



SGA

STUDENT GOVERNMENT
ASSOCIATION

BYLAWS

SGA BYLAWS: TABLE OF CONTENTS

TERMS & DEFINITIONS	3
ARTICLE I: EXECUTIVE OFFICERS	4
SECTION A: CORPORATE POWERS	4
SECTION B: MEMBERSHIP	4
SECTION C: QUALIFICATIONS	4
SECTION D: EXECUTIVE OFFICERS' COLLECTIVE FUNCTION	4
ARTICLE II: REPRESENTATIVE OFFICERS	8
SECTION A: QUALIFICATIONS	8
SECTION B: MEMBERSHIP	8
SECTION C: REPRESENTATIVE OFFICER POSITION DETAILS	8
ARTICLE III: SGA MEETINGS	11
SECTION A: STUDENT GOVERNMENT MEETINGS	11
SECTION B: EXECUTIVE OFFICER MEETINGS	12
SECTION C: REPRESENTATIVE OFFICER MEETINGS	13
SECTION D: CLUB MEETINGS	13
ARTICLE IV: SGA POLICIES & PROCEDURES	15
SECTION A: COMMITTEES	15
SECTION B: VOTING AND ELECTION RULES	15
SECTION C: PERFORMANCE REVIEW SURVEYS	16
ARTICLE IV: CLUBS AND ORGANIZATIONS	18
SECTION A: PURPOSE OF CLUBS AND ORGANIZATIONS	18
SECTION B: MEANS OF ESTABLISHING A CLUB OR ORGANIZATION	18
SECTION C: OUTSIDE MEMBERSHIP	18
SECTION D: CLUB/ORGANIZATION STATUS	18
SECTION E: FUNDING CLUBS/ORGANIZATIONS	19
SECTION F: DISBURSEMENT OF FUNDS	20
SECTION G: CLUB/ORGANIZATION INVENTORY	20
SECTION H: CONFLICT OF INTEREST	21

Terms & Definitions

Student Government Association (SGA)

The term *Student Government Association* or *SGA* refers to the student organization of governance established to govern, lead, and represent the Fresno Pacific University student body.

Student Government Officer(s)

The term *Student Government Officer(s)* refers, collectively or individually, to the 17 elected and appointed officer(s) of the Student Government Association.

Executive Officer(s)

The term *Executive Officer(s)* refers, collectively or individually, to the six members of the Student Government who have been elected or appointed to lead and manage the governing body.

Representative Officer(s)

The term *Representative Officer(s)* refers, collectively or individually, to the 11 members of the Student Government who have been elected or appointed to represent a select group of students.

SGAFPU Member(s)

The term *SGAFPU Member(s)* refers, collectively or individually, to the traditional undergraduate (TUG) student body members taking at least 6 units.

Article I: Executive Officers

Section A: Corporate Powers

Executive Officers of the Student Government Association are empowered to hold office for one year, from the end of the spring semester they are elected until the end of the following spring semester.

Section B: Membership

Clause I

The elected voting membership shall be constituted as follows:

- A. SGA President
- B. SGA Vice President
- C. SGA Finance Manager

Clause II

The Appointed voting members shall be constituted as follows:

- A. SGA Executive Secretary
- B. SGA Clubs Coordinator
- C. SGA Marketing Coordinator

Section C: Qualifications

Clause I

All Executive Officers must fulfill the following qualifications:

- A. be a traditional undergraduate, full-time student (12 or more units)
- B. not subject to Academic Ineligibility
- C. not on disciplinary probation
- D. meet criteria outlined in the job description
- E. be able to serve for one full year

Section D: Executive Officers' Collective Function

Clause I

In matter of representation shall:

- A. Serve on committees throughout the University as needed. Appointments to these committees will begin with Executive Officers, then Representative Officers. Should there be no volunteers, committee membership will be opened to the entire student body. The final appointment to any committee shall be made by the SGA President, in collaboration with the appropriate committee chair. These committees include but are not limited to:
 - 1. Student Life Committee
 - 2. Alumni Council
 - 3. University Diversity Committee
 - 4. Student Judicial Board

5. Baccalaureate Petition Committee
- B. Hold the SGA elections generally after the fifth week of the spring semester.
- C. Make reports of student issues, concerns, and SGA business with all appropriate individuals and make appropriate groups and councils.

Clause II

In matters of finance shall:

- A. Formulate and approve the SGA budget in collaboration with Representative Officers.
- B. Appropriate General Fund expenditures in collaboration with Representative Officers.
- C. Review all budgets and fund requests prior to being placed on the Student Government Meeting agenda.
 1. All budgets and fund requests submitted by the deadline set by the Executive Officers shall be placed on the Student Government Meeting agenda, in the event Executive Officers are unable to review it.

Clause III

In additional matters shall:

- A. Reserve the right to correspond and make decisions electronically, including but not limited to text messaging or social media outlets, in the case that all members are properly informed and that a clear majority is rendered.

Section D: Individual Function

Clause I

SGA President

- A. Shall represent the student body of Fresno Pacific University
 1. On the Fresno Pacific University Board of Trustees;
 2. On the Fresno Pacific University President's Council
 3. At the Fresno Pacific University Faculty Senate
 4. On or at any additional committees or groups
- B. Shall preside over all and call all special meetings of the Executive Officers
- C. Shall:
 1. Cast the deciding vote when secret ballot votes result in a tie
 2. Have the power to veto any decision on part thereof related to Student Government Association decisions/initiatives/votes, a presidential veto may be over-ridden by a 2/3 affirmative vote of the Student Government Officers.
- D. Shall meet biweekly in separate meetings with the SGA Advisor and Vice President of Student Life

Clause II

SGA Vice President

- A. Shall preside over all meetings of the Student Government Officers
- B. Shall perform the functions of the President in case of absence or when so delegated
 1. Shall fill the SGA President position would it become vacant
- C. Shall oversee all SGA elections
- D. Shall meet biweekly with all Representative Officers in a Representative Meeting

- E. Shall call special meetings of the Student Government Officers with at least 48 hours' notice
- F. Shall update Executive Officers of activities, programs, and forthcoming fund requests of the Representative Officers.
- G. Shall meet biweekly with the SGA Advisor

Clause III

SGA Finance Manager

- A. Shall administer finances of the SGA by:
 - 1. Keeping suitable records
 - 2. Executing all expenditures together with the Vice President of Student Life and/or SGA Advisor
- B. Shall submit a financial report to the Executive officers when requested
- C. Shall submit a financial report at each Student Government meeting.
- D. Shall make accessible any financial records to anyone in the University community
- E. Shall receive monthly budget reports on SGA finances and report them to the Executive Officers
- F. Shall maintain all SGA, club, and organization budget accounts in collaboration with the Business Office
- G. Shall have general discretion when processing financial transactions
- H. Shall meet biweekly with the SGA Advisor

Clause IV

SGA Executive Secretary

- A. Shall take minutes at all Student Government and Executive Officer Meetings and maintain the records for the University Archives
- B. Shall serve as the general office manager of the SGA office
- C. Shall publish a newsletter, in collaboration with the SGA Marketing and Communications Coordinator and the rest of the Executive Officers twice per semester.
- D. Shall oversee all additional administrative tasks and Student Government Officers as requested by the Executive Officers
- E. Shall be appointed by all newly elected Executive Officers
- F. Shall meet biweekly with the SGA Advisor

Clause V

SGA Clubs Coordinator

- A. Shall work in collaboration with the Finance Manager and SGA to help clubs secure recognition and any subsequent funding
- B. Monitor club activities and levels of attendance at club meetings and events
- C. Provide necessary SGA materials (including, but not limited to, SGA Bylaws, SGA Constitution, Club Recognition Forms, Club Renewal Forms, SGA Fund Request Forms, SGA Advertising Request Forms)
- D. Attend at least one meeting of each club per semester and at least one club meeting per week.
- E. Organize and oversee at least one Club Rush per semester

- F. Report all budgets and fund requests of clubs and organizations to the Student Executive and speak on Student Executives' behalf as to their recommendations on matters of funding.
- G. Be regularly accessible to current and potential club leaders
- H. Shall be appointed by all newly elected Executive Officers
- I. Shall meet biweekly with the SGA Advisor

Clause VI

SGA Marketing Coordinator

- A. Shall oversee all current and future social media accounts of SGA
- B. Shall collaborate with the SGA Executive Secretary to publish a newsletter twice per semester.
- C. Shall make advertisements for SGA and SGA club/organization events as requested
- D. Shall submit television advertising materials to the Student Activities Coordinator
- E. Shall generally be tasked with drafting all letters on behalf of SGA
- F. Shall be appointed by all newly elected Executive Officers
- G. Shall meet biweekly with the SGA Advisor

Article II: Representative Officers

Section A: Qualifications

Clause I

All Representative officers must fulfill the following qualifications:

- A. be a traditional undergraduate, full-time student (12 or more units)
- B. not subject to Academic Ineligibility
- C. not on disciplinary probation
- D. meet criteria outlined in the job description
- E. be able to serve for one full year

Section B: Membership

Clause I

The elected voting membership shall be constituted as follows:

- A. Freshman Class Representative
- B. Sophomore Class Representative
- C. Junior Class Representative
- D. Senior Class Representative
- E. Resident Representative
- F. Commuter Representative

Clause II

The Nominated/Appointed voting members shall be constituted as follows:

- A. School of Natural Sciences Representative
- B. School of Business Representative
- C. School of Humanities, Religion, and Social Sciences Representative
- D. International Student Representative
- E. Athletics Student Representative

Section C: Representative Officer Position Details

Clause I

Representative Officer collective function

- A. Representative Officers are responsible for the overall representation of their respective constituency. This includes but is not limited to:
 - 1. Creating events and processes designed to solicit questions, concerns, suggestions, and feedback from a broad cross-section of constituents.
 - 2. Working directly to meet needs, address concerns, and improve the experience and satisfaction of constituents
 - 3. Communicating the views and concerns of constituents to relevant university staff and faculty

4. Communicating with constituents on behalf of SGA and/or university staff and faculty
- B. Representative Officers are responsible for assisting in the overall management and functioning of the Student Government Association as determined by Student Executive members and Student Government. These responsibilities include but are not limited to:
 1. Assisting with SGA responsibilities at New Student Orientation
 2. Scheduling hours to help staff the SGA office
 3. Serving on assigned committees
- C. Additional responsibilities as assigned

Clause II

Elected Representatives

- A. Class Representatives (4)
 1. One Class Representative from the Freshman class is elected on or before September 20 to serve for the remainder of the current school year.
 2. One Class Representative from the Sophomore, Junior, and Senior classes are elected in the Spring by members of his or her current class for service in the next year (i.e. spring term juniors elect the upcoming year's Senior Class Representative).
- B. Commuter Student Representative (1)
 1. One Commuter Student Representative is elected in the spring by vote of traditional undergraduate commuter students for service in the next year.
- C. Resident Student Representative (1)
 1. One Resident Student Representative is elected in the spring by vote of traditional undergraduate resident students for service in the next year.

Clause III

Nominated and Approved Representatives

- A. School Representatives (3)
 1. One School Representative from each of the three academic schools is nominated by the Dean and/or designated faculty. These schools are:
 - a. School of Business
 - b. School of Natural Sciences
 - c. School of Humanities, Religion, and Social Sciences
 2. Upon seeing that the nominated representative meets all criteria of Representative Officer and is willing and able to perform the requirements of the position, the Executive Officers shall approve the nomination. If the nominee is determined to be ineligible or unfit for the position of Representative Officer, the Dean will be notified, and a new nominee shall be sent forth.
- B. Athletics Student Representative (1)
 1. One Athletics Student Representative is nominated by the Director of Athletics.
 2. Upon seeing that the nominated representative meets all criteria of Representative Officer and is willing and able to perform the requirements of the position, the Executive Officers shall approve the nomination. If the nominee is determined to

be ineligible or unfit for the position of Representative Officer, the Director of Athletics will be notified, and a new nominee shall be sent forth.

C. International Student Representative (1)

1. One International Student Representative is nominated by the Director of International Programs and Services in collaboration with relevant constituencies.
2. Upon seeing that the nominated representative meets all criteria of Representative Officer and is willing and able to perform the requirements of the position, the Executive Officers shall approve the nomination. If the nominee is determined to be ineligible or unfit for the position of Representative Officer, the Director of International Programs and Services will be notified, and a new nominee shall be sent forth.

Clause IV

Representative Officer positions may be created, discontinued, or modified by a majority vote of the Student Government Officers in order to meet the needs of the student body. (special note: generally, a position change should take place between terms in order to allow the incumbent officer to maintain his or her position until the completion of his or her elected term)

Article III: SGA Meetings

At the discretion of the Vice President for Student Life, SGA Advisor, and the respective meeting chairs, up to one half of one month's pay may be deducted from a Student Government Officer's pay for each of three tardies or one unexcused absence from mandatory meetings.

Section A: Student Government Meetings

Student Government Officers shall assemble in a biweekly meeting, and in special sessions determined by the SGA Vice President with a minimum of 48 hours' notice to the student body.

Clause I

The SGA Vice President shall set the agenda, chair, and decide procedural questions for Student Government Meetings.

Clause II

The most recent edition of Robert's Rules of Order shall be observed in general during formal Student Government meetings. This does not prohibit the suspension of parliamentary rules in an open forum, but procedure must be observed for any formal action to be taken on a motion.

Clause III

Quorum

- A. Quorum Shall be required only when votes are being taken and/or binding decisions are being made (special note: even then it may be prudent to suspend active discussion when quorum is not present, failure to do so may lead to confusion later).
- B. Quorum shall consist of a 60% majority of the Student Government Officers.

Clause IV

Agenda for Student Government meetings shall be:

- A. Attendance
- B. Call to Order
- C. Devotional
- D. Approval of the Minutes (from previous meeting)
- E. Reports from all Student Government Officers
- F. Old Business
- G. New Business
- H. Open Floor
- I. Closing Prayer and Adjournment

Clause V

Voting

- A. Shall be a majority vote of the present quorum
- B. Shall be by a show of hands in favor and in opposition, unless a secret ballot is moved for and seconded.
- C. The SGA President casts the tie-breaking vote in any secret ballot vote that ends in a tie
- D. All members who consciously abstain from voting may make their abstention known with or without reason

- E. No one is permitted to hold more than one voting card or cast more than one vote in any Student Government meeting. Absent representatives may have others report on their behalf but may not present any agenda items.

Clause VI

Attendance

- A. All Student Government Officers are required to attend all Student Government meetings.
- B. All Student Government Meetings are open to the entire university community, unless a closed session is called. All current students are invited and encouraged to attend.
- C. When requesting funds from Student Government, clubs and other groups are required to send a representative to the Student Government meeting in order to present the fund request and field questions from members of the Student Government Officers.

Section B: Executive Officer Meetings

Executive Officers shall have two hours set aside each week for Executive Officer meetings

Clause I

The SGA President shall set the agenda, chair, and decide procedural questions for Executive Officer Meetings.

Clause II

The most recent edition of Robert's Rules of Order shall be observed in general during formal Executive Officer meetings. This does not prohibit the suspension of parliamentary rules in an open forum, but procedure must be observed for any formal action to be taken on a motion.

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Quorum

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- B. Quorum shall consist of a 60% majority of the Executive Officers.

Clause IV

Agenda for Executive Officer meetings shall be:

- A. Attendance
- B. Call to Order
- C. Devotional
- D. Approval of the Minutes (from previous meeting)
- E. Reports from all Executive Officers
- F. Old Business
- G. New Business
- H. Open Floor
- I. Closing Prayer and Adjournment

Clause V

Voting

- A. Shall be a majority vote of the present quorum
- B. Shall be by a show of hands in favor and in opposition, unless a secret ballot is moved for and seconded.
- C. The SGA President casts the tie-breaking vote in any secret ballot vote that ends in a tie
- D. All members who consciously abstain from voting may make their abstention known with or without reason
- E. No one may cast more than one vote on any motion.

Clause VI

Attendance

- A. All Executive Officers are required to attend all Executive Officer meetings.
- B. All Executive Officer meetings are closed to visitors, except by invitation.

Section C: Representative Officer Meetings

Representative Officers shall meet biweekly, and in special sessions determined by the SGA Vice President with a minimum of 48 hours' notice.

Clause I

The SGA Vice President shall set the agenda, chair, and decide procedural questions for Representative Officer Meetings.

Clause II

At the discretion of the SGA Vice President, the most recent edition of Robert's Rules of Order may be observed in general.

Clause VI

Attendance

- A. All Representative Officers are required to attend all Representative Officer meetings.
- B. All Representative Officer meetings are closed to visitors, except by invitation.

Section D: Club Meetings

FPU club leaders shall meet monthly, and in special sessions determined by the SGA Clubs Coordinator with a minimum of 72 hours' notice to the club leaders.

Clause I

The SGA Clubs Coordinator shall set the agenda, chair, and decide procedural questions for Clubs meetings.

Clause II

At the discretion of the Clubs Coordinator, the most recent edition of Robert's Rules of Order may be observed in general.

Clause VI

Attendance

- A. All Club Officers are required to attend all Club meetings.
- B. All Club meetings are closed to visitors, except by invitation.

Article IV: SGA Policies & Procedures

Section A: Committees

Clause I

Executive Officer Committees are established to research issues, develop opinions, oversee specific areas, and make recommendations to Student Government. The president shall make or approve all committee appointments and may attend any committee meeting.

Clause II

The creation or dismissal of all committees must be approved by the appropriate SGA body (i.e. Student Executive or Student Government).

Clause III

All committee members are expected to report to the applicable SGA body on behalf of the committee, when appropriate.

Section B: Voting and Election Rules

Clause I

Elections

- A. Applications/Petitions for all SGA positions shall be printed, distributed, and collected by the SGA Vice President during the first half of the Spring semester.
- B. Shall require the following information:
 1. Name of nominee
 2. Desired position
 3. Qualifications and/or experience, as stated in the job descriptions
 4. Reasons for applying, expressed through questions asked by the SGA Vice President.
 5. The signatures of 40 FPU students supporting the individual's candidacy (this is not a pledge to vote for); petitions are not required for appointed positions
- C. Students may only run for one SGA position per election, and for some or all appointed positions.
- D. Shall be open to the entire Traditional Undergraduate (TUG) student body of Fresno Pacific University and done in a method set at the discretion of the current Executive Officers with the expectation of:
 1. Two people, not currently running for office must staff the voting booth during the voting, preferably Student Government Officers or hired Student Government staff; in the case there are voting booth vacancies, Student Life staff will be asked to help.
 2. Voting must be offered on at least two consecutive days.
- E. Applicants shall be elected to office by a majority vote of the ballots cast.
 1. When three or more candidates run for one position, a clear majority vote must be cast in order to be elected. When no clear majority vote is cast, a run-off election will be held between the two highest candidates. If one of the applicants in a run-

- off election withdraws from the run-off, then a run-off election between the highest two remaining candidates will be held
2. When two applicants run for one position, a clear majority vote must be cast to be elected.
 3. When an applicant runs for one position unopposed, students shall vote “yes” or “no” on whether to elect the candidate. A favorable clear majority vote must cast to be elected. An unfavorable simple majority vote constitutes a vacancy in that office. This vacancy will be filled according to the original procedures for election of officers.
 4. Votes are to be counted in the presents of at least two current Student Government Officers and the SGA Advisor or Supervisor. Those running for election may also have a representative other than their selves present.
 5. Anyone running for office may request one recount of the ballots.
- F. Run-off elections shall be held as soon as possible following the general election, to be established by the SGA Vice President
- G. Emergency elections shall be held as follows:
1. Applications shall be printed, distributed and collected by the SGA Vice President at least one week prior to the application deadline.
 2. Voting shall take place one week after the application deadline.

Clause II

Appointments

- A. Shall be by majority vote of the responsible body
- B. Shall be made by the responsible body only after appropriate election attempts have been made
 1. Elected SGA positions vacated in the fall will generally be filled through election
 2. Elected SGA positions vacated in the spring will generally be replaced by appointment at the option of Student Executive
 3. Nominated/Appointed SGA positions vacated in the fall or spring shall be replaced by nomination/appointment.
- C. Executive Officers shall resign all other SGA positions upon appointment

Clause III

Vacancies

- A. If a Student Government Officer, must be replaced, or is removed from office, a vacant position is created.
- B. All other positions shall be filled according to the procedures of original appointment as stated in Article III, Section E, Clause II.

Section C: Performance Review Surveys

- A. During the last meeting of the fall semester, the Representative Officers shall complete surveys reviewing the performance of all Executive Officers based on each Officers’ duties and job descriptions. These surveys are to be kept by the SGA Advisor. The survey results are to be compiled and shared to survey subjects by the SGA Advisor.

- B. After assessing the surveys, the Vice President of Student life in collaboration with the SGA Advisor will determine if any Executive Officers or Representative Officers should be recalled from office and a vacancy shall be created.
- C. The SGA Vice President may administer supplemental surveys to review the performance of Senators. These survey results are to be compiled and shared by the SGA Vice President to the survey subjects.
- D. Additional performance reviews can be called by a majority vote of Student Government. Any voting member of Student Government shall reach out to the SGA Advisor or Vice President of Student Life if they believe there is reason for an additional review to be performed

Article IV: Clubs and Organizations

Section A: Purpose of Clubs and Organizations

The purpose for clubs and organizations at Fresno Pacific University is to provide a means through which students can get involved in a variety of different activities or experiences. A club or an organization's purpose is only limited by the creativity and imagination with respect to good taste and common sense. Generally, clubs and organizations have been formed to provide any or all these means: socialization, recreation, education, service, and promotion of common interest. All clubs and organizations are to be opened to all students, faculty, and staff at Fresno Pacific University.

Section B: Means of Establishing a Club or Organization

- A. The SGA Clubs coordinator, at the beginning of each semester, will inform the student body of the opportunity to establish a club or an organization. This opportunity will be provided either through a club fair, which is put on by the SGA Clubs Coordinator and designed to generate interest in clubs and organizations, or through an announcement declaring the reception of application by SGA. Concerning the admission of applications, any interested body must submit a completed Club Recognition Form.
- B. After receiving applications, Student Government will determine which groups will receive club/organization status and become eligible for funding. The following factors will be taken into consideration during the process of determining club/organization status:
 1. Whether the character of the proposed club/organization will reflection an image complimentary to the ideals of Fresno Pacific university
 2. Whether the club does not duplicate an existing club/organization, or activity on campus
 3. Whether the club/organization will be open to as wide a spectrum of the student body as it possible or practical
- C. To continue active status, clubs must complete a Club Renewal Form at the beginning of each Fall semester. Clubs who do not complete this process will be considered inactive and will be ineligible for SGA support and funding.
- D. Student Government reserves the right to determine club/organization status as it deems appropriate. This includes indefinite rescission, temporary suspension, and/or other appropriate disciplinary action.

Section C: Outside Membership

All students, faculty, and staff of Fresno Pacific University are eligible to join any club/organization. If a club/organization wishes for a person outside the FPU community to join, that person must submit a written petition to SGA. The petition should include the reasons for the individual's desired membership. The Executive Officers will then evaluate the petition and accept or deny its request.

Section D: Club/Organization Status

Clubs/Organizations at Fresno Pacific University will fall into one of two categories, chartered or general.

- A. Clubs/Organizations should demonstrate strong membership, contribute positively to the community at Fresno Pacific University, and show potential for the future. The requirements to be classified as a club/organization are as follows:
1. The club/organization must have an active membership of at least ten students.
 2. Clubs must respond promptly and appropriately to communications from the Clubs Coordinator
 3. The club/organization must send a representative to Club Meetings as scheduled by the Clubs Coordinator
 4. All clubs/organizations shall be eligible for funding from SGA
 - i. All club/organization revenue, received from sources outside of the SGA funding, shall rollover annually for said club/organization
 5. All clubs/organizations must submit and have approved a Club Recognition Form to initiate club status and must complete a Club Renewal Form annually or as requested by the Clubs Coordinator.

Section E: Funding Clubs/Organizations

Clause I

Clubs and Organizations which are in *good standing* may request funds using forms provided by and established by the Executive Officers. All budgets and fund requests should contain a list which details item by item the estimated funding needed for the event/semester.

- A. Generally, budgets are for minimum operating expenses, including but not limited to internal meeting experience and small events, with no singled line item exceeding \$200.
- B. Generally, fund requests are for larger experiences and events.

Clause II

In order to remain in good standing, clubs must adhere to all the club responsibilities found in the Club Recognition Form and communicated via the Clubs Coordinator. These responsibilities include but are not limited to the following:

- A. Clubs must remain open to all FPU students, faculty, and staff and attend the Club Rush during the first two weeks of each semester.
- B. Club leaders must participate in required club leadership meetings and respond promptly to communication from the Clubs Coordinator and/or SGA Executive Officers.
- C. The mission, communication, and actions of clubs and their leaders may not be contradictory to the express views and positions of Fresno Pacific University.

Clubs which fail to meet any of these responsibility or other communicated responsibilities will have their recognition revoked and will no longer be eligible for funding and other club rights listed on the Club Recognition Form.

Clause III

Clubs and Organizations have the possibility, though not a guarantee, of receiving funds through this fund request process.

Clause IV

All fundraising activities must be cleared through the SGA Clubs coordinator and be in compliance with University fundraising policy before the fundraising event. All funds raised by

clubs/organizations must be submitted to the SGA Clubs Coordinator or the SGA Finance Manager to be deposited in each club's/organization's account. The SGA Finance Manger shall give copies of signed receipts from the Business Office of these transactions to the appropriate club/organization.

Clause V

The continuation of club funding is dependent on the appropriate use of previously allotted club budgets. Student Government reserves the right to suspend or revoke any club/organization funding at their discretion.

Clause VI

All clubs/organizations are to track their own attendance at all club/organization meetings and events. Student Government shall take these attendance records into account to determine level of funding.

Section F: Disbursement of Funds

Clause I

When Student Government approves a club's/organization's semester funding, that said amount of dollars is held in reserve for that club. Rather than receiving the money in a lump sum, clubs/organizations are to request it as specific activities are enacted. The two methods for appropriating funds are either by disbursement before a purchase (cash advance) or by reimbursement after a purchase is made (reimbursement request).

- A. For cash advances, the appropriate request form must be filled out and sent to the SGA Clubs Coordinator who in turns gives it to the SGA Finance Manager. Business Office will give the appropriate official within said club/organization a check for the amount requested. After the purchase is made, all receipts and any change must be turned in to the SGA Finance Manager within two weeks of the disbursement of the check. All unaccounted-for funds are billed to the check recipient.
- B. For Reimbursements, the appropriate request form must be completed and turned in, along with receipts, to the SGA Finance Manager. The Business Office will then reimburse the club/organization for the amount stated on the receipts, not to exceed the amount approved by Student Government.
- C. All forms and change are to be submitted by the weekly deadline established by the SGA Finance Manager.

Section G: Club/Organization Inventory

Clause I

All inventory (physical materials) appropriated by clubs/organizations, through club/organization funding, are to be considered the private property of SGA, given to each club/organization for its use

Clause II

New items purchased by clubs/organizations must be brought to Student Government to be tagged and listed in the club/organizations inventory. These items will be immediately returned and are from this point considered the responsibility of each club's/organization's leadership.

- A. Clubs/Organizations will also have access to inventory held in storage by Student Government during regular business hours.
- B. Clubs/Organizations may appropriate these resources by filling out an inventory request form and turning it in to the SGA Executive Secretary, who will review and approve it.
- C. If items are not returned or returned damaged, Student Government will be compensated either through out-of-pocket expenses of club/organization members, or the club/organization members must petition Student Government to be freed from the financial responsibility.
- D. Student Government may establish fees of usage for particular items for all non-SGA affiliates

Section H: Conflict of Interest

Clause I

In the interest of clarity, Student Government Officers who are affiliated with a club/organization are to abstain from voting on any motion relevant to that club or organization

Clause II

Student Government Officers are not permitted to be club presidents or organization leaders

Clause III

Student Government Officers or any club/organization officers shall not participate in any raffles or contests hosted by their own group, unless a provision is stated and accepted by Student Government.