maintained throughout tenure of office, excluding summer terms.
- e. Be available to serve a full one year term.
- f. Have completed at least one semester at the University at the time of application.
- g. The President, EVP, or VPFA of SGA cannot serve as Trustee until completion of their term of service with SGA.

B. The Student Government Association Student Trustee Selection Committee shall be appointed by the Executive Vice President with at least one representative from each branch of the Student Government (Executive, Legislative, and Judicial branches). The timeline and procedures for the selection are listed below:

January

1. The SGA Vice President appoints a Student Trustee Selection Committee.
2. A campus wide email is sent to students soliciting applications.
3. Applications are submitted online and include a release of grades and student record information.
4. The Office of Student Life and Enrollment verifies student standing and grades and shares the list of applicants with the Committee.

February

5. The Student Trustee Selection Committee evaluates applications and narrows the pool to a group of finalists to be interviewed.
 - a. Guidelines used for evaluation are same as that of holding an Executive SGA office (3.0 GPA, Junior status or higher which is 60 or more credit hours, been at ETSU one semester).
6. The Student Trustee Selection Committee interviews the finalists.

February/March

5. The Student Trustee Selection Committee submits a list of three candidates to the full SGA Senate its consideration and vote.
6. To be named student trustee, a candidate must obtain a majority of the votes (50%+1) of attending senators. If no candidate reaches a majority on the first ballot, an immediate run-off will occur between the top two vote getters. If there is a tie during the vote casting, the executive vice-president will cast the deciding vote. If the executive vice-president is a candidate, the presiding chair will cast the vote instead
10. The SGA shares its selection with the Vice President of Student Life and Enrollment and President of the University.

March/April

13. The President takes a selected candidate to the Board of Trustees.
14. At its discretion, the Executive Committee may elect to interview the selected candidate.
15. The Executive Committee will then support the President's recommendation or make an alternative recommendation. The President will submit the recommended candidate to the Board of Trustees for review and approval.

Section 101 The newly elected Student Trustee shall hold a one-year appointment and will be hold an ex-officio status with the Student Government Association.

- A. The Student Trustee shall be required to attend the Student Government Association Senate Meeting following each of the quarterly Board of Trustee meetings to

update and inform the Student Senate of Board activities.

B. The Student Trustee shall be invited to all Senate and Cabinet meetings and will have the ability to address either body but will have no vote.

C. The Student Trustee shall work with the Student Government Association to maintain the welfare of the student body and the University.