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**SENATE RESOLUTION 2223 – 042**  
**RESOLUTION TO AMEND THE SGA GENERAL BYLAWS**  
**WEDNESDAY, NOVEMBER 9, 2022**

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**Whereas** the Student Government Association has moved from a stipend-based payment system to a wage-based payment system for members, and

**Whereas** the organization’s governing documents do not currently have procedures in place for the clear management of such a system, and

**Whereas** finance has been an area generally overlooked in the organization’s governing documents up until this point, and

**Whereas** proper management of the Student Government Association’s accounts will result in greater transparency and ability to serve the Student Body, and

**Whereas** the positions of Auditor and Vice President and their respective duties must be updated to reflect recent changes in the organization’s financial structure, let it be

**Resolved** that the Student Senate approves the attached finance amendment package to the Student Government Association General Bylaws (Appendix A), and let it be further

**Resolved** that the member pay rates shall remain the same as stated in Senate Resolution 2223-013: Resolution to Approve the 2022-23 Fiscal Year Budget, with any updates to those rates that are included in the attached amendments to go into effect for the 2023-24 fiscal year, and let it be further

**Resolved** that the amendments are to be considered severable in matters of constitutionality.

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**Primary Sponsor:**

AJ Boes, Class of 2024 Senator

**Secondary Sponsor:**

Justin Deem-Loureiro, Class of 2026 Senator

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**Vote:**

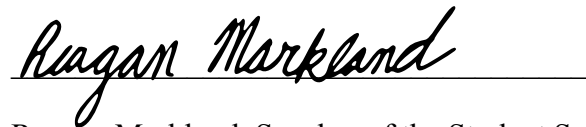
In Favor: 15

Opposed: 0

Abstained: 0

**PASS**

**Signatures:**

A handwritten signature in black ink, reading "Reagan Markland". The signature is written in a cursive style and is positioned above a horizontal line.

Reagan Markland, Speaker of the Student Senate

A handwritten signature in black ink, reading "Cade Chezem". The signature is written in a cursive style and is positioned above a horizontal line.

Cade Chezem, Student Body President



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## Appendix A: Proposed General Bylaws Amendments

*Formatting and page breaks may appear different in actual document*

### Article III. Duties of the Executives

#### Section 3. Duties of the Vice President

The Vice President of the Student Government Association shall:

1. Assume all the duties of the President in the President's absence or inability to perform.
2. Act as the President's deputy.
3. Act as a surrogate for the president upon their request.
4. Oversee organizational finances and applicable Student Government Association members.
5. Ensure that all accounts are properly kept, bills promptly paid, and revenues fully received.
6. Maintain detailed records of Student Government Association expenditures.
7. Oversee the disbursement of wages.
8. Supervise the distribution of funds to recognized student organizations, as allocated by the Student Senate and Executive Orders.
9. Coordinate the organization's capital budgeting requests.
10. Create, with advice from the President, the annual operating budget.
11. Draft and present to the Student Senate a comprehensive budget for the academic year.
12. With the Judicial Branch, work to train Student Government Association members on relevant fiscal policies and procedures.
13. Attend meetings of the Executive Cabinet and Executive Cabinet Advisory Board.
14. Establish and maintain a working, professional relationship with the University Administration.
15. Complete other duties assigned by the President.
16. Hold a minimum of two office hours per week in the designated and recognized Student Government Association office.

#### Section 5. Allocation of Executive Funds

The President shall have the authority to allocate funds to projects both internal and external to the Student Government Association from the Executive Branch budget. All funding allocations of any type shall be reported to the Vice-President to ensure accurate records. Any monetary allocation exceeding \$999 to a third party organization for the purpose of provision of services external to the Student Government Association must be made through an Executive Order. Any allocation of wages by the President to a position that was not included in the Senate-approved budget must be made through an Executive Order. Internal expenditures of the Student Government Association shall not require an Executive Order. Executive Orders may not be used to allocate funds from the Student Government Association reserves.

### Article V. Legislative Branch

#### Section 3. Open Meeting Policy

All meetings of the Senate shall be open to the public with the exception of a meeting that is called into Executive Session by the Speaker of the Senate or a two-thirds vote of the present members of the Student Senate. Matters concerning the Student Government Association budget may never be discussed in Executive Session. Meetings of the Senate must allow time for members of the Student Body to voice concerns, but may take reasonable steps to organize such concerns.



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## Article XIII. Finances

### Section 1. Standard Budget Procedure

For budgetary purposes, the Student Government Association shall observe a fiscal year beginning on June 1 of each year. The budget shall be developed annually in the spring by the Vice President for the fiscal year and should be in compliance with the Student Government Association's governing documents. The budget is subject to judicial review. **The Vice President shall have the duty of keeping an accurate ledger of the Student Government Association operating budget throughout the course of the year.**

### Section 2. Budget Approval

The annual operating budget will be drafted by the Vice President in collaboration with the President. **The Vice President will propose a rough budget outline in the summer meeting of the Student Senate, and shall propose a full budget for a vote at the first fall meeting of the Student Senate, both of which shall be subject to a vote of the Senate.** Both must be reviewed and confirmed by a majority vote of the present members of the Student Senate. The Student Senate may motion to amend any part of the budget before it is approved. The approved budget must be signed by the Student Body President.

### Section 3. Wages

**Members of the Student Government Association may be entitled to wages for the execution of the duties of their position. Such wages shall be determined by Appendix A of this document, and may be amended by the proposal of the Vice President and majority vote of the full Student Senate, with the understanding that any such changes shall not take effect until the following academic year. No member may receive a lump sum payment, nor may they receive a set amount distributed across a period of time. All members may be paid only based upon the hours they work, or product they create. Any member is entitled to waive payment for their service to the Student Government Association, if they so wish, but must sign documentation agreed upon by the Vice President and the designated faculty advisor to the organization. It will be the responsibility of the Vice President to include an estimate of wages in the annual operating budget, using data from previous years when available. Any excess wages not budgeted will be taken from the financial reserves.**

### Section 4. Wage Recording

**The Audit Board, consisting of the Vice President and any Auditors, shall be responsible for reviewing and recording wages distributed by the Student Government Association. In order to perform this duty, they may require the completion of appropriate forms by members. Members are expected to personally keep detailed records of any wages, and such records may be required or requested by the Audit Board. On a weekly basis, the Vice President and designated faculty advisor to the Student Government Association shall meet weekly to review members' hours and approve them in any applicable University systems. Hours recorded in applicable University systems must match hours reported to the Audit Board. The Audit Board will also be tasked with internally auditing members of the organization on a weekly basis. Each branch leader shall, at the beginning of the academic year, provide the Audit Board with an estimate of the number of hours each position in their branch should be reporting. Recording of hours shall begin as soon as a member begins performing duties in their capacity for the Student Government Association.**

### Section 5. Wage Discrepancies and Disciplinary Action

**Members are expected to accurately record and report any wages they have earned. Failure to do so may result in delayed or denied payments, or disciplinary actions. It is the duty of the Audit Board to flag discrepancies in wages reported by members. The Audit Board shall have the authority to delay payment of wages in the case of a noticed discrepancy, by a majority vote of the full board. In the case that a discrepancy is flagged, the Audit Board will seek to resolve it by:**



1. Reaching out to the member in question concerning the discrepancy. Should the issue not be resolved,
2. Reaching out to the branch leader of the member in question. Should the issue not be resolved,
3. Sitting down with the member, their branch leader, and the faculty advisor. Should the issue not be resolved,
4. Referring the issue, and any related material, to the Supreme Court.

The Audit Board will have the authority to delay wages for a maximum of two pay periods, unless an investigation is opened by the Judicial Branch requiring a greater hold. Should the Audit Board delay wages, they must provide a written notice to the member immediately. Such a delay is subject to appeal through the Supreme Court. In the case that a member is maliciously over-reporting owed wages, they will be subject to disciplinary action up to and including impeachment. Such an action shall take place through the Supreme Court. Should a member be impeached by the Court and convicted by the Senate due to over-reporting hours, the organization shall automatically report this to the University legal department, along with any documentation utilized in the impeachment process.

#### Section 6. Grant Auditing

It shall be the duty of the Audit Board to ensure that the distribution of funds external to the Student Government Association are handled properly and efficiently, in accordance with the policies of both this organization and the Office of Student Activities. It shall also be the duty of the Audit Board to ensure that any money not spent by an organization granted funds is audited back to the Student Government Association. Any external organization who spends funds improperly, or does not return excess funds, will be ineligible for future grants until such a time as funding has been returned, and may be subject to revocation of their status as an endorsed organization.

#### Section 7. Line-Item Changes

The line-item transfer policy shall be as follows:

1. The respective branch leader has the ability to reallocate finances between line items within their own branch.
  - a. Any such changes must be submitted to the Vice President, or designee, in writing, but are not subject to the approval of that party.
2. All line item changes between branches must be approved by the Vice President and then presented to the Senate for a majority vote of members present.

#### Section 8. Statements

All members of the legislature shall have the authority to request a financial statement for any funds disbursed from the Student Government Association accounts as well as all account balances. All statements are confidential to the member who requested the account statement, and disclosure may be subject to disciplinary action, with exceptions for certain circumstances.

#### Section 9. Financial Reserves

Money within the financial reserves may be used in the case of an emergency, capital improvements, long-term (more than one fiscal year) investments, or student initiatives approved by a majority of the voting members of the Student Senate and by the President. In the case that more than \$99,999 is being utilized in a resolution, approval must be from two-thirds of the present members of the Student Senate. Before the approval of the full operating budget for the academic year, any Student Government Association expenditures shall be taken from the financial reserves, but these numbers may be recovered in the budgetary process.

#### Section 10. Financial Staff

The Vice President shall be responsible for overseeing financial operations of the Student Government Association. The Vice President may enlist a maximum of two Auditors to assist with this duty. Auditors may receive a wage befitting their duties. The Vice President will meet with any Auditors weekly, and, with the Auditors, for the Audit



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**Board of the Student Government Association.** The Vice President shall serve as the member overseeing finances for the Executive Branch. **The Chair of the Appropriations Committee of the Student Senate shall serve as the finance head of the Legislative Branch, and the Judicial Branch shall appoint from its number a member to serve in a similar capacity.** It is the responsibility of these members, **in conjunction with their respective branch leaders and secretaries,** to report any and all **branch** expenditures in a timely manner to the Vice President, or designee. No less than once a month during the academic year, the Vice President, any Auditors, and the head of finances for the Legislative and Judicial Branches shall meet to discuss the financial situation of the individual branches and the Student Government Association as a whole. It is the responsibility of members at this meeting to report to their branch leaders concerning this information.

### **Article XV. Student Government Association Membership Policy**

#### Section 1. Leave of Absence

All members of the Student Government Association are able to take a leave of absence. The total time that a Student Government Association member may use for their leave during their term in office is 30 days annually. This may mean that multiple leaves of absence can add up to no more than a total of 30 days. If extenuating circumstances exist, the member may appeal to the Judicial Branch for additional time. In the event that a member of the Student Government Association takes a leave of absence, the member must notify their branch leader, or designee, of the leave in writing. The respective branch leader must formally notify the other branch leaders of the leave if the member receives **payment from the Student Government Association.** All branch leaders must make the leaves of members receiving **payment from the Student Government Association** public to the rest of their branch. **No member may receive payment from the Student Government Association while on a leave of absence.**

**Appendix A: Membership & Payment Tier Chart**

SGA TIER CHART FOR STUDENT INVOLVEMENT						
	EXECUTIVE BRANCH			LEGISLATIVE BRANCH		JUDICIAL BRANCH
TIER 1	President \$15/hr	Vice President \$14/hr		Speaker of the Senate \$15/hr	Chief Justice \$15/hr	
TIER 2	Chief of Staff \$13/hr	Directors \$12/hr	Auditor \$9/hr	Committee Chairs \$10/hr	Senate Secretary \$9/hr	Justices \$10/hr Court Clerk \$9/hr
TIER 3	Board Coordinators \$8/hr	Editors \$10/hr	Carillon Writers \$50/article	Senators \$8/hr		
TIER 4	General Board Members \$8/hr					

TIER 1 MEMBERS MAY ONLY HOLD A SINGLE POSITION IN SGA.  
 TIER 2 MEMBERS MAY ONLY HOLD A SINGLE POSITION IN SGA.  
 TIER 3 MEMBERS MAY HOLD ONE TIER 4 POSITION.  
 TIER 4 MEMBERS MAY PARTICIPATE IN MULTIPLE TIER 4 POSITIONS OR ONE TIER 3 POSITION.