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CHAPTER 100 STRUCTURE OF THE BYLAWS

100.1 The Bylaws shall be arranged by subject matter within seven (7) titles according to the following scheme:

- Title I Administrative/General
- Title II Legislature
- Title III Executive
- Title IV Standing and Joint Committees
- Title V Executive Committees and Agencies
- Title VI Elections
- Title VII Finance

100.2 The annual Finance Policy will be drafted by the Finance Committee, passed into the Senate, approved by the President, and added to the bylaws annually as Title VII.

100.3 There shall remain one official copy of the Student Government Bylaws which shall be available online and in the Student Government office. The Parliamentarian will be responsible for keeping the bylaws updated.

100.4 The Bylaws will be altered and amended by a passage of a Bill through the Senate.
CHAPTER 101 MEDIA RELATIONS
101.1 All regular and emergency meetings of the Senate, as well as minutes and legislation, shall be available upon request to the media or the public, except when the Senate enters a closed-session meeting through a vote of the Senate.

CHAPTER 102 CODE OF ETHICS
102.1 At the end of the fall semester, the SGA advisor will review the cumulative grade point average and social standing of the members of the Student Government.
102.2 Senators are required to behave in a manner becoming of a Senator at all times, in meetings, in class, on and off-campus characterized by respect and collegiality through personal and social media conduct. Actions that are deemed to be in violation of this by Senate Leadership are grounds for disciplinary measures.
102.3 Senators are expected to abstain from any votes involving a club or organization they are a member of.

**TITLE II – LEGISLATURE**

Chapter 200 Apportionment  Chapter 201 Senate Speaker  Chapter 202 Senate Parliamentarian  Chapter 203 Senate Secretary  Chapter 204 Senate Leadership Committee  Chapter 205 Senatorial Responsibilities and Attendance  Chapter 206 Rules of Procedure  Chapter 207 Establishment of Sessions  Chapter 208 Ad-Hoc Members  Chapter 209 Term of Office  Chapter 210 Exclusionary Office Policy

**CHAPTER 200 APPORTIONMENT**

200.1 The Senate shall consist of thirty seats:
   a) College of Arts and Sciences (7 Senators)
   b) Stillman School of Business (3 Senators)
   c) School of Diplomacy (2 Senators)
   d) College of Education and Human Services (2 Senators)
   e) College of Nursing (2 Senators)
   f) Military Science (1 Senator)
   g) Freshmen (3 Senators)
   h) At-Large (7 Senators)
   i) College of Communication and the Arts (2 Senators)
   j) School of Theology (1 Senator)

200.2 When applicable, anyone running or seeking appointment to a seat must be a declared major in the school or college he/she is representing.

200.3 The International Senator must be a Seton Hall student holding a temporary student visa or having permanent resident status.

200.3 The Freshmen Senators must be first-year students entering the university with less than thirty credit hours.

200.4 At-Large Senate seats will be open to the entire student body.
CHAPTER 201 SENATE SPEAKER

201.1 The Speaker of the Senate shall serve as the chief legislative officer and will be elected by a secret ballot, majority vote at the first meeting of the senate session. If no majority exists, a runoff between the top-two vote getters will be held.

201.2 The speaker must have served at least one full term as a Senator.

The Senate Speaker shall:

a) Preside over all general, emergency and closed sessions of the Senate
b) Serve as the representative voice of the Senate
c) Appoint and disband special committees
d) Reapportion standing committees
e) Meet regularly with the Senate Leadership Committee
f) Supervise all impeachment proceedings and preside over all trials
g) Serve as the Vice-chair of the Elections Committee
h) Serve as an ex-officio member on any senate committee
i) Call emergency sessions of the Senate
j) Serve at least two open office hours weekly
k) Represent the legislature to the Executive Board in coordinating policy
l) Oversee the duties of all other senate officers and senator responsibilities
m) Chair the Senate Leadership Committee

201.4 The Senate Speaker shall not:

a) Engage in debate
b) Vote, except to break a tie in the Senate
c) Author or Cosponsor any legislation

CHAPTER 202 SENATE PARLIAMENTARIAN

202.1 The Senate Parliamentarian shall serve as the chief procedural officer and will be elected by a secret ballot, majority vote at the first meeting of the senate session. If no majority exists, a runoff between the top-two vote getters will be held.

202.2 The Parliamentarian must have served one full term as a Senator.

202.3 The Senate Parliamentarian shall:

a) Serve as the parliamentary advisor to the Speaker and interpret the constitution and rules of procedure.
b) Serve as the Senate Speaker Pro Tempore
c) Approve the structure of any piece of legislation before it has been presented to the Senate
d) Serve at least two open office hours weekly
e) Maintain the Constitution and Bylaws
f) Serve as vice-chair of the Senate Leadership Committee
CHAPTER 203 SENATE SECRETARY

203.1 The Senate Secretary shall serve as the chief clerical officer and will be elected by a secret ballot, majority vote at the first meeting of the senate session. If no majority exists, a runoff between the top two vote getters will be held. 203.2 The Senate Secretary shall:

a) Maintain all records and files of the Senate
b) Keep accurate minutes of all sessions of the Senate
c) Maintain and record attendance of Senate members at all sessions
d) Send out minutes within 48 hours of each meeting
e) Serve two open office hours weekly
f) Serve on the Senate Leadership Committee
CHAPTER 204 SENATE LEADERSHIP COMMITTEE
204.1 The Senate Leadership shall be comprised of the following members:
a) Senate Speaker
b) Senate Parliamentarian
c) Senate Secretary
d) Student Life Committee Chair
e) Finance Committee Chair
f) Public Relations Committee Chair
g) Academic Affairs Committee Chair
h) Village Relations Committee Chair
204.2 The Senate Leadership Committee shall meet regularly to update and develop projects and assignments. The Committee will make all determinations about disciplinary actions and impeachment proceedings.

CHAPTER 205 SENATORIAL RESPONSIBILITIES AND ATTENDANCE
205.1 Each Senator is elected by their specific constituency, by a plurality of the popular vote, to represent their will to the Student Government Association.
205.2 Each Senator must maintain at least a 2.5 cumulative grade point average, be a full time student, and be in good social standing.
205.3 Senators not holding a position on the Senate Leadership Committee are required to serve at least one open office hour per week.
205.4 Each senator will be placed on one standing committee and may serve on an unlimited number of special and joint committees.
205.5 Attendance is required at all Senate meetings, committee meetings, special sessions, Town Halls, trainings and any other events determined as mandatory by Senate Leadership and the Executive Board.
205.6 Absences will be characterized as excused or unexcused by the Senate Speaker. Twenty-four hour notification of absences must be emailed to the Senate Secretary and Senate Speaker for known scheduling conflicts. All Senate meetings are expected to take precedence over any other club or organization event unless special permission is given by the Speaker.
205.7 Once the attendance of a member reaches one unexcused missed meeting of the Senate in one semester or two in one term, the Speaker will send a letter of warning to the officer in question. 205.8 Once the attendance of a member reaches two unexcused absences in one semester or three in one term, the member shall be called in front of the Senate Leadership Committee to explain their absences. The Senate Leadership Committee will then determine if the member needs to be brought up on impeachment charges before the Senate.
205.9 Should any Senator wish to discuss an act of legislation, it must be approved by the Parliamentarian and presented to the Speaker, to be added as “New Business” before the Senate.

CHAPTER 206 RULES OF PROCEDURE
206.1 The Senate shall conduct all business per a determined Rules of Procedure which will be held and maintained by the Parliamentarian.
206.2 The Rules of Procedure will govern the speaking, voting, debating and procedural motions applicable to the business of the body and shall follow the main stipulations set forth in the most current version of Robert’s Rules of Order, except where otherwise outlined in the Bylaws.
206.3 The Rules will be amenable throughout the term via a 2/3 vote by the Senate.

CHAPTER 207 ESTABLISHMENT OF SESSIONS

207.1 The Senate shall meet on a regular weekly schedule, based on the semester’s academic calendar.
207.11 The Senate shall have the power to change the time, date and location of their meetings through a majority vote.
207.12 All established meetings are “General Sessions” of the Senate.
207.13 The agenda of the General Sessions, unless altered by a vote of the Senate, will be as follows:
(a) Call to Order
(b) Invocation
(c) Roll Call
(d) Gallery
(e) Approval of Minutes
(f) Approval of Agenda
(g) Public Forum
(h) Advisor’s Report
(i) President’s Report
(j) Treasurer’s Report
(k) Speaker’s Report
(l) New Business
(m) 
(n) Committee Reports
   i) Student Life   ii) Academic Affairs
   iii) Finance   iv) Public Relations
   v) Village Relations
(o) Old Business
(p) Senatorial Courtesy
(q) Announcements
(r) Adjournment
207.2 With a minimum of 24 hour notice, The Senate Speaker shall have the authority to call an emergency session. The SGA President may, with approval of the Senate Speaker, call for such a session.
207.3 The Senate has the right to enter into closed session to deal with internal matters with a majority vote of the body. Upon entry into a closed session, all non-SGA members (guests, gallery members) will be asked to leave.
CHAPTER 208 AD-HOC MEMBERS
208.1 Ad-Hoc members of the Senate may attend all general and emergency meetings, but must attend at least one Senate session, Town Hall, or Senate committee meeting during each month that the Senate is in session, and may offer procedural points, although they may not be formally recognized in debate, nor may they vote. 208.2 Ad-Hocs shall be appointed by the Speaker, confirmed by the Senate, and will be sworn in by the President.

208.2 Ad Hocs shall be appointed by the Speaker, confirmed by the Senate, and will be sworn in by the President.

208.3 Once an Ad Hoc member fails to attend one Senate session or Committee meeting per month, the member shall receive a warning letter. If said member fails to attend at least one senate session, Town Hall, or Senate committee meeting for a second month of the same academic year, the member will be called in front of the Senate Leadership Committee to explain his or her absences. The Senate Leadership Committee will then determine the consequences of the Ad-Hoc member’s actions.

208.4 The Senate Secretary will maintain attendance records for Ad-Hoc members and will be responsible for gathering Ad-Hoc attendance information from Senate committees.

CHAPTER 209 TERMS OF OFFICE
209.1 Senators shall be elected in the Spring Semester before the end of the previous academic term. 209.2 The officers of the Senate shall serve from the end of the joint session following the installation ceremony until the joint session of the following year.

CHAPTER 210 EXCLUSIONARY OFFICE POLICY
210 No officer of the Senate shall hold any position, elected or appointed, on the Executive Board. Likewise, no member of the Executive Branch may hold a Senate seat.

TITLE III – EXECUTIVE BRANCH
Chapter 300 President
Chapter 301 Vice President
Chapter 302 Treasurer
Chapter 303 Secretary
Chapter 304 Executive Board Appointees
Chapter 305 Executive Cabinet
Chapter 306 Terms of Office
CHAPTER 300 PRESIDENT
300.1 The President will be responsible for carrying out his or her duties according to Article III Section 2a of the Constitution.
300.2 The President may delegate any of those responsibilities to the Vice President or any other members, appointed or elected, of the Executive Board.
300.3 The President may take on additional roles outside of those contained in the Constitution as situations arise requiring his or her attention.
300.4 The President shall not serve on the Executive Board of any other SGA-recognized organization.
300.5 The President will serve at least two open office hours and will meet regularly with the SGA advisor and the Executive Board.
300.6 The President may serve as an ex-officio member without voting power of any committee on the Senate.

CHAPTER 301 VICE PRESIDENT
301.1 The Vice President shall serve as the projects and programs developer and coordinator, shall support the President in all actions and initiatives and will be responsible for carrying out the duties outlined in Article III Section 2b of the Constitution.
301.2 The Vice President, with the consent of the President, will delegate responsibilities with the support of the Speaker.
301.3 The Vice President may serve as an ex-officio member without voting power of any committee on the Senate.
301.4 The Vice President shall serve at least two open office hours per week and will meet regularly with the SGA advisor.
301.5 The Vice President shall serve as the Chair of the Elections Committee.
301.6 The Vice President shall not serve on the Executive Board of any other SGA-recognized organization.

CHAPTER 302 TREASURER
302.1 The Treasurer shall serve as the chief financial officer of the Student Government and will be responsible for allocating and maintaining all financial records, with the advice and consent of the Finance Committee.
302.2 The Treasurer will carry out his or her duties according to Article III Section 2c of the Constitution.
302.3 The Treasurer shall not serve on the Executive Board of any SGA-recognized club.
302.4 The Treasurer shall serve at least two open office hours weekly, be able to provide updated budget account information to any SGA officer upon request, and will meet regularly with the SGA Advisor and/or other members of the University Administration to keep all accounts up to date.

CHAPTER 303 SECRETARY
303.1 The Secretary shall serve as the clerical officer of the Executive Board and shall be responsible for all rights and responsibilities as prescribed in Article III Section 2d of the Constitution.
303.2 The Secretary will serve as the Chair of the Student Organization Advisory Council (SOAC).
303.3 The Secretary will maintain all correspondences between outside organizations and the SGA.
303.4 The Secretary shall serve two open office hours per week and meet regularly with the SGA Advisor.
303.5 The Secretary shall not serve on the Executive Board of any other SGA-recognized organization.

CHAPTER 304 EXECUTIVE BOARD APPOINTEES
304.1 The President may appoint other members to the Executive Board to assist in furthering the goals of the Board so long as any position does not interfere with the duties and responsibilities of any existing Executive Board position.
304.2 Any Executive Board Appointee will be appointed by the President and confirmed by a majority vote of the Senate.

CHAPTER 305 EXECUTIVE CABINET
305.1 The Executive Cabinet will consist of the President or his or her appointee of each SGA-recognized club and organization.
305.2 The body will meet at least once per semester, meeting more frequently as deemed appropriate by the Executive Board.
305.3 A representative from each organization receiving a budget from the Student Government must attend each mandatory meeting. Any absences to the mandatory meetings must be approved by the Treasurer and the Secretary.
305.4 Failure to attend mandatory meetings will authorize the SGA Treasurer to freeze the account of the club or organization in question and all programming will be suspended until the club or organization meets with the Treasurer and Secretary.

CHAPTER 306 TERMS OF OFFICE
306 The elected and appointed members of the Executive Board will serve from the end of the joint session (or when they are appointed) until the following joint session.

TITLE IV – STANDING & JOINT COMMITTEES

Chapter 400 Legislative Scope
Chapter 401 Student Life Committee
Chapter 402 Academic Affairs Committee
Chapter 403 Public Relations Committee
Chapter 404 Finance Committee
Chapter 405 Village Relations Committee
Chapter 406 Elections Committee
Chapter 407 Creation of a New Standing Committee
CHAPTER 400 LEGISLATIVE SCOPE
400.1 The Standing Committees of the Senate are established to carry out the business of the body, representing the students, in a day-to-day manner that does not require a formal vote by the Senate, acting to better the campus community and improve the student experience.
400.2 Each Committee will have one chairperson and will be tasked with certain goals, initiatives and topics as outlined in and reasonably interpreted from their appropriate chapter.
400.3 The Senate, at the first meeting after the Joint Session, shall elect a chairperson for each of the standing committees by a majority vote. If no majority exists, a runoff between the top-two vote getters will be held. No Senator may hold more than one chair position.
400.4 The chairperson of each committee will be responsible for collecting, creating and assigning tasks to the members of their committee, at the advisement of the Speaker and the suggestion of the President.
400.5 The chairperson of each committee is expected to relay their committee’s progress to Senate Leadership and the Senate as a whole.

CHAPTER 401 STUDENT LIFE COMMITTEE
401 The Student Life Committee is responsible for handling concerns and improving student satisfaction with various quality of life issues on campus, including but not limited to:
a) Food Services
b) Facilities and Building Hours and Service
c) Residential and Commuter Issues
d) On-Campus Safety and Security
e) General quality of life issues

CHAPTER 402 ACADEMIC AFFAIRS COMMITTEE
402 The Academic Affairs Committee is responsible for handling class/program related and otherwise academic concerns on campus, including but not limited to:
a) Curriculum and Program Issues and Changes
b) Academic Integrity
c) New and Existing Technology

CHAPTER 403 PUBLIC RELATIONS COMMITTEE
403 The Public Relations Committee is responsible for communicating the work of the Student Government to the student body, including but not limited to:
a) Advertising for all SGA functions and events
b) Maintaining all SGA bulletin boards and advertisement spaces
c) Working with the SGA Advisor to maintain and upkeep the SGA blog and website
d) Creating and producing all SGA advertisements, posters and presentations

CHAPTER 404 FINANCE COMMITTEE
404.1 The Finance Committee is tasked with working cooperatively with the Treasurer to allocate funds from the SGA budget to student organizations.
404.2 The Finance Committee shall be co-chaired by the Treasurer.
404.3 The Finance Committee shall be comprised of the following members:

a) SGA Treasurer

b) Finance Committee Chair

c) At least three (3) Senators selected by the Speaker

d) At least one (1) Non-SGA members selected by the Treasurer and Finance Committee Chair

e) A University administrator (appointed by the SGA advisor)

404.4 The Finance Committee is responsible for determining annual allocations for clubs and organizations, in-semester funding of clubs and organizations, maintenance of all SGA accounts, development and adjustment of the budget, and the creation of the annual Budget Standards. 404.5 SGA-recognized organizations have the right to appeal any Finance Committee decisions before the Senate as a whole. A 2/3 majority vote of the Senate is required to overturn any Finance Committee decisions. All appeals must be submitted no more than one week after the original decision.

CHAPTER 405 VILLAGE RELATIONS COMMITTEE

405 The Village Relations Committee is tasked with developing student relations with the Village of South Orange, operating as the voice of the students to address concerns, policies and issues including but not limited to matters of:

(a) Off-campus Safety
(b) South Orange Village Policies
(c) Interactions with Village Leadership
(d) Student membership on Village Boards

CHAPTER 406 ELECTIONS COMMITTEE

406.1 The Elections Committee shall oversee the elections and appointments for all positions on the Senate and the Executive Board.

406.2 The Elections Committee will consist of the following members, appointed by the Vice President with the guidance of the Speaker.

a) Vice President (Chair)

b) Speaker (Co-Chair)

c) President

d) 2 Senate Appointees

e) 1 Non-SGA Member

f) SGA Advisor (non-voting)

406.21 The Vice President shall serve as the organizational chairperson of the committee and shall not vote except to break a tie.

406.22 In the event that any member of the committee is running for office, they shall resign and the Vice President will appoint a replacement. If the Vice President is running for office, the Speaker will assume the position of chair. If both the Vice President and the Speaker are running for re-election, the longest-serving member of the Senate not running for re-election will assume the role of chair.
406.3 Further procedures and limitations can be found in TITLE VI.

CHAPTER 407 CREATION OF NEW STANDING AND AD-HOC COMMITTEES
407.1 The Senate, through constitutional amendment and appropriate legislation, may provide for the permanent creation of a new standing or joint committee to exercise powers as delegated to them.
407.2 The purpose of a proposed standing or joint committee must be permanent and long-term in nature and must be written into the bylaws.
407.3 Alternatively, Ad-Hoc Committees may be established. Ad-Hoc committees may have a flexible committee structure, composed of as few or as many members as deemed necessary by Senate Leadership, with or without a chairperson, so long as the committee is pursuing a worthy objective.
407.31 Ad-Hoc Committees are different from Standing Committees in that they are not meant to be permanent and are aimed at timely issues.
407.32 An Ad-Hoc committee, if it has a chair, will not have a seat on the Senate Leadership Committee.
407.4 The creation of the committee will take effect when a committee chair has been elected by a majority vote of the Senate and the chair, along with Senate Leadership, apportions members to staff the committee.

TITLE V – EXECUTIVE COMMITTEES AND SUBSIDIARY ORGANIZATIONS
Chapter 500  SGA Clubs and Organizations
Chapter 501  Student Organization Advisory Committee
Chapter 502  Creation of a new Executive Committee or Agency

CHAPTER 500 SGA CLUBS AND ORGANIZATIONS
500.1 The Student Government Association recommends for recognition and allocates funds to studentrun clubs and organizations.
500.2 SGA-recognized clubs and organizations must have at all times:
a) A faculty advisor as defined by the Student Organization Handbook.
b) At least 10 active members
c) An elected Executive Board that includes but is not limited to: a President, a Vice President, a Treasurer and a Secretary.
d) Regular meetings
e) Attendance at the SGA Leadership Conference and Executive Cabinet meetings
f) No debts or off-campus accounts
g) Good standing with the Department of Student Life
500.3 Further explanation of financial allocations will be laid out by the Budget Standards. 500.4 The SGA shall not support any organization which violates the University policy on nondiscrimination (see Student Organization Handbook).
CHAPTER 501 STUDENT ORGANIZATION ADVISORY COMMITTEE

501.1 The Student Organization Advisory Committee (SOAC) shall convene once per semester to evaluate applications for new clubs and organizations.

501.2 SOAC shall be co-chaired by the SGA Secretary and the SGA Advisor (or appointee).

501.3 The SGA Secretary shall appoint the following members to the committee:
   a) Senate Speaker
   b) 2 SGA Senators
   c) 2 Faculty/Administrative Representatives
   d) 2 non-SGA Student Representatives

TITLE VI – ELECTIONS

Chapter 600 Elections Committee
Chapter 601 Election Schedule
Chapter 602 Qualifications for Candidacy
Chapter 603 Elections Code of Ethics and Appeals
Chapter 604 Applications for Open Seats

CHAPTER 600 ELECTIONS COMMITTEE

600.1 The elections committee is tasked with determining election dates, publishing guidelines, determining eligibility, and handling appeals and grievances of all Executive Board and Senate elections.

600.2 All decisions made by the SGA Elections Committee may be appealed to the Senate within seven days of the ruling and can be overturned with a 2/3 majority vote.

CHAPTER 601 ELECTION SCHEDULE

601.1 The Elections Committee shall meet with the SGA Advisor to set dates for the following events, in the respective timeline:
   a) At least two Interest Meetings
   b) Application Deadline
   c) Start of Campaign Week (two weeks before election)
   d) Official Meet the Candidate Forum (one week before election)
   e) Election Day
   f) Deadline for Appeals & Finalization of Election (24 hours from closing of polls)
   g) Installation Ceremony
   h) Joint Session of the Senate

601.2 Changes in the schedule may be made to account for an interruption due to Spring Break, emergency or an alteration of the academic calendar.

601.3 Elections shall be held electronically by links sent to each student’s University email address. 601.4 Each student will be emailed appropriate links for their respective constituencies to which they belong.

601.5 Any violation regarding elections procedures or violations of the Code of Ethics outlined below should be directed to the SGA Advisor and will be resolved with the assistance of the Elections Committee.
601.6 The winner of each seat shall be the individual winning a plurality of the votes for the seat. 601.7 The total vote counts will be made public by the Elections Committee with the assistance of the Public Relations Committee within two business days of the end of elections.

CHAPTER 602 QUALIFICATIONS FOR CANDIDACY
602.1 All candidates must represent the constituency or the office they are seeking, being a declared major in the school or college they wish to represent where applicable. Each candidate must be a full time student with a minimum 2.5 cumulative grade point average and be in good social standing.
602.2 All candidates, should attend:
   a) Interest Meeting
   b) Meet the Candidates
   c) Leadership Conference
602.3 All candidates are required to gather signatures from their prospective constituents, endorsing them as a student worthy of holding a seat on the Student Government. The following minimums are required for each position sought:
   a) SGA Executive Board member – 200
   b) Arts & Sciences, At-Large– 100
   c) Business, Diplomacy, Education, Nursing– 50
   c) International Senator, ROTC – 25
602.4 All candidates must submit a signed affidavit stating that they understand and agree to the provisions in this chapter as well as any other rules created prior to the election cycle by the Elections Committee.
602.5 Any violation or ignorance of the above policies or those determined by the Elections Committee may result in the rejection of candidacy for a potential candidate. All candidates will be notified of their eligibility before the start of the campaign cycle.

CHAPTER 603 ELECTION CODE OF ETHICS AND APPEALS
603.1 RIGHTS & RESPONSIBILITIES of a Candidate:
   a) Form political parties
   b) Begin active campaigning the first day of the campaign cycle
   c) Give away any individual item valued under $5.00
   d) Post, chalk and distribute materials per university and building policies
   e) Maintain a detailed budget of campaign materials, available upon request to the Elections Committee. The total budget may not exceed $1,000 for the entire campaign period.
603.2 Candidates and others associated with any campaign may not:
   a) Campaign within the SGA Office
   b) Remove or damage materials of any candidate or condone their removal or damage
   c) Provide direct rewards (monetary or otherwise) for votes
   d) Use SGA-allocated funds from the SGA or any other organization
   e) Engage in mass-emailing
   f) Receive or request endorsements from any member of the Elections Committee
603.3  All candidates are expected to act in a manner becoming of an aspiring senator characterized by respect and collegiality through personal and social media conduct.
603.4  Candidates may file a formal appeal with the SGA Advisor if they can show damage to their own campaign or cite a violation of this chapter committed by another party. All appeals and complaints must be filed within 24 hours of the end of elections.
603.5  Appeals will be reviewed by the SGA Advisor in conjunction with the elections committee to determine if any action will be taken.

CHAPTER 604 APPLICATIONS FOR OPEN SEATS
604.1  Upon the vacancy of a Senate seat and/or within two weeks of the start of the Fall Semester, the Elections Committee will initiate the application process to fill the three Freshmen Senator Seats as well as any open seats from the end of the previous academic year.
604.2  The Elections Committee, with the assistance of the Public Relations Committee, will advertise the application process for at least two weeks before the deadline for applications.
604.3  Following the receipt of all applications, the Elections Committee will set an agenda for interviews, which will last for one week.
604.4  If there is not agreement among all members of the elections committee about a certain candidate a formal vote will be held by the Vice President.
604.5  All new members will be sworn in by the SGA President at the following SGA meeting.

TITLE VII – FINANCE
Chapter 700  Structure and Governance
Chapter 701  Funding Eligibility
Chapter 702  Organization Classifications
Chapter 703  Basic Funding Guidelines
Chapter 704  Finance Committee
Chapter 705  Violations and Penalties
Chapter 706  Internal SGA Allocations
Chapter 707  Agreements

CHAPTER 700 STRUCTURE AND GOVERNANCE
700.1  The Finance Committee shall review The Annual SGA Finance Policy each year.
700.2  TITLE VII and The Annual SGA Finance Policy shall be provided to all SGA recognized clubs and organizations. These bylaws and the Finance Policy will serve as the governing agreement between the Student Government Association and its member organizations.
700.3  All non-SGA organizations and departments seeking funding shall also be subject to all rules and regulations, and funding shall be appropriated within accordance of these guidelines and the current Finance Policy.
CHAPTER 701 FUNDING ELIGIBILITY

701.1 In order to be eligible to receive funding from SGA, a student club or organization must fulfill the following requirements:

701.11 Be a classified SGA organization, recognized through SOAC and the Dean of Students Office.

701.12 Attend appropriate Executive Cabinet meetings and Leadership Institute programming as required by the SGA Executive Board.

701.13 Submit a completed budget application to the Student Government Association Treasurer which includes:
   a. Organization Information including name, mission, and constitution
   b. Organization Leadership
   c. Advisor Information
   d. Budget Application

701.14 Have no off-campus banking or checking account(s).

701.15 All organizations MUST host their elections prior to the deadlines established by SGA in order to be eligible for SGA funding.

701.16 In order to be eligible for direct or indirect funding throughout the year, SGA recognized clubs and organizations must follow all SGA and Department of Student Life Policies.

CHAPTER 702 ORGANIZATION STATUS

702 The following classifications shall fall under the jurisdiction of the Student Government Association:

   (a) Active: Fully recognized organization in good standing with the SGA and Department of Student Life.
   (b) Inactive: An organization that was once recognized by the SGA but is no longer active for reasons that are not judicial in nature.
   (f) Provisional: All organizations recognized by SOAC in the fall and spring semesters will be deemed Provisional Organizations. They will be ineligible for direct funding for a full year, or until they apply for, and are granted nonprovisional status through SOAC. They will be able to request allocations from the Finance Committee for the entire year following SOAC recognition.

CHAPTER 703 BASIC FUNDING GUIDELINES:

703.1 The SGA Treasurer and Finance Committee will fund SGA recognized organizations in accordance with the Annual SGA Finance Policy and the following definitions.

703.11 Direct Funding

   (a) Organizations shall be recognized and funded through a system determined annually by the SGA Treasurer. This system will be stated in the Annual SGA Finance Policy, which will be distributed to all SGA-recognized clubs and organizations prior to the budget process.
(b) Such funding shall be used at the discretion of the organization and its leadership, with approval of the SGA Treasurer and appropriate consent from the Department of Student Life.

703.12 Supplemental Funding
(a) Through the Finance Committee, recognized student organizations may request SGA funds for non-budgeted/new events, conference costs, and other additional funding. The proposals must demonstrate to the Finance Committee that the programs are educational and/or for the benefit of the Seton Hall Community. Programs should help further the group’s mission statement as outlined in their annual application and must be open to the entire student body.
(b) Proposals for indirect funding may only be made after all direct funding has been depleted or plans are made for the remainder of the funds.
(c) The SGA Treasurer is responsible for transferring funds into student group’s accounts upon approval of the Finance Committee.
(d) No two organizations may come before the Finance Committee to request additional funding for the same program that they are jointly hosting. Funding for the program will only be granted to one of the organizations.

703.13 Co-Sponsorship Funding
(a) Through submission of program proposals, non-SGA organizations, departments, and Greek organizations may request funding for events that serve the entire campus community.
(b) Recommendations for such funding shall be given from the SGA Treasurer to the Senate, at which a simple majority vote is needed to grant such funding.
(c) Co-sponsorships will not be granted to non-SGA organizations for programs to which the Finance Committee has already granted additional funding to an SGA recognized organization for.
(d) Funding proposed by members of the senate shall be voted on in descending order of value.

703.14 The SGA Treasurer reserves the right to take back funding from SGA organizations when:
(a) A surplus is left over after receiving Programming Funding.
(b) After the Fall and Spring Review, an organization has unused money from their direct allocation with no plan to use it.
(c) An organization has been found in violation of a University or SGA policy.

CHAPTER 704 FINANCE COMMITTEE
704.1 The Finance Committee, as defined in Chapter 404, shall be empowered by the Senate to exercise powers in regards to the allocations and accounts of all SGA organizations, the review of transportation, and the development of their budgets.
704.2 Meetings and Operations
704.21 The Finance Committee will meet once a week throughout the entire academic year in the University Center.
The Finance Committee will review all forms and reports from clubs and organizations.

Any member of the Finance Committee that accumulates 3 unexcused absences during meetings will be replaced. Attendance is mandatory for all voting members. All decisions will be made by majority vote pending on majority of the Finance Committee being present.

This Committee is authorized to work with the SGA Treasurer to allocate and manage funds for all SGA recognized organizations.

The SGA Treasurer or Finance Committee Chair must report to the weekly Senate meetings with all activity done by the Finance Committee.

CHAPTER 705 VIOLATIONS AND PENALTIES

The Finance Committee reserves the right to meet with any student organization found to be in violation of these standards and review the organization’s eligibility for funding.

The Finance Committee and the SGA Treasurer reserve the right to review any individual account and obtain the organization’s accounting records. Lack of sufficient accounting or records may result in the suspension of organization funding until all matters are resolved. Such organizations shall not be eligible to receive direct or indirect funding during that period.

The Finance Committee may order an organization to replace its Treasurer if that Treasurer is found to have continually violated budget standards, University standards, Department of Student Life standards, or impedes the financial operations of the organization.

All revenues collected by an organization must be deposited in the SHU account. Fundraisers must be approved by SGA and the Department of Student Life and follow SGA and the Department of Student Life guidelines.

Any organization whose members forge names or records of member lists for an organization, activity, or application shall forfeit their privilege to use any SGA funds and will be referred to the Community Standards process.

Infractions may result in the freezing of an account or denial of an application for funds the following year according to Finance Committee and Student Senate approval.

CHAPTER 706 INTERNAL SGA ALLOCATIONS

The Executive Branch shall determine needs for an operating budget prior to the completion of the proposed fiscal budget for the entire organization. Senate must approve such an allocation.

Additional funds needed by the SGA for programs or projects must be proposed to the Finance Committee for approval.

All operating transactions must be approved by both the SGA President and Treasurer.

CHAPTER 707 AGREEMENTS

The SGA President, with the assistance of the Treasurer, may negotiate agreements on behalf of the Student Government Association for services dealing with advertisement and press, development, purchasing, etc.
707.3 All agreements must be approved by the Senate, and shall expire at the end of the term. Ongoing agreements can be renewed by a majority vote of the Senate.