The By-Laws
of the
Student Government
of the
College of Liberal Arts
of
Drew University
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Preamble
All powers, roles, procedures, and responsibilities not explicitly outlined in the Constitution of the Student Government shall be found in these By-Laws.

ARTICLE I: SENATE

A. The Senate shall have the full power to amend these By-Laws.
   1. Amendments to these By-Laws take effect immediately upon passage by the Senate with a two-thirds (2/3) majority. All Senators must be present at such a vote.
   2. The Senate does not have the power to amend the Budget and Appropriations Board or Student Organization Advisory Board sections of these By-Laws without the prior approval of the concerned Board.

B. Senators shall:
   1. Attend all sessions of the Senate and all meetings of all committees and boards of which the Senator is a member.
   2. Make themselves available, as possible, for consultation with their constituents in order to effectively represent their needs.
   3. Sit at the polls during an election, barring a conflict of interest as defined by the Election Statutes.
   4. Meet at least once every two weeks with fellow Class Senators in a meeting that is accessible and open to other members of their constituency. These meetings shall be announced to the constituency in advance.
   5. At the request of the Executive Cabinet, prepare basic documentation that demonstrates how they have fulfilled their duties as a Senator.
   6. Demonstrate active participation in the Drew community, such as attendance at club, student-sponsored, service, academic, art, cultural, and athletic events. Communicate regularly with constituents via email and/or other electronic media regarding activities of the Student Government. The regularity of this communication can be up to the discretion of the Executive Cabinet.
   7. Attend all events organized by the Student Government.
   8. Fulfill all other obligations and duties of their office, as defined by these By-Laws, the Constitution, and by the Senate.

C. The Senate shall have full power and authority to:
   1. Enact all manners of legislation on any subject under its jurisdiction, as is determined necessary and proper for the benefit and welfare of the student body.
   2. Enact or amend, by a simple majority of all Senators present and voting, any policies relating to student concerns.
   3. Pass resolutions on any subject of general concern, and petition any department or officer of the University, or any other authority on or off campus affecting student life.
   4. Authorize disbursements from any of the Student Government accounts. The Senate shall use this power to authorize the Executive to make withdrawals from these accounts according to the guidelines established and the budget enacted by the Senate.
5. Create, regulate, and abolish committees with the approval of a two-thirds (2/3) of the Senate. In addition, the Senate shall have the power to authorize the President to establish new committees, whether standing or temporary with the approval of a two-thirds (2/3) of the Senate. The only exceptions to this are the Elections Committee, and the Rules Committee, which cannot be abolished under any circumstance.

D. Senate procedure:
   1. The Senate shall have full power and responsibility to enact its own rules of procedure.
   2. The presiding officer of the Senate shall order the Senate’s discussion by the use of a Speakers List.
   3. No Senator may abstain from any vote except in the case of a conflict of interest. Conflict of interest may be declared by the Attorney General or by the abstaining Senator. Any member of the Senate or the Attorney General may require an explanation of an abstention by making a point of order immediately after the vote. This explanation shall be recorded in the minutes.
   4. No motion to table shall succeed except by a two-thirds (2/3) vote of all Senators present and voting; no motion to table a previously tabled motion shall be entertained unless it has been significantly altered since the previous session of the Senate.
   5. Any CLA student may request at any time prior to, or immediately thereafter, that a vote on a motion be recorded in the minutes reflecting how each Senator voted on that motion.
   6. Any proposals regarding B&A, SOAB or the Student Government Budget will be voted upon using Roll Call Voting and the individual Senatorial votes will be recorded in the minutes.
   7. A Senator, at any time, may make a motion to go into Executive Session. Such a motion requires a simple majority vote to pass While in Executive session, only members of the Student Government may attend, unless otherwise ordered by the Senate. Minutes of the session shall be taken, but shall be distributed to members present only, unless otherwise ordered by the Senate.

E. In addition to his/her other duties and powers as a Senator, the President Pro Tempore shall:
   1. Call special sessions of the Senate to discuss specific topics brought forth with the consent of the President. A petition (either electronic or on paper) signed by one-third (2/3) of the Senate is necessary for such a session to take place.
   2. Serve as Co-Chair of the Student Government Rules Committee.
   3. Serve as presiding officer of the Senate in the absence of the Vice President or at the request of the Vice President. The Senate shall have the power to determine who shall preside if neither the Vice President nor the President Pro Tempore is present.

F. Unless specifically stated, nothing in this document shall be construed as limiting the powers of the Senate.

ARTICLE II: EXECUTIVE CABINET

A. Other than the duties described in the Constitution, the President shall ensure that he or she and/or the Executive Cabinet as a whole also faithfully execute the following:
   1. Before the first regular Senate session of the academic year, hold a mandatory training session for all elected Senators. This training session shall include:
      i. Presentation and explanation of the following:
         1. Student Government Constitution
         2. Student Government By-Laws
         3. Sample bill
         4. Sample proposal
         5. Sample resolution
ii. Mock meeting
iii. Explanation of committees and Senators’ selection of committees

2. Ensure that the lines of communication between the Student Government and the University Administration remain open.

3. Hold a meeting of the Executive Cabinet at least once weekly, unless declared unnecessary by the President.

4. Maintain and provide access to the Student Government Office. The office shall be made accessible to all members of the Student Government for any business related to their duties.

5. Serve as members of the Senate standing committees, but may not serve as the Chair or Co-Chair of any standing committee.

B. Powers and duties of the Vice President in addition to those described in the Constitution
1. Serve as the Chair of the Student Government Rules Committee and adhere to Rules Committee procedure as outlined in Article V, Section C of these By-Laws.
2. Email the official agenda for the next Senate meeting to all Senators, Executive Cabinet members, and appropriate administrators at least 48 hours in advance.

C. Powers and duties of the Chief of Staff in addition to those described in the Constitution
1. Set agendas for Executive Cabinet meetings.
2. Create a list of the members of the committees and boards as well as committee and board meeting times by the third full Senate session of the fall semester and again by the third full Senate session of the spring semester.
3. Maintain a list of membership of all University committees that include members appointed by the President.
4. Meet regularly with committee and board Chairs and Co-Chairs.

D. Powers and duties of the Attorney General in addition to those described in the Constitution
1. Certify the official documents of the Constitution, the By-Laws, and all other such documents that the Executive is responsible to maintain.
2. Observe records of attendance for all bodies of the Student Government.
3. Ensure that the presiding officer of the Senate and all Senators are knowledgeable of the Senate’s rules to assist the Senate in conducting its meetings in an efficient fashion.
4. Interpret the rules of the Student Government at the request of any member of the student body.
5. At the request of an accused student, the Attorney General may be present during room searches conducted by Public Safety to ensure that students’ rights, as set forth in Daniel’s Dictionary, are protected during the procedure. The Attorney General may also attend the review of charges with appropriate University official(s), as designated by Daniel’s Dictionary.
6. Inform accused students of their rights, responsibilities, and options prior to any University Student Conduct Board hearing, should the accused student request this information from the Attorney General.
7. Certify all elections as being executed in conformance with these By-Laws, the Election Statutes, and the Constitution. No election shall be declared official until the Attorney General has certified it.
8. The Attorney General shall have the power to compel Senators to vote or to declare a conflict of interest, which would require the abstention of the Senator from voting in a motion.

9. Follow the following procedure in the case of a formal complaint of a procedural error against any body or individual member of the Student Government:
   
i. A student who wishes to issue a formal complaint of procedural error to the Attorney General must email the Attorney General within 24 hours of the error’s occurrence. This email must describe what has occurred and cite the specific section of the Constitution, By-Laws or any other relevant governing document that was violated. Members of the Student Government may not issue formal complaints of procedural error.

   ii. Should a student wish to issue a formal complaint of procedural error against the Attorney General, that student must email the President of the Student Government within 24 hours of the error’s occurrence. This email must describe what has occurred and cite the specific section of the Constitution, By-Laws or any other relevant governing document that was violated.

   iii. The Attorney General must then schedule a formal hearing with the student issuing the complaint and any relevant Student Government members who the complaint is against.

1. This hearing must take place within 48 hours of the Attorney General’s receipt of the complaint, with the exception of Reading Days, University holidays, and any days during which the campus dorms are not open. Should any further delay be required due to an emergency, the Attorney General must present reasoning for the delay to all parties involved in the complaint, the Executive Cabinet, and the Senate and schedule the hearing for the earliest possible date and time.

2. During the hearing, the Attorney General shall give each party the opportunity to make verbal arguments. The Attorney General may ask each party any questions he or she feels is relevant to the hearing.

3. The Attorney General will then issue a ruling on the complaint that will declare whether or not Student Government procedure has been violated. The Attorney General must provide reasoning behind that decision. That ruling will be immediately presented verbally to all parties involved and also in writing within three (3) hours of conclusion of the hearing. The ruling will also be posted on the Student Government website within 24 hours of the conclusion of the hearing.

4. If the Attorney General declares that there was a procedural error, he or she shall also determine if the procedural error drastically affected a decision of any body or individual of the Student Government. If this is so, that decision shall be overturned and the matter concerned will return to that body or individual for prompt reconsideration. This information must be included in the formal ruling. The Attorney General reserves the power to compel the body or individual to reconsider the matter at the absolute soonest date and time. Should the
Attorney General feel it is necessary, he or she may be present at the reconsideration to advise on procedure.

E. Powers and duties of the Budget and Appropriations Board (B&A) Chair in addition to those described in the Constitution
   1. Oversee the Budget and Appropriations Board as outlined in these By-Laws

F. Powers and duties of the Student Organization Advisory Board (SOAB) Chair in addition to those described in the Constitution
   1. Oversee the Student Organization Advisory Board as outlined in these By-Laws

G. Powers and duties of the Executive Secretary in addition to those described in the Constitution
   1. Maintain a list of all measures passed by the Senate.
   2. Procedure for Minutes of Senate Sessions
      i. Minutes shall be defined as a record of all happenings during a meeting. Minutes record what was done rather than detail what was said, unless specifically requested.
      ii. Should a vote be taken by Roll Call Voting, each Senator’s vote must be recorded in the minutes.
      iii. For each vote, the exact number of “yea” votes, “nay” votes, and abstentions as well as the outcome of the vote must be recorded.
      iv. These minutes shall be provided to all Senators by the day after any Student Government meeting in order to be considered for approval at the next meeting.
      v. After the minutes are provided to the Senators, changes shall not be made until the next Student Government meeting.
   3. Procedure for Minutes of Executive Cabinet Meetings
      i. These minutes shall be emailed to all Executive Cabinet members at least two (2) days prior to the next meeting to be considered for approval.
   4. Maintain the Student Government Website and all forms of social media.
      i. These media outlets must be updated at least weekly.
      ii. These rules apply to any future forms of communication in which the Student Government may invest.
      iii. The following information shall always be up to date on the website
         1. List of all members of all Student Government bodies with appropriate contact information
         2. Regular meeting times and locations of all Student Government bodies that are open to the student body, as well as the times and locations of any special Student Government events.
         3. Agendas for Senate meetings, which must be uploaded at least 24 hours in advance of the respective meetings
         4. Approved minutes of all Student Government meetings that are open to the student body. These must be uploaded within eight (8) days of the meeting at which the minutes were taken. If minutes are uploaded before they have been approved by the respective body, this must be indicated on the uploaded version, but they do not replace approved minutes.
         5. All official governing documents
6. Budget and expenditure information for all areas of the Student Government
7. Any other information relevant to Student Government functions
5. Initiate and organize all public relations and advertising tasks of the Student Government.

H. Special Envoy to Drew2017
1. Shall be appointed by the President of Student Government and approved by the Senate for the 2013-2014 school year
2. Shall be a member of the executive cabinet
3. Shall keep Student Government informed on all relevant matters of the Steering Committee and the Drew2017 process
4. Shall represent the voice of the student body and Student Government on the Steering Committee

ARTICLE III: BOARDS

A. Student Organization Advisory Board (SOAB)
1. Responsibilities
   i. Review proposals for new student organizations and annually review already-active student organizations; the Student Government must grant an organization the status of Approved before the group can be active on campus.
   ii. Coordinate student organization registration and create a student organization directory.
   iii. Organize awards for individual excellence, excellence in campus programming and excellence in organizational achievement.
   iv. Assist in planning and implementation of current leadership programs, such as the Activities Fair and Student Activity Seminar, formerly “Leadership Day.”
   v. Provide opportunities for organizations and their leaders to enhance their leadership experiences.
   vi. Serve as an information source and advocate for student organizations.
   vii. The Board shall initiate any amendments to this SOAB section of the By-Laws by constructing the necessary amendment and approving it by a majority vote of the Board. The amendment shall then be brought to the Senate for final approval.

2. Membership
   i. Membership shall consist of three (3) Senators, three (3) students that are not members of any other body of the Student Government, and the Chair.
   ii. Members other than the Chair shall be chosen by the Chair through an application process. The Senate must confirm the appointments to this Board at the first Senate session of the fall semester, pursuant to Article IV, Section C of the Student Government Constitution.
   iii. Members shall serve as liaisons to Student Government recognized clubs in order to assist them in leadership and any other functions under the jurisdiction of the SOAB.
   iv. Chair responsibilities
a. Serves as the primary facilitator of SOAB meetings and oversees the performance of SOAB as a whole
b. Ensures that SOAB adheres to the rules and operations set forth in these By-Laws and the Student Government Constitution
c. Casts a vote in a SOAB meeting only in the case of a tie among the other members
d. Keeps record of all statuses of student organizations as recommended by SOAB and if confirmed by the Senate
e. Prepares a weekly report of activities to present to the Senate and to submit to the Chief of Staff for records
f. Holds weekly office hours
g. Selects a Co-Chair from SOAB’s six (6) voting members to assist in the duty of facilitating SOAB

v. Co-Chair responsibilities
a. Assists the Chair in his or her duties as the Chair deems appropriate
b. At the request of the Chair, the Co-chair shall temporarily assume the responsibilities of Chair if the Chair is unable to fulfill them for any legitimate reason.
c. Records and maintains official minutes of all SOAB meetings. Minutes must be emailed to all SOAB members and the Chief of Staff at least 72 hours prior to the next meeting. SOAB shall vote on the approval of the minutes at the start of each meeting. It is the responsibility of the Co-Chair to make these minutes available, upon request, to any member of the CLA and to post them on the Student Government website.

3. Meetings
i. Meetings shall take place weekly.
ii. A quorum of four (4) voting members must be present for this board to conduct any business.
iii. In the event that both the Chair and the Co-Chair are absent, this board shall not meet.
iv. Unless declared otherwise, all meetings of SOAB shall be open for attendance by any member of the Drew University student body.
v. SOAB may move into Executive Session as prescribed by the Chair. The session shall be closed to only members of SOAB and opinions and discussions within such a session will remain confidential.

4. Review Procedure
i. All student organizations with the previously determined status of Approved, Approved with Revisions, or Probation must attend an annually planned SOAB review session at the end of the spring semester. SOAB liaisons must email their assigned clubs to notify them of their review time. If an organization fails to attend its review session, the organization is automatically granted Probation status.
ii. At least one (1) member of the organization must attend the review.
iii. Prior to SOAB’s review of an organization, the SOAB liaison for that organization must attend a meeting of that organization to observe first-hand how the organization is functioning. The SOAB liaison’s attendance shall be unannounced to the organization.

iv. Organizations must bring the following materials to their review and, in addition, hand them in to the SOAB mailbox at least seven (7) days prior to the review:

a. Updated constitution
b. Executive Board & membership list that includes names, positions (if applicable), and class years
c. Samples of advertising from past events
d. List of forthcoming activities
e. Budget breakdown: total money allocated, total spent thus far, anticipated expenses for the upcoming academic year
f. Any other materials the organization would like to share with SOAB to help in their review

v. A review session shall consist of the organization’s presentation of their materials, a question and answer session, and a vote of the SOAB members to determine SOAB’s recommendation of the organization’s status.

vi. Voting

a. All members will have an equal voice and one vote.
b. All members must vote unless there is a conflict of interest.
c. Members must abstain if they are a member of the organization that is up for review or recognition.
d. Voting may only occur after all materials have been presented and the question and answer session is complete. The Chair must call the vote.
e. Voting shall be conducted by roll-call vote and shall be recorded in the minutes.
f. All decisions of the Board shall be made by a majority vote.
g. The result of the vote shall be announced verbally to the reviewed club by the Chair immediately following the vote. The result of the vote shall also be announced in writing by the Chair to the requesting club within 24 hours of the vote.
h. Results of the vote shall be posted on the Student Government website.
i. The results of the vote of SOAB shall be considered a recommendation to the Senate. The Senate shall consider SOAB’s recommendation(s) for approval at the following session of the Senate. Recommendations of SOAB are not considered final until approved by the Senate.
j. The SOAB Chair will advocate on behalf of SOAB and its decisions to the Student Government Senate.

5. Recognition Procedures

i. All student organizations without a previously determined status of Approved, Approved with Revisions, or Probation have the opportunity to attend a SOAB review session at any point during SOAB’s active time to be assigned a status.
ii. SOAB liaisons must email their assigned clubs to notify them of their review time.

iii. At least one member of the potential organization must attend the review.

iv. Potential organizations must bring the following materials to their review and, in addition, hand them in to the SOAB mailbox at least seven (7) days prior to the review:
   a. 500 (or less) word statement that describes the proposed club and how it will benefit the Drew community, specifically explaining its goals and mission as it related to the University’s mission
   b. Names of ten (10) or more members as well as on-campus addresses/box numbers, student ID numbers, and graduation years
   c. A copy of the proposed constitution that reflects the purpose of the organization, its governance structure, and the way the club intends to run including: meetings, elections, and amendments. All constitutions must comply with University policies.
   d. A list of proposed activities that the organization plans to initiate during provisional period
   e. A list of programs the organization plans to sponsor once permanent recognition is granted
   f. A completed Advisor Information Form from a full-time faculty member, administrator, or professional staff member who will serve as the advisor to the organization

v. Review session shall consist of the organization’s presentation of their materials, a question and answer session, and a vote of the SOAB members to determine organization status.

vi. Voting
   a. All members will have an equal voice and one vote.
   b. All members must vote unless there is a conflict of interest.
   c. Members must abstain if they are a member of the organization that is up for review or recognition.
   d. Voting may only occur after all materials have been presented and the question and answer session is complete. The Chair must call the vote.
   e. Voting shall be conducted by roll-call vote and shall be recorded in the minutes.
   f. All decisions of the Board shall be made by a majority vote.
   g. The result of the vote shall be announced verbally to the reviewed club by the Chair immediately following the vote. The result of the vote shall also be announced in writing by the Chair to the requesting club within 24 hours of the vote.
   h. Results of the vote shall be posted on the Student Government website.
   i. The results of the vote of SOAB shall be considered a recommendation to the Senate. The Senate shall consider SOAB’s recommendation(s) for approval at the following session of the Senate. Recommendations of SOAB are not considered final until approved by the Senate.
j. The SOAB Chair will advocate on behalf of SOAB and its decisions to the Student Government Senate.

6. Statuses
   i. Organizations’ statuses are not considered final until approved by the Senate.
   ii. Definitions
       a. Approved: Club may function as normal
       b. Approved with ad hoc privileges: Club may function as normal, however is not entitled to a budget from the B&A Board. Instead, the club may ad hoc for funds as needed.
       c. Approved with revisions: Club may function as normal but must make changes to constitution
       d. Probation: Funding suspended, Rights and Responsibilities of Student Organizations suspended
       e. Dismissed: Club is no longer recognized as a Drew Organization, Rights and Responsibilities of Student Organizations suspended, may not use Drew logo, may not reserve rooms to meet, may not have an email, etc.

7. Grace Period:
   i. A club with a status of probation will be given an optional three (3) week grace period that would begin at the start of the fall semester.
   ii. During this time, a club on probation may demonstrate initiative to be taken off of probation by participating in the Student Activities Fair and recruiting new membership, composing a list of proposed events that they would hold if they were not on probation, showing active leadership, or any other qualities deemed favorable by SOAB.
   iii. After the end of the three (3) weeks, the club will be reviewed pursuant to Article III, Section A4 of these By-Laws.
   iv. Clubs that have chosen this grace period option can only be granted the status of Probation or Approved with ad hoc privileges as a result of the review set forth in 7iii.
   v. For the 2011-2012 school year, this optional grace period will take place during the first three weeks of the spring semester rather than the fall semester.

B. Budget and Appropriations Board (B&A Board)
1. Responsibilities
   i. The B&A Board is responsible for granting Student Government recognized clubs their budgets for the semester.
   ii. The B&A Board is responsible for determining the general Student Government Budget for Senate approval at the beginning of each semester.
   iii. The B&A Board will hold Ad-Hoc sessions to provide emergency funds for clubs that have exceeded their budgets, as well as for clubs who do not receive budgets.
   iv. The Board shall initiate any amendments to this B&A Board section of the By-Laws by constructing the necessary amendment and approving it by a majority vote of the Board. The amendment shall then be brought to the Senate for final approval.
2. Membership
   i. Membership shall consist of three (3) Senators, three (3) students that are not members of any other body of the Student Government, and the Chair.
   ii. Members other than the Chair shall be chosen by the Chair through an application process. The Senate must confirm the appointments to this Board at the first Senate session of the fall semester, pursuant to Article IV, Section C of the Student Government Constitution.
   iii. Members shall serve as liaisons to Student Government recognized clubs to assist them in planning their budgets and events, as well as any other matters under the jurisdiction of the B&A Board.
   iv. All members will have an equal voice and one vote.
   v. All members must vote unless there is a conflict of interest.
   vi. Members must abstain if they are a member of the executive board that is requesting funds.
   vii. Chair responsibilities
       a. Serves as the primary facilitator of the B&A Board meetings and oversees the performance of the B&A Board as a whole
       b. Ensures that the B&A Board adheres to the rules and operations set forth in these By-Laws and the Student Government Constitution
       c. Casts a vote in a meeting of the Board only in the case of a tie among the other members
       d. Keeps record of all financial activities of organizations approved by the Student Government
       e. Prepares a weekly report of activities to present to the Senate and to submit to the Chief of Staff for records
       f. Holds weekly office hours
       g. Selects a Co-Chair from the B&A Board’s six voting members to assist in the duty of facilitating the Board
       h. Oversees a complete list of expenditures from all accounts under Student Government control.
       i. In consultation with the B&A board, prepares a budget outlining Fall Semester funds to be considered for approval by the Senate at the second full session of the Fall Semester.
       j. In consultation with the B&A board, prepares a budget outlining Spring Semester funds to be considered for approval by the Senate at the second full session of the Spring Semester.
       k. Offers appropriate information regarding the allocation of funds whenever he or she deems necessary or when requested by the Senate.
   viii. Co-Chair responsibilities
       a. Assists the Chairperson in his or her duties as the Chair deems appropriate
       b. At the request of the Chair, the Co-Chair shall temporarily assume the responsibilities of Chairperson if the Chair is unable to fulfill them for any legitimate reason.
c. Records and maintains official minutes of all B&A Board meetings. The previous meeting’s minutes must be approved by the B&A Board by a simple majority vote at the start of each meeting. It is the responsibility of the Co-Chair to make these minutes available, upon request, to any member of the CLA and to post them on the Student Government website.

3. Comptroller
   i. The Comptroller must attend all meetings of the B&A Board including Ad-hoc sessions and provide a comptroller report to the entire board 48 hours prior to the designated Ad Hoc session. If the Comptroller is unable to attend a meeting, an e-mail must be sent to the Chair and the Co-Chair prior to the start of the meeting.

4. Meetings
   i. Meetings shall take place weekly.
   ii. A quorum of four (4) of all voting members must be present for this board to conduct any business.
   iii. In the event that both the Chair and Co-Chair are absent, this board will not meet.
   iv. Unless declared otherwise, all meetings of the B&A Board shall be open for attendance by any member of the Drew University student body.
   v. The B&A Board may move into Executive Session as prescribed by the Chair. The opinions and discussions within such a session will remain confidential.
   vi. A member of the B&A Board may motion to suspend the rules of this B&A Board section of the By-Laws during a meeting of the B&A Board. Such a motion must have a second and approved by a majority vote.

5. Funding Process for Organizations Approved by the Student Government
   i. Budgets for approved organizations are determined each semester.
   ii. Club must complete at least 50% of events which they have been budgeted for in their semesterly budget. Failure to complete 50% of budgeted events will prevent the club from receiving a budget the following semester.
   iii. Active organizations are required to submit a semester budget proposal to the Chair of the B&A Board at least one (1) week prior to the scheduled budget review. Organizations that fail to do so will automatically be granted probationary status.
      a. Budget proposals shall consist of an Excel file and supporting documents to Student Government outlining their expenses for the semester
         a. Include names, email addresses, and class years of all members, denote the officers
         b. Include events held by the club
            i. Include all proposals sent to the B&A Board
            ii. Include all updated final itemized expense reports
         c. Include events co-sponsored by the club
            i. Monetarily and through support
         d. Include treasurer reports from weekly or bi-weekly meetings
6. Ad-hoc
   i. Ad-hoc is a procedure to grant emergency funds to existing clubs that were
given a budget but have exceeded that budget, and to grant funds to clubs that
were not given a budget.
   ii. Ad-hoc Policies
      a. Ad-hoc proposals must comply with all Drew University policies.
      b. Ad-hoc proposals must be submitted to the B&A Board Chair at least
two (2) weeks prior to the event for which funds are being requested.
      c. Only one organization may ad-hoc for a specific event. After an ad-
      hoc request has been made for a specific event and a decision has been
reached by the Student Government for that event, no other
organization may request ad-hoc funds for that same event.
      d. When granting ad-hoc requests, the B&A Board shall take the
requesting organization’s exploration of other funding avenues into
consideration.
      e. Cap
         a. The cap is defined as the maximum amount that can be
allocated in the ad-hoc session to a single proposal without
requiring a unanimous vote.
         b. A cap will be chosen by the B&A board at the beginning of
each semester. The cap must be approved by a simple majority
of the B&A board.
         c. Any ad-hoc proposals that exceed that cap require a
unanimous vote by B&A members to be passed.
   iii. Any clubs requesting ad-hoc funds must submit an ad-hoc proposal to B&A
Board Chair at least 72 hours before the B&A Board is scheduled to meet. The
B&A Chair shall be responsible for distributing the proposal to members of the
B&A Board for review before the ad-hoc session.
   iv. Proposals must include:
      a. Club name, mission statement of club, officers (include names, email,
class year), number of active members
      b. How the event will be advertised
      c. A description of the event
      d. Why this event will benefit the Drew community
      e. An itemized expense report including:
         a. Total cost of event
         b. Amount being requested from Student Government
         c. Amount from each club co-sponsoring monetarily
         d. Amount from the club itself
         e. If applicable, the requesting organization must include three (3)
different quotes for services or goods over $500. Quotes are
invoices, copies from catalogues, website printouts, vendor-
authorized emails, etc. Phone quotes or informal word-of-
mouth quotes are not acceptable. If a service or produce is
very specific to the event and is over $500, the student group
may submit a letter of explanation to the B&A Board and the Purchasing Office outlining the specific need.

f. How many will be in attendance outside of those in the club?
   a. Will this be open to faculty, Graduate and Theological students, and Madison residents?

g. Have other clubs agreed to co-sponsor this event?

h. If this event been done in the past or will it be a traditional event

v. Procedure
   a. In order to present an ad-hoc proposal, the requesting club must send at least one (1) representative to the B&A Board meeting in which they are submitting the proposal. This representative may not be a member of the B&A Board.
   b. Ad-hoc procedure shall consist of the organization’s presentation of the proposal, a question and answer session, and a vote of B&A Board members to determine if ad-hoc funds will be granted to the organization
   c. Voting may only occur after all materials have been presented and the question and answer session is complete. The Chair must call the vote.
   d. Voting shall be conducted by roll-call vote and shall be recorded in the minutes.
   e. All decisions of the Board shall be made by a majority vote.
   f. The result of the vote shall be announced verbally to requesting club by the Chair immediately following the vote. The result of the vote shall also be announced in writing by the Chair to the requesting club within 24 hours of the vote.
   g. If the ad-hoc request results in the recommendation of the B&A Board to allocate funds to the requesting organization, the ad-hoc proposal will be presented and voted upon by the Senate at the following session of the Senate.
   h. The B&A Chair will advocate on behalf of the B&A Board and their decisions to the Student Government Senate.

vi. After the event has been held, the club must submit an updated final itemized expense report to Student Government that shall include:
   a. How much money was spent on each item
   b. How much of the money from the club was spent
   c. How much money from supporting clubs was spent
   d. How much money from Student Government was spent
   e. Receipts

7. Student Government money (including club budgets and ad-hoc) shall not fund the following:
   i. Individual club honors
   ii. Personalized items
   iii. Gifts
   iv. Rush delivery charges
   v. Invite-only events. Events must be campus-wide.
vi. Donations

vi. Events not publicized in a minimum of two different ways

ARTICLE IV: COMMITTEES

i.

B. Elections Committee

1. Responsibilities
   i. Organize and administer Student Government elections
   ii. Promote Student Government elections
   iii. Ensure the validity of Senate elections under the supervision of the Attorney General
   iv. Maintain the “Drew University Student Government Elections Statutes,” which will contain all the rules and procedures pertaining to the direct election of Student Government, subject to Senate approval.

2. Chair
   i. This committee shall be chaired by a CLA student of Drew University.
   ii. The Chair may select a Co-Chair.
   iii. The Chair may not be a member of any other body of the Student Government including but not limited to the Senate, the Executive Cabinet, or boards.
   iv. The Chair shall be appointed by the President pursuant to Article IV, Section C of the Constitution of the Student Government at the time of the Presidential inauguration in the spring.
   v. The Chair is responsible for scheduling meetings of the Elections Committee as appropriate in order to sufficiently plan for successful elections.

C. Constitution/By-Laws Revision Committee

1. Formation
   i. This special committee is to be formed at least once every two (2) years to assess the relevancy and effectiveness of the Student Government Constitution and By-Laws. This committee shall present its amendment recommendations, if any, to the Senate to be considered for approval.
   ii. This committee can also be formed when deemed necessary by the Senate, confirmed with a simple majority vote.

2. Composition
   i. This committee is to be chaired by the Attorney General, who shall have no vote.
   ii. This committee shall be comprised of five (5) voting members from the Senate and Executive Cabinet combined.
   iii. No more than two (2) voting members of this committee may be members of the Executive Cabinet.
   iv. All members must be chosen by an application process determined by the Attorney General yet pursuant to Article IV, Section C of the Constitution.

D. Rules Committee

1. Rules Committee is a special committee whose purpose is to determine the agenda for the upcoming Senate meeting.
2. Membership of the Rules Committee shall include the Vice President, the President pro Tempore, the Attorney General, the Chair of the B&A Board, the Chair of SOAB, as well as any party making a proposal to be directly voted on by the Senate, such as a bill or resolution, if that party so chooses and is able to attend.

3. In order for any proposal to be placed on the Senate meeting agenda, it must be presented at the Rules Committee meeting and approved by the committee members.

4. Rules Committee must meet at least three (3) days prior to the Senate meeting. If the acting Chair of Rules Committee wishes for a proposal to be edited or requests any further information, the proposal must be resubmitted before the agenda is sent out in order for that proposal to be included in the agenda.

5. The committee may set restrictions on debate concerning a proposal such as how long debate may go on and the order in which proposals will be debated.

E. Meetings of all Student Government committees, unless declared otherwise, shall be open for attendance by any member of the Drew University student body.

ARTICLE V: ATTENDANCE

A. Every member of the Student Government is expected to attend all meetings of every Student Government body of which they are a member.

B. Attendance of a meeting is defined not only as being present at a meeting but also being on time for a meeting. Lateness of less than ten (10) minutes shall be recorded as one-half (1/2) of an absence. After ten (10) minutes, the member shall be recorded as absent.

C. The Executive Cabinet may choose to waive the attendance rules for individual members only in the case of an emergency.

D. Although each body of the Student Government has an allowed number of absences, no member of the Student Government may miss more than three (3) meetings total per semester. For example, a Senator may not miss two (2) Senate meetings and two (2) Board meetings (if the Senator serves on a Board) in one semester because that would be a total of four (4) absences. However, this section cannot be construed to mean that a member may miss more than the permitted number of meetings for any body. For example, a Senator may not miss three (3) Senate meetings because that would violate the Senate’s attendance requirement.

E. Senate/
   1. In the case of absence of a Senate meeting for any reason, a Senator must make every effort to secure a proxy to attend the Senate meeting in his or her place. The proxy must be a member of the Senator’s constituency and will retain all voting rights of that Senator during the meeting.
   2. Senators must notify the Attorney General at least 24 hours prior to the Senate meeting from which they will be absent. Senators must notify the committee Chair at least 24 hours prior to the committee meeting from which they will be absent.
   3. Senators may not miss more than two (2) meetings of the Senate per semester

F. Boards
   1. In the case of absence for any reason, a board member must make every effort to secure a proxy to attend the board meeting in his or her place. The proxy will retain all voting rights of that board member during the meeting.
   2. Board members must notify the Board Chair at least 24 hours prior to the meeting from which they will be absent.
3. Board members may not miss more than two (2) board meetings per semester.

G. Executive Cabinet
   1. Members of the Executive Cabinet must notify the Chief of Staff at least 24 hours prior to the Executive Cabinet meeting from which they will be absent.
   2. Proxies are not permitted to attend Executive Cabinet meetings.
   3. Members of the Executive Cabinet may not miss more than two (2) meetings of the Executive Cabinet per semester.
   4. Members of the Executive Cabinet may not miss more than two (2) meetings of the Senate per semester.

ARTICLE VI: IMPEACHMENT

A. Impeachment is defined as the process whereby an accusation is brought against a member for serious misconduct and/or a sustained failure to fulfill his or her responsibilities of office. These charges must be initiated during a meeting of the Senate.

B. The Senate must enter Executive Session for the purpose of hearing a motion to impeach.

C. Any Senator or the Attorney General may move to impeach a member of the Student Government. The motion must name the person at whom the charges are directed. There must be a second to the motion, but no official vote will yet be taken.

D. If seconded, the appropriate presiding officer of the impeachment trial will take control of the meeting.

E. The motion to impeach may then be debated. The individual who made the initial motion shall present detailed reasons for requesting the impeachment. The person accused will then have an opportunity to rebut the charges.

F. At the discretion of the presiding officer, debate, questions, and comments may continue from those who are present.

G. Debate shall close when a Senator makes a motion to end debate and the motion passes with a two-thirds (2/3) vote.

H. After the conclusion of debate, a vote by secret ballot will be taken on the impeachment motion and must pass by a three-fourths (3/4) vote. If passed, the President may not veto the decision.

I. If issues remain unclear, the motion can be postponed for one (1) week. A motion to postpone the impeachment trial is required and must pass by a simple majority vote.