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Dear Senator,

Welcome back! I hope that your summer was restful and relaxing. The Executive Council and I have been working extremely hard to ensure that we have a fantastic year in Student Government.

This manual is designed to help you and your organization better understand how the High Point University Student Government Association functions as well as to help answer any questions that you or your organization may have in regards to bills, budgets, proper protocol, and more.

Our hope is that by giving you, and your organization, this manual we will be able to alleviate the confusion during meetings, the presentation of bills, and during budget defenses.

We are all looking forward to great year in SGA. Make sure to follow us on Twitter at HPUSga and on Facebook at HPU SGA if you have not already done so.

Best,

Greyson Whitaker
President
# SGA Executive Council 2014-2015

## Contact Information

(Fall 2014)

<table>
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<tr>
<th>Officer</th>
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<tbody>
<tr>
<td>Greyson Whitaker</td>
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<tr>
<td>Dr. Paul Kittle</td>
<td>Advisor</td>
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SGA Important Dates 2014-2015

Meeting Attire

All Senators and General Audience members of the SGA meetings must be in appropriate attire. Appropriate attire for SGA Senate meetings is defined at business casual attire (at the minimum) (or equivalently, minimum Steakhouse attire).

**Any Senators or General Audience members that do not follow this rule will be asked to leave immediately by the Attorney General.**

FALL
University Community Affairs Board
Thursday, August 28, 2014
7pm – Phillips 120

Senate Meetings
7pm – Phillips 120
September 11, 25
October 9, 30
November 6, 20
December 4

Budget Defenses
DUE: Monday, November 24 by 5pm
Defenses on Sunday, December 7th
5 – 8pm in Phillips 221

SPRING
University Community Affairs Board
Thursday, January 15
AND
March 26, 2014
7pm – Phillips 120

Senate Meetings
7pm – Phillips 120
January 22
February 5, 19*
March 5, 19
April 9, 16

Budget Defenses
DUE: Monday, April 13 by 5pm
Defenses on Sunday, April 26th
5 – 8pm in Phillips 221

*February 19 in Congdon 209
Preamble
We, the students of High Point University, in order to promote community, to embody the principles of democracy, to practice leadership and governance, and to serve the University community, do hereby ordain and establish this constitution for the Student Government Association of High Point University.

Article I: Name
The association shall be called the Student Government Association (SGA) of High Point University.

Article II: Purpose
The purposes of this organization shall be to develop honor and self-control; to encourage wholesome ideals and personal responsibility; to exercise those executive, legislative, judicial, and social responsibilities vested in the Student Government Association; to enhance the quality of campus life; to encourage community on campus; to budget and administer resources; to appropriate funds, where deemed appropriate, to campus organizations and other campus activities; and to facilitate open and effective communication among students, faculty, staff and administrators at High Point University.

Article III: Organization
The Student Government Association shall be composed of the Executive Council (EC) and three boards: the University Community Affairs Board; the Student Senate; and the Judicial Board.

Article IV: Powers
Section I. The executive powers of the Student Government Association shall be vested in the Executive Council (EC).

Section II. The University Community Affairs Board shall encourage community on campus and shall assist the University in assessing and improving the quality of campus life.

Section III. The Judicial Board shall exercise the judicial powers vested in the Student Government Association and shall assist the University in establishing and assessing effective judicial systems.

Section IV. The Student Senate shall conduct elections; confirm appointments; install and remove, where appropriate, officers and justices; exercise legislative powers; and administer the funds of the Student Government Association.
Article V: Representation
All day students shall be represented directly by the Student Government Association. All graduate and undergraduate students shall be represented indirectly by the Student Government Association. All day students may attend all regular and called meetings of any board of the Student Government Association except that judicial hearings administered by the Judicial Board may be closed. Although meetings of the Executive Council are closed, any student may request an audience with the Executive Council.

Article VI: Executive Council
Section 1: Members. The Executive Council of the Student Government Association shall be composed of the following members:

Elected Members. The following members of the Executive Council of the Student Government Association shall be elected by the day students of High Point University, except the Executive Vice President who is elected by the Student Senate:

1. President
2. Executive Vice President
3. Secretary
4. Treasurer

Appointed Members. The following members of the Executive Council of the Student Government Association shall be jointly recommended by the respective outgoing officer and the incoming President of the Student Government Association and shall be confirmed by both the elected members of the Executive Council and the Student Senate:

1. Judicial Vice President
2. Attorney General
3. Chief of Staff

Chairs of Standing Committees. The following members of the Executive Council of the Student Government Association shall be jointly recommended by the respective outgoing officer and the incoming President of the Student Government Association and shall be confirmed by both the elected members of the Executive Council and the Student Senate:

1. Academic Chair
2. Publicity Chair
3. Student Services/Diversity Chair
4. Technology Chair

Installation of Officers. The elected Executive Officers, appointed Executive Officers, and elected Class Officers of the Student Government Association shall be installed by the outgoing Judicial Vice President after the votes have been tallied by the Attorney General, provided there are no appeals. The Student Justices shall be installed by the Attorney General. Installations will occur for both the President and the Executive Council at the last Student Government meeting of the spring semester unless a position is needed to be filled. Installation for class officers will occur during the first business
meeting of the Fall Semester. Installation for Student Justices will occur during the Student Justice training session at the beginning of the fall semester.

**Oath of Office.** Before taking office, each member of the Executive Council, Class Officers, and Judicial Board Members shall take the following oath:

(Raise your right hand.) “I, __________________, do solemnly swear to uphold the Constitution of the Student Government Association of High Point University, the University Conduct Code, and the University Honor Code; and I swear to perform, to the best of my abilities, the duties and responsibilities of the office which I now assume.”

**Section II. Duties and Powers.** The members of the Executive Council of the Student Government shall have duties and powers, as indicated:

**President.** The President shall:

1. schedule weekly meetings and call special meetings of the Executive Council;
2. preside over meetings of the Executive Council;
3. report all activities and decisions of the Executive Council at all meetings of the Student Senate;
4. appoint, in collaboration with the outgoing Judicial Vice President and the remaining Student Justices, the new Judicial Vice President;
5. appoint, in collaboration with the outgoing Attorney General, the new Attorney General;
6. appoint, in collaboration with the elected members of the Executive Council and subject to confirmation by the Student Senate, all remaining appointed members of the Executive Council;
7. appoint, in collaboration with the full Executive Council and subject to confirmation by the Student Senate, all chairs of all standing committees of all boards, including Executive Council Chairs: Academic, Publicity, Student Services/Diversity, and Technology;
8. serve as President of the University Community Affairs Board;
9. have veto power, except that a veto may be overturned by two-thirds vote of the Student Senate;
10. present an Annual Report to the High Point University Administration detailing the activities of the Student Government Association before leaving office in the spring;
11. meet monthly with the Class Officers;
12. meet on a regular basis with the Executive Vice President and Judicial Vice President;
13. oversee and execute the Student Government Association Philanthropy event;
14. plan an Executive Council retreat to be held before the start of the Fall semester to plan for the year;
15. meet with the SGA advisor weekly;
16. ensure that all Student Government Association and its Boards may be listed on University calendars, major activities for the fall semester shall be planned before members of the Executive Council and chairs of standing committees leave campus in the spring.

**Executive Vice President.** The Executive Vice President shall:
1. serve as President of the Student Senate;
2. preside over meetings of the Student Senate;
3. maintain a history of all legislative action and forward a copy of bills involving appropriation of funds to the Treasurer of the Student Government Association, the Office of Student Life, and the High Point University Business Office;
4. oversee standing committees of the Student Senate;
5. appoint ad hoc committees of the Student Senate;
6. attend all Student Life Committee meetings;
7. enforce Roberts Rules of Order;
8. serve as a proxy for the President when designated;
9. assist the President with the preparation of the Annual Report.

**Judicial Vice President.** The Judicial Vice President shall:
1. serve as President of the Judicial Board;
2. preside over meetings of the Judicial Board;
3. coordinate all courts administered by the Student Government Association;
4. serve as the Hearing Chair for all courts;
5. appoint, in collaboration with the President and the Office of Judicial Affairs, all University Justices, with the President holding veto power over any nomination;
6. appoint, in collaboration with the Attorney General, a 3-5 person group of Student Justices to serve in his or her place when deemed necessary or appropriate by the Judicial Vice President or the Office of Judicial Affairs;
7. assist the Executive President when asked;
8. install the elected and appointed members of the Executive Council and the elected Class Officers;
9. assist the President with the preparation of the Annual Report.

**Secretary.** The Secretary shall:
1. record all action of the Executive Council;
2. record all action of the Student Senate;
3. file a copy of each successful bill and each successful resolution in the files of the Student Government Association;
4. correspond on behalf of the Student Government Association;
5. attend all Student Life Committee meetings;
6. assist the President with the preparation of the Annual Report.

**Treasurer.** The Treasurer shall:
1. monitor all funds of the Student Government Association;
2. keep official records of all receipts and expenditures;
3. make financial reports at meetings of the Executive Council and Student Senate;
4. organize and administer all income-generating activities;
5. submit all bills which have been passed by the Student Senate and approved by both the President of the Student Government Association and by the Vice President for Student Life to appropriate University offices within one week after the bill is passed;
6. coordinate the Budget Defenses at the desired time;
7. review and approve, in collaboration with appropriate University officials, all contracts entered into by the Student Government Association, the Executive Council, or the separate Boards;
8. assist the President with the preparation of the Annual Report.

**Attorney General.** The Attorney General shall:
1. adjudicate legal matters involving the Executive Council or the separate Boards of the Student Government Association;
2. appoint, in collaboration with the Judicial Vice President, a 3-5 person group of Student Justices to serve in his or her place when deemed necessary or appropriate by the Attorney General or Office of Judicial Affairs;
3. prosecute cases assigned to the University Conduct Court or the University Honor Court, and coordinate and oversee prosecution as the Hearing Officer;
4. check for eligibility on all elected officers, officials, Justices, and Senators;
5. conduct all elections;
6. enforce dress code;
7. install new members: Student Justices, Honor Council;
8. assist the President with the preparation of the Annual Report.

**Chief of Staff.** The Chief of Staff shall:
1. organize and distribute all written communication and other information for the Student Government Association Executive Council to the members of the Student Senate, and the Presidents and Advisors of the chartered organizations;
2. copy and prepare all bills and resolutions for the Executive Council and Senators for all Student Government Association Student Senate meetings each semester;
3. upload all bills, resolutions, and other important documents to the High Point University Student Government Association website in a timely manner;
4. recommend Senators to serve on standing committees, who shall be approved and appointed by the chairs of standing committees;
5. serve as a personal advisor and assistant to the President;
6. assist the President and Executive Vice President with the planning and preparation of the Executive Council training session and retreat and with the planning and preparation of the mandatory Senate Refresher meeting;
7. assist the Treasurer with the planning, preparation, and execution of Budget Defenses when necessary;
8. assist the Technology Chair with updating and maintaining the High Point University Student Government Association website when designated;
9. assist members of the Executive Council in the completion of other special projects when designated;
10. plan and coordinate the Student Government Association Inauguration Ceremony;
11. assist the President with the preparation of the Annual Report.

**Academic Chair.** The Academic Chair shall:
1. meet regularly, as deemed necessary, with the Provost of High Point University;
2. chair a committee consisting of students from each school at High Point University;
3. field questions and general inquiries from students and senators as they pertain to academics;
4. solicit improvements regarding High Point University’s academic programs;
5. serve as ex officio on the following faculty committees: Academic Planning Committee, Educational Policies Committee / University Curriculum Committee.

**Publicity Chair.** The Publicity Chair shall:
1. promote Student Government Association events including: Senate meetings, individual Student Government Association organizations’ events, and campus events;
2. promote events in accordance with the High Point University mission, purpose, and image to better the well-being of the University community;
3. manage all Student Government Association social networking tools;
4. work in collaboration with the Technology Chair.

**Student Services/Diversity Chair.** The Student Services/Diversity Chair shall:
1. work with the SGA President to develop a forum in Senate meeting for concerns that do not fall under the realm of the other chairs in the Executive Council;
2. meet with the appropriate Administrators to efficiently and effectively handle
the respective concerns;
3. work with the Publicity Chair to encourage students who are not Senators to bring their concerns to the Student Senate;
4. be aware of services students are eligible to receive at High Point University and report on this information to the Student Senate;
5. oversee diversity initiatives on High Point University’s campus.

**Technology Chair.** The Technology Chair shall:
1. update the Student Government Association website on a regular basis;
2. keep track of all voting technology;
3. tabulate and keep record of all votes that take place in the Student Senate;
4. upload all bills and important documents to the Student Government Association website;
5. work with the Publicity Chair.

**Section III. Expectations of the Executive Council.** In addition to the duties of each Executive Council position, the following should also be expected of each Executive Council member:
1. attend all Executive Council and Student Senate meetings;
2. uphold the High Point University Student Government Association Constitution, University Honor Code, and University Conduct Code;
3. serve as a positive representative of High Point University.

**Article VII: Class Officers**

**Section I: Members.** Each class shall be composed of:
1. one President of each of the four classes;
2. three Class Representatives from each of the four classes.

**Section II: Class Officer Responsibilities.**
1. hold at least (1) service event per academic year;
2. hold at least one (1) fundraising event per academic year to create a fund for the senior gift;
3. attend and support the events of other classes;
4. attend a meeting of all Class Officers monthly with the President of the Student Government Association;
5. in the event of any openings in Class Officer positions, the current Class Officers shall be vested with the powers to appoint individuals to fill the vacancy(ies);
   a. said appointments are subject to ratification by a majority of the Executive Council and may be overturned by a two-thirds vote of the Student Senate;
6. attend all Student Government Association meetings;
7. uphold the High Point University Honor and Conduct Codes;
8. uphold the High Point University Student Government Association Constitution;
9. any other duties assigned by the President of the Student Government Association.
Section III: Senior Class Officer Responsibilities: In addition to the responsibilities above, the Senior Class Officers will have the following responsibilities:

1. meet monthly with the SGA President to give an update on the status of the senior class gift and senior events;
2. meet on a regular basis with the Alumni Association and Annual Giving Office to plan for senior events and senior gift.

Article VIII: The Student Senate

Section I: Members. The Student Senate shall be composed of:

1. the Executive Vice President who shall serve as President of the Student Senate;
2. the President of each of the four classes;
3. three Class Representatives from each of the four classes;
4. the elected and appointed members of the Executive Council (ex officio);
5. all standing committee chairpersons appointed to the separate boards by the Executive Council. These boards shall consist of Academic, Publicity, Student Services/Diversity, Technology, and all others seen fit to enact at the discretion of the Executive Council;
6. the representatives of all duly recognized campus organizations who shall be known as Senators.

Section II: Voice. Any student may participate in deliberations of the Student Senate, except that time limitations may be imposed by the President of the Student Senate. Such limitations may be overturned by a two-thirds vote of the Student Senate. The committee chairs are ex officio members of the Student Senate with voice and with vote. All other members of the Executive Council are ex officio members of the Student Senate with voice and without vote, except that the President of the Student Government Association rules in the case of a tie.

Section III: Quorum and Organizational Status.

1. for a vote to be taken, there must be a minimum of two-thirds of the active chartered organizations present at that time for quorum to be met;
2. for a vote to pass the Student Senate there must be a vote in favor of half present plus one;
3. for an organization to retain its active charter, an organization must have attended a minimum of five (5) scheduled meetings of the Student Senate during the previous semester.
   a. If an organization fails to attend at least five (5) regularly scheduled meetings of the Student Senate, said organization must go before a Charter Review Board of the Student Life Committee, which will have the power to impose sanctions or revoke the charter of/upon said organization.

Section IV: Duties and Powers. All legislative duties and powers, including but not limited to those stated below, shall be vested in the Student Senate, including the power:
1. to authorize all Student Government Association expenditures amounting to $100, or more, with the exception of the Discretionary Fund of the Student Government Association;
2. to confirm the appointment of non-elected members of the Executive Council;
3. to install Officers and Justices of the Student Government Association;
4. to fill vacancies which occur on the Executive Council during terms of office;
5. to impeach, where cause is established, members of the Executive Council and Student Justices;
6. to remove, where cause is established, chairs of standing committees;
7. to recommend, where cause is established, the impeachment of Officers.

Section V: Meetings.
1. the Student Senate shall meet at least bi-monthly, for a total of eight (8) meetings per semester;
2. following their election in the spring of each year, the Executive Council shall schedule regular meeting of the Student Senate for the upcoming year and provide a copy to the Vice President of Student Life and the Director of Student Activities so that meetings can be listed on the calendar of student activities;
3. special meetings may be called by the Executive Council of the Student Senate, as needed, provided notice is distributed to the membership at least 36 hours in advance of called meetings.

Section VI: Bill Material, Presentation and Submission Requirements.
1. a bill shall require a signature by the Senator, President, and Advisor of an organization;
2. a bill shall total more than $100 and be made out to the nearest dollar;
3. one Senator shall present the bill and they shall be dressed according to the dress code. The Senator that signed the bill shall present it;
4. the Senator that signs the bill is the ONLY one who may present the bill;
5. a bill shall be submitted by 5:00PM the Monday before the meeting they wish to present it;
6. an organization must have attended a minimum of five (5) of the scheduled meetings of the Student Senate during the previous semester in order to submit a bill request;
7. no bill shall be accepted for an event which has already taken place;
8. no bill for a University sanctioned trip, more than 5 miles away from the school shall be accepted unless an Advisor is clearly stated on the bill;
9. Advisor’s expenses can be submitted in an SGA bill to cover their costs for a trip.

Section VII: Resolution Material, Presentation and Submission Requirements.
1. a resolution shall require the signatures by two (2) Senators;
2. a resolution shall express the will of Senators or the Senate but take no action, rather it will propose a solution or best possible outcome to a proposition;
3. two (2) Senators shall present the resolution and they shall be dressed according to the dress code. The Senators that signed the resolution shall present it;
4. the two (2) Senators that sign the resolution are the ONLY people who may present the resolution;
5. the resolution shall be submitted by 5:00PM the Monday before the meeting they wish to present it;
6. Senators may also propose a resolution during the “new business” portion of the Student Senate.
   a. A Senator shall address their proposition to the Senate in the form of a motion. If there is a second on the motion, the Senate shall discuss the resolution and then vote on the resolution. If the resolution passes the Senate, the Secretary shall create the formal resolution document for the President;
7. if a resolution passes the Senate, it must be signed by the President, Executive Vice President, and Judicial Vice President before it shall take effect;
8. an organization must have attended a minimum of five (5) of the scheduled meetings of the Student Senate during the previous semester in order to submit a resolution.

Section VIII: Budget Request, Submission and Presentation Requirements. In order for an organization to submit and present a budget:
1. the organization must have attended a minimum of five (5) of the scheduled meetings of the Student Senate during the current semester;
2. the organization must sign-up and submit their budget on time;
3. the organization must submit a budget in the correct format with the signature of their Advisor, President, and Senator;
4. the SGA Senator must attend at least one SGA refresher during the previous semester to submit a budget unless no refreshers are held;
5. the organization submitted, along with budget request, the SGA document for tracking the organization’s philanthropy efforts.

Section IX: Organizations Petitioning for Charter.
1. in order for a petitioning organization to be brought up for installation or reinstatement to the Student Government Association they must be approved by the Student Life Committee;
2. the petitioning organization must have attended a minimum of five (5) of the scheduled meetings of the Student Senate during the previous semester;
3. the petitioning organization must submit an active roster of at least fifteen members;
4. the petitioning organization must submit a working constitution.

Section X: Philanthropy.
1. collectively, the Senate in conjunction with the Executive Council, will plan a philanthropy event.
Article IX: The Judicial Board

Section I: Members. Members of the Judicial Board shall include:

1. the Judicial Vice President of the Student Government Association who serves as President of the Judicial Board and as the Hearing Chair of the University court system;
2. all University Justices will be appointed by the Judicial Vice President, and approved by the Student Government Association President as well as the Office of Judicial Affairs;
3. the Attorney General of the Student Government Association who serves as the Hearing Officer of the University court system;
4. in the event that the Judicial Vice President is unable to preside over a court hearing as the Hearing Chair, an appropriate designee will serve in his or her place as the Acting Hearing Chair;
5. in the event that the Attorney General is unable to preside over a court hearing as the Hearing Officer, an appropriate designee will serve in his or her place as the Acting Hearing Officer;
6. two members of the faculty or staff of High Point University appointed by the Provost of the University and the Vice President of Student Life, respectively.

Section II: Eligibility. All members of the Judicial Board must be full-time students enrolled in the day program and must have a cumulative Grade-Point Average of 3.0, or higher. They must be in good standing with the Office of Student Life as well as the Office of Judicial Affairs.

Section III: Voice. The Judicial Board functions primarily as a system of courts.

Conduct Court. When the Judicial Board is functioning as a Conduct Court, the panel of Justices for each court session is comprised of the Judicial Vice President, or an appropriate designee, serving as the Hearing Chair, two (2) Student Justices, and one (1) Faculty or Staff Justice. Each Justice has a voice and vote in the decision making process with the exception of the Hearing Chair who will only vote in the case of a tie. The Attorney General, or an appropriate designee, will serve as Hearing Officer.

Honor Court. When the Judicial Board is functioning as an Honor Court, the panel of Justices for each court session is comprised of the Judicial Vice President, or an appropriate designee, serving as the Hearing Chair, two (2) Student Justices, and two (2) Faculty or Staff Justices. Each Justice has a voice and vote in the decision making process with the exception of the Hearing Chair who will only vote in the case of a tie. The Attorney General, or an appropriate designee, will serve as Hearing Officer.

Sanctions Only Hearing Board. When the Judicial Board is functioning as a Sanctions Only Hearing Board, the panel of Justices for each court session is comprised of the Judicial Vice President, or an appropriate designee, serving as the Hearing Chair, one (1) Student Justice, and one (1) Faculty or Staff Justice. Each Justice has a voice and vote in
the decision making process. The Attorney General, or an appropriate designee, will serve as Hearing Officer.

**Priority Hearing Board.** When the Judicial Board is functioning as a Priority Hearing Board, for the purpose of adjudicating Title IX complaints, the panel of Justices for each court session is comprised of two (2) senior Student Justices, the more senior of which will serve as the Hearing Chair, two (2) Faculty or Staff Justices, and one (1) Security Supervisor. Each Justice has a voice and vote in the decision making process. The investigating officer will serve as Hearing Officer.

**Sanction Review Committee.** When the Judicial Board is functioning as a Sanction Review Committee, for the purpose of considering the early dismissal of a sanction of “discipline probation” or “suspension”, the panel of Justices for each court session is comprised of the Judicial Vice President, or an appropriate designee, serving as the Hearing Chair, one (1) Student Justice, and one (1) Faculty or Staff Justice. Each Justice has a voice and vote in the decision making process. An appropriate staff member from the Office of Student Life will serve as the Hearing Officer.

**Section IV: Duties and Powers.** The Judicial Board shall:

1. assess the University judicial systems and recommend modifications, where appropriate, to the Student Government Association and to the University Administration;
2. assess the University Conduct Code and the University Honor Code and recommend modifications, where appropriate, to the Student Government Association and to University Administrators;
3. encourage support of the University Conduct Code and the University Honor Code;
4. administer the system of student courts according to guidelines which have been adopted by the Student Senate of the Student Government Association and which are published in the operational guidelines of the Student Government Association;
5. in the event of conflict between the Judicial procedures described in the operational guidelines of the Student Government Association and the Judicial procedures of the University described in the Student Handbook, the guidelines of the University shall be controlling.

**Section V: Meetings.** The Judicial Board shall meet as many times necessary during the course of the University calendar. Meetings are scheduled in conjunction with the Office of Judicial Affairs.

**Article X: The University Community Affairs Board**

**Section 1: Members.** The University Community Affairs Board is composed of:

1. the President of the Student Government Association, who serves as President of the University Community Affairs Board;
2. representatives of campus organizations;
3. representatives of athletic teams;
4. Class Officers;
5. representatives of every Greek lettered organization that is not already represented above.

Section II: Voice. Any student shall have the right to be heard by the University Community Affairs Board. Voting members shall include the representatives of campus organizations. The President of the University Community Affairs Board shall vote only in case of a tie.

Section III: Duties and Powers. The University Community Affairs Board shall:
1. recommend and implement, where appropriate, other programs and activities designed to encourage community on campus;
2. assist the Office of Student Life, the Board of Assessment for Educational Support Services and Campus Life, and the Institutional Effectiveness Committee in assessing educational support services and campus life;
3. actively encourage a campus environment which is inclusive, diverse, and free of bigotry, racism, sexism;
4. actively encourage a campus environment free of substance abuse, including both alcohol and other controlled substances;
5. resolve issues as identified by the President and Student Services Chair.

Section IV: Meetings. The University Community Affairs Board shall:
1. meet no later than the week before Fall Break in the Fall Semester and no later than the week before Spring Break in the Spring Semester;
2. special meetings can be called by the President of the University Community Affairs Board;
3. in the event of quorum not achieved the meeting will continue.

Article XI: Professionalism

Section I: Conduct of Meetings. All meetings will be run according to Roberts Rules of Order. In addition, all organizational representatives (Senators), Class Officers, standing committee members, and Executive Council members shall raise their hand and wait until the President of the Senate calls on them. When the President of the Senate calls on them, that person shall state their name and who they are representing. Furthermore, there shall be no texting, eating, drinking, computer usage, or loud outbursts during a meeting. Failure to abide by these rules shall result in removal of the meeting at the discretion of the President of the Senate and Attorney General.

Section II: Special Procedures. The Executive Council and each Board shall develop and publish operational guidelines for recurring activities. Such procedures shall be established and revised by two-thirds vote of the respective body.
Section VI: Dress Code. All participating members of the Student Senate, including the Executive Council, Executive Officers, Senators of each class, all standing committee chairpersons appointed to the separate boards by the Executive Council, consisting of Academic, Publicity, Student Services/Diversity, Technology, and all others seen fit to enact at the discretion of the Executive Council, the elected representatives of all duly recognized campus organizations who shall be known as Senators, shall comply with the following dress code:

1. Gentlemen: collared shirt, dress slacks, or khakis, and dress shoes or loafers. No jeans, flip-flops, and tennis shoes;
2. Ladies: dress, skirt, or dress pants. No jeans, flip-flops, and tennis shoes.

Article XII: Impeachment and Removal

Section I: Cause. Students may be impeached or otherwise removed from office only for cause:
1. failure to perform the duties prescribed in the Constitution and operational guidelines of the Student Government Association;
2. failure to follow published procedures;
3. violation of the University Conduct Code;
4. violation of the University Honor Code.

Section II: Executive Council. Members of the Executive Council may be impeached for cause, in which case the following procedures shall apply:
1. the charges shall be investigated by Judicial Board under the leadership of the Attorney General of the Student Government Association, except in the case of conflict of interest, in which case the Executive Council, absent the accused, shall appoint a chief investigator or chair;
2. following their investigation, the Judicial Board shall advise the Executive Council of their decision;
3. where impeachment is recommended, the Executive Council, absent the accused, shall establish concurrence or non-concurrence by simple majority vote;
4. where the Judicial Board recommends impeachment and regardless of the decision of the Executive Council, a resolution to that effect shall be introduced during a scheduled meeting of the Student Senate at which time the action of the Executive Council shall be reported;
5. the accused Officer has the right to address the Senate, but not respond to questions;
6. ordinarily, following discussion, the vote shall be delayed until the next regular meeting, except that a special meeting may be called provided that at least 48 hours shall have elapsed;
7. where at least three-fourths of the Senators vote to support impeachment, the Officer shall relinquish the office held.

Section III: Justices. University Justices may be impeached, in which case the following procedures shall apply:
1. the charges shall be investigated by Executive Council under the leadership of the
Attorney General of the Student Government Association, except in the case of conflict of interest, in which case the Executive Council, absent the accused, shall appoint a chief investigator or chair;

2. where the Executive Council recommends impeachment, a resolution to that effect shall be introduced and discussed during a scheduled meeting of the Student Senate;

3. ordinarily, following discussion, the vote shall be delayed until the next regular meeting, except that a special meeting may be called provided that at least 48 hours shall have elapsed;

4. where at least three-fourths of the Senators vote to support impeachment, the Justice shall relinquish position.

Section IV: Committee Chairs. The Executive Council may remove and replace chairs of standing committees, in which case three-fourths of the Senators must concur.

Section V: Officers of Organizations. For reasons of cause, the Student Senate may recommend that organizations initiate impeachment proceedings against officers of the organization, in which case the following guidelines shall apply:

1. the charges shall be investigated by the Judicial Board under the leadership of the Attorney General;

2. following their investigation, the Judicial Board shall advise the Executive Council of their decision;

3. where impeachment is recommended, the Executive Council, absent the accused, shall establish concurrence or non-concurrence by simple majority vote;

4. where the Judicial Board supports impeachment and regardless of the decision of the Executive Council, a resolution suggesting that an organization initiate impeachment proceedings shall be introduced and discussed in the Student Senate;

5. ordinarily, following discussion, the vote shall be delayed until the next regular meeting, except that a special meeting may be called provided that at least 48 hours shall have elapsed;

6. where at least three-fourths of the Senators vote to support impeachment, the organization shall be advised.

Article XIII: Membership Bylaws

Section I: Active and Inactive Organizations

1. organizations that are denoted as “active” are on the SGA roster, and have a voice in the Student Senate meetings;

2. for organizations to remain active, they must attend a minimum of five (5) of the scheduled meetings of the Student Senate during the previous semester. If an organization fails to do so, they will automatically be moved into bad standing;

3. an organization may be present on High Point University’s campus, and not officially recognized by the Senate. These organizations will be referred to as inactive in the SGA’s records, for they do not actively participate in Student Government;
4. inactive organizations are invited to attend SGA meetings, but do not receive a vote, nor are eligible to receive any SGA funding.

**Section II: Good Standing and Bad Standing**

1. an organization that meets the minimum required meetings five (5), will remain in good standing with the Student Government Association;
2. an organization that does not meet the minimum required meetings five (5), will be moved into bad standing;
3. to be moved back into good standing, organizations must undergo a charter review process set forth by the Student Life Committee;
4. in bad standing, organizations retain their charter as an active organization, but lose their vote in the Senate and lose power to ask for money from the Senate.

**Section III: Quorum and Voting in Meetings**

1. for a vote to be taken and new business held, there must be a minimum of two-thirds of the active charted organizations present at that time for a quorum to be met;
2. active organizations in bad standing may not vote on bills;
3. active organizations in bad standing must still be present at meetings, because they contribute to achieving quorum for new business to be held;
4. bills are voted on by the active organizations in good standing. The active organizations in bad standing do not affect the vote count in determining the action of a bill.

**Section IV: Chartering Process**

1. an organization that wishes to charter on HPU’s campus and receive active standing may come before the Student Life Committee;
2. they must present a constitution and roster sheet to the Student Life Office, and they will be scheduled a time to present their case before the Committee;
3. for an organization to become chartered, they must have a minimum fifteen (15) members on the roster and an Advisor;
4. once approved, an organization shall meet with the Executive Council for orientation on SGA policies.

**Section V: Membership Qualifications**

1. for an organization to maintain their active charter, the organization must also have fifteen (15) active members;
2. evening degree students are not included in the count of active members.

**Section VI. Advisors.**

1. An Advisor is either a High Point University Faculty/Staff member or a person who has been bonded and background checked by the University and has insurance in accordance with High Point University;
2. Advisors responsibilities:
a. meet with the club President and Executive Council at the beginning of each semester to:
   1. know duties of Officers;
   2. review budget;
   3. go over plans for the semester;
   4. know the Student Government Association Senator;
   5. know the current membership count;

b. monitor club activities to make sure they are concurrent with club goals and objectives;

c. review and approve all bills that will be presented to SGA Student Senate;

d. attend Student Life Committee meetings when the club is requested to be present;

e. assist in writing a new constitution if needed;

f. accompany the club on any trips:
   1. if the Advisor is unable to go on a trip, the Advisor should help find a suitable replacement to accompany the club;
   2. make sure trips are actually working towards the clubs goals and objectives;

g. it is suggested that the Advisor meet with the club EC regularly and keep updated on fiscal responsibility.

**Article XIV: Fiscal Responsibility**

1. all chartered organizations shall have a right to a unique SGA account in the University Business Office;
   a. however, each organization is responsible for their account in terms of tracking all monies dispersed, maintaining a positive account balance, and budgeting their account each semester;

2. organizations with negative account balances will not have the right to propose a bill before the Student Senate;

3. organizations who fail to show proper documentation for advancement of funds within two weeks of the advance will not have the right to propose a bill before the Student Senate;

4. in the event an organization ends a semester with a negative account balance, the Executive Council shall have the right to decide whether to replenish their funds at a Budget Defense;

5. in the event an organization ends with a negative account balance for two (2) consecutive semesters, the organization shall move into bad standing;

6. the amount that is put on the bill is what the Student Government Association expects the money to go towards;

7. any money left over from a bill must be returned to the Student Government Association;

8. budget amounts will roll over from semester to semester and year to year;

9. the Executive Council will take into account how much an organization has left in their
account prior to deciding how much should be allocated to an organization’s budget.

**Article XIV: Amendments**

**Section I: Proposal to Amend.** An amendment to this constitution may be proposed in two ways:

1. by any member of the Student Senate with the approval of a majority of the Senators;
2. by a petition which is signed by ten percent of the student body and presented to the Student Senate.

**Section II: Notification.** Where amendments to the constitution are proposed, the Executive Committee shall advise the student body of the proposed amendments at least two weeks before the Student Senate shall hold a referendum on the proposed amendment(s). Responsibility for notification may be assigned to a standing committee of the Student Senate.

**Section III: Referendum.** An amendment shall become effective upon ratification by two-thirds of the students voting.

**Section IV. Constitutional Reviews**

1. A Constitutional Review meeting shall be held at least once during the academic year.

*Amended April 18, 2013 by the HPU SGA Student Senate*

*Amended April 10, 2014 by the HPU SGA Student Senate*
Senator Expectations

1. Please wear appropriate attire. The Constitution requires the following attire:
   - **Gentlemen:** collared shirt, dress slacks or khakis, and dress shoes or loafers. Jeans, flip-flops, and tennis shoes are not permitted.
   - **Ladies:** dress, skirt, or dress pants are recommended. Jeans, Flip-flops, and tennis shoes are not permitted.

2. Please Be on Time!! Meetings begin promptly at 7:00 PM.

3. Respect other Senators and those who are presenting. That means no talking unless called on by the chair, texting, or passing notes.

4. Actively participate by contributing to discussions, voting, and making motions.

5. When presenting a bill, know the material you are presenting.

6. Ask questions if you are unsure; utilize Senate as a learning experience.

7. Be fiscally responsible.

8. Vote your conscience.
## Parliamentary Procedure at a Glance: Your Guide of What to Say and When to Say It

<table>
<thead>
<tr>
<th>To Do This:</th>
<th>You Say This:</th>
<th>May You Interrupt the Speaker?</th>
<th>Do You Need a Second?</th>
<th>Is it Debatable?</th>
<th>Can it be Amended?</th>
<th>Type of Vote Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make a Motion</td>
<td>&quot;I move to...&quot;</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Postpone Indefinitely</td>
<td>&quot;I move to postpone the motion indefinitely&quot;</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Amend a Motion</td>
<td>&quot;I move to amend the motion by...&quot;</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Amend an Amendment</td>
<td>&quot;I move to amend the amendment by...&quot;</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Postpone Definitely</td>
<td>&quot;I move to postpone additional action until...&quot;</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Limit Debate</td>
<td>&quot;I move to limit debate by...&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>2/3</td>
</tr>
<tr>
<td>Close Debate</td>
<td>&quot;I move the previous question&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>Lay on the Table</td>
<td>&quot;I move to lay this motion on the table&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Point of Privilege</td>
<td>&quot;I request a point of personal privilege&quot;</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No Vote</td>
</tr>
<tr>
<td>Take a Break</td>
<td>&quot;I move to recess for...&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Adjourn the Meeting</td>
<td>&quot;I move to adjourn...&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Point of Order</td>
<td>&quot;I rise to a point of order&quot;</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No Vote</td>
</tr>
<tr>
<td>Appeals</td>
<td>&quot;I move to appeal the decision&quot;</td>
<td>Yes</td>
<td>Yes</td>
<td>Varies</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Divide the Motion</td>
<td>&quot;I move to divide the question&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Point of Parliamentary Inquiry</td>
<td>&quot;Point of Parliamentary Inquiry&quot;</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No Vote</td>
</tr>
<tr>
<td>Point of Information</td>
<td>&quot;Point of Information&quot;</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No Vote</td>
</tr>
<tr>
<td>Suspend the Rules</td>
<td>&quot;I move to suspend the rules&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
</tbody>
</table>

### Types of Motions:

**Main Motions:** Main motions introduce items to the senate for consideration. No other main motions may be proposed until the main motion (and associated amendments) on the table is voted on.

**Subsidiary Motions:** Subsidiary motions change or affect the way that the main motion is handled. They must be voted on before the main motion.

**Privileged Motions:** Privileged motions bring up items that are urgent about matters that are not related to current business on the table.

**Incidental Motions:** Incidental motions arise incidentally throughout a meeting and have no order of precedence.
The Judicial Board

The Judicial Board of High Point University acts as the system of courts for our Student Government Association. This court, made of both faculty and student justices, handles all cases that involve violations of our Conduct Code (Guide to Campus Life p80) and Honor Code (Guide to Campus Life p63). The Judicial Vice President acts as the Chief Justice for all hearings with the Attorney General prosecuting students. For more information on this branch of the Student Government Association, please see the Student Guide to Campus Life page 78.

Attorney General

The Attorney General serves as the University representative in all Honor and Conduct Court Hearings. In addition, is in charge of running student body elections. For all information on our Student Government Association election guidelines, please refer to the SGA Constitution.
Secretary

The secretary keeps accurate records of all senate meetings, as well as executive meetings; this task also includes keeping record of attendance and filing a copy of each successful bill and resolution within the Student Life office. Before every senate meeting the Secretary calls roll and reiterates the minutes from the previous senate meeting. Another responsibility of the Secretary is to attend all Student Life Committee meetings, which take place once a month. If a student/senator or faculty member has questions or concerns regarding bills, attendance, chartering an organization, or constitution/bylaws, the Secretary can be solicited for help.
Treasurer

The treasurer is in charge of overseeing the flow of money for the Student Government Association.

Please Note the Following:

General:
1) The treasurer will announce the balances in the Student Government Association’s Operating, Contingency, and Discretionary accounts during his/her Executive Council Report.

2) Prior to a senator presenting a bill, the treasurer will announce to the entire senate the account balance of that particular organization. This will immediately be followed by recommendations from the Treasurer.

Requisition Forms:
3) Requisition forms need to be filled out completely when your organization wants an advance, a reimbursement, or any other services. Please bring these forms to the Business Office in Roberts Hall when they are fully completed with the appropriate information and signatures.

4) It is essential that receipts, check stubs, invoices, tax forms, etc. are attached with your requisition form when requesting money from your organization’s account. The Business Office may not accept your request if the proper documentation is not provided.

5) If at all possible, please limit your organization to one (1) requisition form per day.

Other:
6) If your organization has a negative account balance a bill will not be approved until the club maintains a healthy balance.

7) Account balances will roll over to the following semester/year.

8) Bills and budgets should be rounded to the nearest dollar. This makes it easy for your organization, the Business Office, and the Executive Council.

9) The treasurer and budget chair will be teaming up to work on a financial manual this semester that will help senators and organizations to be more fiscally responsible and will provide fundraising ideas for organizations to raise money.
Important Information About Bills

When are bills due and how long should they be?
- Bills are due to the SGA by 5:00 PM the Monday before a senate meeting.
- Bills should be submitted via the online bill submission system.
- Bills should be brief and to the point.
- Try to make it 1 page if possible. See the example on page 26.

Who all must sign the bill?
- A bill must be signed by the senator who is presenting the bill during the senate meeting, the club President, and the club Advisor. Failure to have the correct signatures will result in the bill not going to the floor.

Who must be present to defend a bill?
- The senator who signed the bill is the ONLY one who is allowed to defend the bill. If the senator who signed the bill isn’t present then the bill will not be heard.

If I am a bill presenter when should I arrive to the meeting?
- Please arrive 10 to 15 minutes early. Sometimes there are questions that need to be addressed with the bill presenter before the meeting begins.

Are food/meals expenses covered?
- Food/Meal expenses will NOT be covered this year for organizational trips.
- However, if it is an organizational function on campus then it can be covered as long as the senate approves of it.

Does an advisor have to go on a trip with our organization?
- Yes, an advisor must go with the organization on a trip. The advisor must be known before any money can be given to the organization to go on a trip and a bill passes through the senate.

If the total amount of the bill is $147.63 should we round?
- YES, it is SGA policy to round to the nearest dollar.
High Point University
Student Government Association

A BILL TO BE ENTITLED: College Life Fall Retreat

An act to provide for the SGA of HPU to provide funding for Young Life College Life in the amount of $4940.00 to assist with the cost of Fall Retreat 2013 on November 8 - 10. Providing for a repeal of all conflicting laws and a savings clause, providing for an effective date.

Be it enacted by the Student Government Association of High Point University:

Section 1: The purpose of College Life is to offer college students a community to be a part of through which they can enjoy college while being loved for who they are. Student leaders as well as adults act to nurture, guide, and encourage fellow students to become committed followers of Jesus Christ.

Section 2: The Fall Retreat serves as an opportunity for any student to escape from the daily life at HPU and focus on growing in their relationships with fellow College Life participants, as a community, and to grow closer to Jesus Christ. We will stay at the YMCA Blue Ridge Assembly in Black Mountain, NC.

Section 3: Transportation will be provided by HPU. We will be transported to and from Black Mountain, NC (approximately 150 miles each way). HPU charges $4/mile for the 52-passenger Serena bus and $3/mile for the 24-passenger shuttle.

Section 4: The purpose of this bill is to provide $4,940 to assist with the cost of two nights of housing as well as transportation costs for the Fall Retreat. Each student must pay $35 out-of-pocket for the retreat. We are expecting 76 students, which allows for a total contribution of $2,660.

Section 5: BREAKDOWN OF EXPENSES

Food: $2000.00

All meals are included within the weekend (5 meals). *The Young Life College Life leadership team will be preparing all the meals for the retreat.

Housing: $3040.00

Housing expense at Blue Ridge Assembly. 2 nights (November 8th and 9th) for 76 students at $40/night. 76 students x $40 = $3,040.

Transportation: $2100.00

HPU Transportation for 76 people. Serena bus $4/mile x 300 miles = $1,200. Shuttle $3/mile x 300 miles = $900.

Miscellaneous: $460.00

Clubs $20 x 4 clubs = $80. Speaker = $300. Housing for Bus Driver and Advisor = $80.

Sub Total: $7600.00

Deductions: $2660.00

Total Student Contribution $35 x 76 students = $2,660.

Total Requested from SGA: $4940.00

Section 6: Quickness
Section 7: Upon becoming a law, this act will take effect immediately.

Respectfully Submitted,

Madeleine Dobbs, Bill Representative, 2013-09-30 22:37:45
Aaron Tinus, Faculty Sponsor, 2013-09-24 20:13:38
Transportation Department Terms & Conditions
Effective: June 15, 2013

Terms & Charges:

<table>
<thead>
<tr>
<th>Vehicle Size/Type</th>
<th>Transportation Dept Driver</th>
<th>Charge Per Mile</th>
<th>Minimum Charge 1-4 Hours/Day</th>
<th>Minimum Charge 4-12 Hours/Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>14-Passenger Shuttle or Van</td>
<td>If NO Driver Needed Driver IS Provided</td>
<td>$1.50 $2.50</td>
<td>$50</td>
<td>$100</td>
</tr>
<tr>
<td>24-Passenger Shuttle</td>
<td>Driver Required</td>
<td>$3.00</td>
<td>$75</td>
<td>$150</td>
</tr>
<tr>
<td>28/32-Passenger Trolley</td>
<td>Driver Required</td>
<td>$3.50</td>
<td>$100</td>
<td>$200</td>
</tr>
<tr>
<td>55-Passenger Setra Bus</td>
<td>Driver Required</td>
<td>$4.00</td>
<td>$150</td>
<td>$300</td>
</tr>
</tbody>
</table>

* In the event that the ‘Charge Per Mile’ calculation does not exceed the ‘Minimum Charge’ for the amount of time the vehicle is in use, the ‘Minimum Charge’ shall apply.

Conditions:

1. 14-passenger shuttles & vans may be driven by faculty or staff members, ages 24 & up; Students are prohibited from operating University vehicles;
2. University vehicles shall not be used for events involving riders who have consumed alcohol;
3. Vehicle requests must be entered in the online TRIP system (in Blackboard) at least seven calendar days prior to the date of the event or trip;
   A $50 charge applies to reservation requests placed with less than seven days of notice; Setra bus requests with less than seven days of notice may not be honored, due to limited availability & the exorbitant cost of short-notice bus rentals;
4. For shuttle & trolley reservations, a $50 charge applies to cancellations made within 24 hours of the event or trip departure time;
5. For Setra bus reservations, a $150 charge applies to cancellations made within 72 hours of the event or trip departure time.

**When asking for transportation please include the number of miles in your bill.**

Example: High Point University to Raleigh (95.42 Miles)**
Important Information About Budgets

When are budget proposals for the Spring 2015 due?
- Budget proposals for Spring 2015 are due to the SGA / Office of Student Life by 5:00pm on Monday, November 24th.

When are budget defenses for the Spring 2015 Semester?
- Defenses will be held on Sunday, December 7, 2014
- Phillips 221 from 5-8pm
- More information will be given after Fall Break.

Who all must sign the budget?
- The senator who is presenting the budget during the budget defense, the club President, and the club Advisor must sign a budget. Failure to have the correct signatures will result in the budget not being heard or approved.

Who must be present to defend a budget?
- The senator who signed the budget is the ONLY one who is allowed to defend the budget. If the senator who signed the budget isn’t present then the budget will not be heard.

Do budgets roll over from semester and year?
- YES, budgets roll over each semester and year.

If the total amount of the budget is $147.63 should we round?
- YES, it is SGA policy to round to the nearest dollar.

What should I expect while defending our organizations budget?
- Give an update about your organization and if the Executive Council can help your organization in any way.
- Briefly go over your budget.
- You only have a total of 5 minutes, so keep it brief!!

When should I expect to hear about the budget amount our organization received?
- The senator who defended the organizations budget will hear no later than 5:00pm on the last Friday of exams by email.
HIGH POINT UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION

Budget Proposal
Spring 2010

Organization: HPURadio

Number of Active Members: 65

Current Account Balance: $0.00

Proposed Fundraising Efforts (Spring 2010):

<table>
<thead>
<tr>
<th>Approximate Date</th>
<th>Description of Activity</th>
<th>Projected Amount Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2010</td>
<td>Rock Band/Guitar Hero Challenge</td>
<td>$200</td>
</tr>
<tr>
<td>Spring 2010</td>
<td>Radio Kick-off</td>
<td>$150</td>
</tr>
<tr>
<td>Spring 2010</td>
<td>HPU Campus Idol</td>
<td>$200</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total Projected Amount Earned</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>$550</strong></td>
</tr>
</tbody>
</table>

Proposed Volunteer and Activity Efforts (Spring 2004):

<table>
<thead>
<tr>
<th>Approximate Date</th>
<th>Activity or Event</th>
<th>Projected Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/14-03/16 2010</td>
<td>College Media Advisers Convention</td>
<td>$4000</td>
</tr>
<tr>
<td>Spring 2010</td>
<td>Promotional items</td>
<td>$600</td>
</tr>
<tr>
<td>Spring 2010</td>
<td>Operating costs (food, etc.)</td>
<td>$200</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total Projected Costs</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>$4800</strong></td>
</tr>
</tbody>
</table>

Total Amount Requesting from Student Government: $4250.00

Signature of President: 

Signature of Student Senator or Budget Defender:  

Signature of Faculty/Staff Advisor:  

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Publicity Information

The publicity chair is in charge of updating the student body with the latest SGA and Campus Organization information. The publicity chair oversees the SGA email account, Twitter, and Facebook accounts.

Important Information about SGA Publicity

When does the SGA email go out?
• The weekly SGA email goes out to the Student Body Wednesdays by 5:00 PM.

When are ads due to SGA in order for them to go in the email?
• Organizations ads are due to the Publicity chair no later than NOON the Tuesday of that week.

Our organization wants to make an ad what should it look like?
• Please see below for the requirements.

Any full-page flyers received by SGA will be edited to conserve space. All organizational announcements should look like the following:

EVENT NAME
When: Date/Time
Where: Room/Building
Other information: A brief description of your event and contact information for any additional questions.

Please send one (1) or two (2) pictures/logos as an attachment in an e-mail with the above information (sent as text in the e-mail) for your advertisement to sga@highpoint.edu.

Please e-mail SGA with any questions or concerns you may have with the layout.
Chief of Staff

The Chief of Staff is responsible for communicating with the Senators, Presidents, and Advisors of organizations about SGA meetings and updating organization’s leadership info. The Chief of Staff manages the HPU SGA website and updates it on a regular basis. They ensure that all the administrative tasks of SGA are completed in a timely manner.

Chair Responsibilities

Academic Chair

The Academic Chair meets regularly with the Vice President of Academic Affairs and deans from each school. In addition, they chair a committee that consists of students from each school that works alongside the University to enhance the academic programs of the University.

Student Services/Diversity Chair

The Student Services/Diversity Chair meets with representatives of the University to voice student concerns regarding security, food, residence life, and much more. In addition, the chair works with the university to improve diversity on campus. The chair also serves along with the SGA President on the Student Life Task Force committee.

Technology Chair

The Technology Chair oversees all technology of the Student Government Association. In addition, assists the Chief of Staff with the management of the SGA website.

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