



## **The Constitution**

Southern New Hampshire University Student Government Association  
2500 North River Road, Manchester, NH 03106-1045  
P: 603.645.9694 | sga@snhu.edu

1. Name:
  - A. The name of this organization shall be the Southern New Hampshire University Student Government Association, hereinafter referred to as the Student Government, Southern New Hampshire University (SNHU) Student Government Association (SGA).
2. Purpose:
  - A. Mission: The Southern New Hampshire University Student Government Association represents the best interests of the student community through shared governance, sound fiscal policy, beneficial services, and leadership.
  - B. Vision: Student Government will be the prominent student organization known for excellence in leadership, service, and community engagement.
3. Values:
  - A. Collaboration
  - B. Inclusivity
  - C. Integrity
  - D. Pride
  - E. Respect
  - F. Happiness
  - G. Hard work
  - H. Dedication
  - I. Trust
4. Membership:
  - A. Senate:
    - I. Authority: The legislative authority of the Student Government shall be vested in the Senate, including the following:
      1. Ratify actions of the Student Government Budget and Finance Committee.
      2. Recognize student organizations that meet the requirements stated in the SNHU Student Handbook, have been approved by the Office of Student Involvement, and comply with the Student Government Finance Policies and Procedures.
    - II. Composition: The Senate will be composed of 24 members, 20 of whom will be elected in the spring. The remaining 4 spots will be reserved for fall elections, with first-year students having preference. If less than 20 candidates seek election in the spring, the remaining positions will be filled in the fall.
    - III. Term: All members are elected or appointed until the following full Senate induction held each spring semester.
      1. All members of the SGA cannot hold two (2) positions within the organization at the same time (i.e. a member cannot hold an executive board position and a senator position at the same time.)

- a. This does not apply in the case of an executive board vacancy; in which case the duties of the vacant position will fall upon the President until the position is filled.
- b. If the vacancy occurs in the President position, the new President (old Vice President) will assume the duties of the Vice President as well as the President position, until the position of Vice President is filled.

IV. Duties:

1. Senators will be assigned student concerns to be held responsible for or may take on larger initiatives in a team when applicable.
2. Becoming an active member of the SNHU community, in an effort to connect to the student body by effectively representing their best interests.
3. Sitting on one committee, which meets regularly, and is highly active within the organization. These committees include Finance and Student Involvement.
4. Attending organization-sponsored and supported events as requested.
5. Attending regularly scheduled Senate meetings, dressed in appropriate business casual attire, participate in debate and discussion, and vote on key and critical issues within the organization.
6. Complete one hour of SGA service per week (can include but not limited to: Penmen Pride scanning, tabling, and/or volunteering for co-sponsorships).

B. Executive Board:

- I. Authority: The presiding authority of Student Government shall be vested in the Executive Board, including the following:
  1. Facilitation of all Student Government committees and meetings.
  2. Presiding over all Student Government Senate meetings.
- II. Composition: The Executive Board of the Student Government shall be comprised of the President, the Vice President, the Chief Financial Officer (CFO), Student Relations Officer
- III. Term: All members are elected or appointed until the following full Senate induction held each year in the spring.
- IV. The Executive Board does not hold voting authority unless specific situations are outlined in this document or if voting authority has been released to the Executive Board by the Senate.
- V. The Executive Board has the authority to make motions and second motions, however, it does not have the power to vote as stated above.
- VI. Executive Board members must hold four office hours per week. One of those four are designated at the same time each week. The remaining three of those four can vary each week and can be virtual as long as it is SGA service related that can include but is not limited to meetings, tabling, or scanning.

VII. Duties:

1. President:

- a. Acting as the liaison between the organization and the administration. They are responsible for meeting regularly with the Dean of Students, in addition to University senior leadership as needed.
  - b. Having a general understanding of all major or significant changes affecting the student body and upholding the shared governance model.
  - c. Acting as the Student Representative to both the University Board of Trustees (pending approval of the board) and the University Alumni Board. They should keep open communication between the student body, organization and administration by attending all board events as required.
    - i. If the University Board of Trustees or the University Alumni Board does not approve the President as the Student Representative, then the President shall appoint another member to serve as the representative. The member must have completed a full term within the organization and be approved by a two-thirds (2/3) vote of Executive Board and the Senate combined.
  - d. Planning all aspects of the fall retreat and the winter regroup.
  - e. Acting as the Parliamentarian for all Senate meetings, following Robert's Rules of Order, Newly Revised.
  - f. Having a general understanding of all actions and projects within the organization, including being aware of any major initiatives, policies and external communications (with clubs, organizations, etc.).
  - g. Setting the tone and major goals for the year, aiding in members' position development and goals within their areas of focus.
  - h. Collaborating with the VP in order to set agendas for both the Executive Board meetings and the Senate meetings. This specifically includes inviting and scheduling guest speakers for Senate meetings.
  - i. Determining the outcome of the vote by making an executive decision in the case of a tie during a vote by the Senate.
  - j. The President shall have the authority to authorize emergency executive decisions in case of a university-wide emergency. The Executive Board or Senate will be notified of these orders in a reasonable time.
  - k. The President has the sole authority to move Student Government meetings and office hours to virtual setting, if needed.
2. Vice President:
- a. Serve as the President in their absence.
  - b. Assigning Senate members to Committees.
  - c. Working with the President and other Executive Board members to set Senate meeting agendas.
  - d. Keeping accurate attendance, member contact information and any other relevant information pertaining to membership.
  - e. Establishing and tracking attendance for Senator SGA hours.
  - f. Being in charge of retention and proactively working to recognize Senators.

- g. Educating members on policies and ensuring an understanding of the organization's Code of Conduct and peer-expectations on a bi-annual basis.
  - h. Ensuring each senator's education and understanding of all aspects of SGA's mission, vision, and values.
  - i. Showing all members where to access SNHU Title IX Training, so Senators and Executive Board members are up to date on the policies of Title IX.
  - j. Educating members on Parliamentary Procedure.
  - k. Educating new organization members on SGA practices, policies, and procedures.
  - l. Handling any violations of policy or inappropriate conduct by a member, which may result in a member's removal from office.
  - m. Checking the sga@snhu.edu email account regularly and checking the office voicemail regularly.
  - n. To assume any ad-hoc duties necessary for the function of the Student Government.
3. Chief Financial Officer:
- a. Effectively communicating finance policies with clubs and organizations that are funded by the Student Government Association.
  - b. Giving recommendations and educating clubs and organizations on budget management systems as needed.
  - c. Chairing the Budget and Finance committee, which hears requests from clubs and organizations for funding for capital purchases, conferences, and additional allocations.
  - d. Training all members of the organization on Finance Policies.
  - e. Reviewing and revising regularly said policies and business structure.
  - f. Conducting an annual audit of club and organization accounts to ensure fiscal responsibility.
  - g. Overseeing many of the business operations of the organization, in collaboration with the Student Government Association Business Analyst who is employed by the Office of Student Involvement, to ensure that it operates within the legal bounds of a non-profit organization.
  - h. Upholding, reviewing and revising the Finance Policies on an annual basis.
  - i. Endorsing all checks provided by the Business Analyst at a minimum weekly basis.

- j. Appointing the Assistant Financial Officer and assigning remaining coordinator roles within the Budget and Finance.
  - k. Responsible for creating and publishing the fiscal calendar.
  - l. Overseeing co-sponsorship requests and present them to Senate.
4. Student Relations Officer:
- a. Chairing the Student Involvement Committee.
  - b. Collecting, processing, cataloging and responding to all student concerns via the website (snhusga.org), social media, and other student concern kiosks.
  - c. Tracking and responding to all student concerns.
  - d. Assigning student concerns to the appropriate Senator(s) for investigation and response.
  - e. Be responsible for creating and monitoring major initiatives.
  - f. Sitting on or assigning a committee member to sit on the New Club Recognition Committee within the Office of Student Involvement.
  - g. Overseeing and managing all aspects of spring, fall, and ad-hoc elections.
  - h. Managing the Student Government social media pages and official website.
  - i. Managing the Student Government Penmen Pride Program.
  - j. Developing and maintaining a consistent communication plan.
  - k. Planning and executing SGA's major events.
- C. Student Government Advisor: The Student Government shall have an Advisor, who will be a full-time staff member, designated by the Director of the Office of Student Involvement at Southern New Hampshire University. The duties of the advisor include, but are not limited to: assisting with the transition between senators and executive officers; understanding and teaching expectations of roles, policies and protocols for the Student Government and the Office of Student Involvement; attend all official meetings of the Executive Board and Senate; assist in the planning and implementation of Student Government sponsored activities and programs; assist in the coordination of training and retreats held a minimum of two times per year; and remain accessible for guidance to the Student Government Association members. Additionally, the Student Government President or designee will have an active role in the hiring process for new Student Government Advisor.
- D. Student Government Executive Director: The Student Government shall have an Executive Director, who shall be either the Director or designee from the Office of Student Involvement at Southern New Hampshire University. The Executive Director shall be responsible for the management of the Student Government staff and serve as counsel to the organization as well as Chief Executive Officer to the Organization. Additionally, the Student Government President or designee will have an active role in the hiring process for new Student Government Executive Director.
- E. Student Government Business Analyst: The Student Government shall keep on staff a

full-time Business Analyst who has a background in finance or accounting to maintain the financial holdings and accounts of the organization. The Business Analyst shall also be responsible for attending the Student Government Budget and Finance meetings. Additionally, the Student Government President and Vice President of Finance will have an active role in the hiring process for new SGA Business Analyst.

## 5. Membership Requirements

- A. See Appendix A (Code of Conduct)
- B. Candidates for the Executive Board shall also meet the following qualifications:
  - I. Have at least a 2.75 overall cumulative grade point average (GPA).
  - II. Have been in a Senator position and have completed at least one term prior to the beginning of the new Executive Board term or run uncontested.
  - III. Candidates for President, Vice President, or Chief Financial Officer may not hold Executive Board positions on any other club or organization.
  - IV. Have completed 12 credits (undergraduate students) or 6 credit hours (graduate students) at the end of the semester they are participating in the election.

## 6. Elections Structure

- A. Elections Coordinator:
  - I. The Student Relations Officer or designee is responsible for all aspects of the election process, including applications, candidate meetings, ballots, elections events and the finalization of elections results with support from the Student Involvement Committee.
    - 1. If the Student Relations Officer or designee on the Student Involvement Committee is running for a Senate or Executive Board position, an individual not running for these positions must be in charge of the ballot and election results.
- B. Executive Board Elections:
  - I. Each Executive Board position where there are three or more candidates running must first participate in a Primary Election scheduled one week prior to the spring election (if necessary).
  - II. The top two candidates from each position will participate in a Final Election.
  - III. Ballots will be open for 48 hours.
  - IV. Candidate open forum will take place for Executive Board candidates at least two days prior to elections (if necessary)
- C. Ballot Procedures:
  - I. Names on the ballot will be listed in the order that their completed application was received.
  - II. All full-time students who pay a Campus Comprehensive Fee will be allowed to vote for Senate and Executive Board positions.
  - III. Ballots will be open for at least 48 hours.
- D. Voting procedures are as follows:
  - I. All voting will take place online.
  - II. Students will log into their SNHU email account to receive the link to their ballot.
  - III. Students will only be allowed to vote once.

- E. Finalization of results:
  - I. A candidate will be considered the winning individual if they receive a majority of the votes.
  - II. In the event of a tie for any position, a runoff election will take place no later than 72 hours after the end of balloting.
  - III. Any candidate who disputes the ballot counting process can request verification from the Advisor.
  - IV. Three copies of the results shall be printed, signed by the Elections Coordinator and Advisor, and notarized by a New Hampshire Public Notary:
    - 1. The first copy is to be posted on the bulletin board outside the Student Government office. The results should also be posted on the SGA social media pages and website ([snhusga.org/president](http://snhusga.org/president)) in the form of a post not the official signed document to avoid unauthorized copies being made.
    - 2. The second copy is to be filed with the Student Government Business Analyst and is to remain on file for a period of seven years.
    - 3. The third copy is to remain on file in the Student Government Office.
    - 4. Results will be sent to the student body via their SNHU emails.
  - V. A new Student Government orientation will take place following elections in order to welcome and orient any new members. Orientation will be coordinated by the Vice President of Internal Affairs or designee.
- F. Write-in candidates:
  - I. A candidate must be written-in on 25 separate ballots in order to be eligible for election.
  - II. All write-in candidates must meet candidate qualifications.
  - III. All write-in candidates must fill out the standard online application 24 hours after the results have been posted.
- G. In the event that no candidate campaigns or runs for any Executive Board position within the SGA, that position will be vacant until an internal election is held within the Senate.
- H. An Internal Election is defined as the following:
  - I. Letter of Intent is submitted for Executive Board positions or application is submitted for Senate positions.
  - II. If it is a Letter of Intent, it will be reviewed by the President or designee. Once the letter has been reviewed it will then be shared with the Senate. If it is an application, it will move directly to Senate.
  - III. At the next Senate meeting, the candidate(s) will present themselves to the Senate and give a small speech about why they should be elected to Student Government Association.
  - IV. Following presentations made by the candidate(s). A vote will take place to elect the candidate(s). The candidate(s) will need a two-thirds (2/3) vote from Senate and Executive Board combined to be elected. If the candidate is currently a senator, they may vote in the internal election. The President will only vote in the event of a tie.
  - V. This vote will be written down, collected, and counted by the President for an internal election only involving a senator/executive board member that is in SGA.

## I. Advertising & Campaigning Guidelines

- I. Candidates are permitted to spend the following amounts of their own money on promotional materials and specialty advertising for their own campaign:
  1. \$50 of their own money for Senate candidates.
  2. \$100 of their own money for Executive Board candidates.
  3. Each candidate is required to provide the Elections Coordinator (upon request) a disclosure report breaking down the money spent on promotional materials and specialty advertising.
- II. Candidates should abide by the Southern New Hampshire University Advertising and Solicitation Policy Guidelines.
- III. Posters and advertisements must first receive approval from the Elections Coordinator, or designee, and then receive approval to post from the Office of Student Involvement.
- IV. Candidates will not be allowed to ticket during their campaign process. Therefore, all advertising will only be allowed to promote one candidate.
- V. Campaigning will be seen as the promotion of a specific candidate.
- VI. Negative campaigning (derogatory comments, rude behavior, etc.) will not be tolerated and will be sent through the disciplinary process.
- VII. If a candidate is suspected of violating one or more Advertising & Campaigning Guidelines, any allegations will be brought directly to the SGA Advisor for review.
  1. If the SGA Advisor deems necessary, the advisor will forward the report of the alleged violation to the SNHU community standards department. Otherwise, an internal investigation will be conducted as follows:
    - a. A written statement is to be completed and signed by the individual(s) who witnessed the alleged violation and must be submitted to the Student Involvement Committee for review. This statement will remain confidential between all the involved parties.
    - b. The alleged violator must either submit a written response and/or come to a Student Government Student Involvement Committee meeting to testify.
    - c. The committee will make an unbiased decision based on the evidence supplied.
    - d. If the committee finds the alleged violator responsible, adequate sanctions will be levied. It is the decision of the Elections Coordinator, Committee Chair and the Advisor to decide what sanctions will be given based on the severity of the offense. In the case of a disqualification, the Elections Coordinator will present a case to the Senate and allow them to vote on the situation.
    - e. In the event that any party feels they cannot make an unbiased decision, it will be the Advisor's duty to replace that member on the committee.
      - I. A written reprimand will be placed in the candidate's elections file; the Senate will be notified of the offense. This reprimand will also be public knowledge.
      - II. The candidate will meet with the Elections Coordinator,



Committee Chair and the Advisor to discuss the situation at hand. At the meeting, the candidate will have the opportunity to make a public statement of apology.

- III. Depending on the severity of the alleged infraction, the Candidate may be disqualified from the Executive Board and/or Senate Elections.

## 7. Vacancies

- A. A vacancy is defined as an unoccupied position.
- B. In the event that the President is no longer able to uphold the terms of office, the Vice President will fill their position therefore creating a vacancy in the Vice President position.
- C. In the event that the Vice President is no longer able to uphold the terms of office, the Vice President position will be filled by a Student Government member, via an internal election of Senate members.
- D. In the event that the Student Relations Officer is no longer able to uphold the terms of office, the position will be filled by a Student Government member, via an internal election of Senate members.
- E. In the event that the Chief Financial Officer is no longer able to uphold the terms of office, the Assistant Financial Officer will become the Chief Financial Officer and their Senate seat will be filled accordingly. In the event that the Assistant Financial Officer is unavailable or does not meet the qualifications required for an Executive Board position, the President and or Vice President will assume the roles of the Chief Financial Officer until a new Chief Financial Officer is elected via an internal election by the Senate.
- F. The seats of Senate members who fill Executive Board positions must also be filled via an application process. Candidates must present themselves at a Senate meeting and be approved by a two-thirds (2/3) vote of the Senate and Executive Board combined.
- G. If an Executive Board vacancy exists, and no current Senate members meet the stated qualifications, anyone that meets the qualifications besides the required term length may apply. Following a period of no more than two weeks for current members to apply, anyone that meets these requirements and is a student who paid the campus comprehensive fee or is resides on campus may apply. A vote for any applications that meet requirements is taken up following the normal process of conducting an internal election.
- H. In the event that a Senator(s) position is vacant, an application will be posted to the Student Government Association Website. Any Southern New Hampshire University Campus Students or any student that paid the campus comprehensive fee that meet the Senator Membership requirements may apply. Once an application is received and reviewed by the Election Coordinator, the candidate(s) must present themselves at a Senate meeting and be approved by a two-thirds (2/3) vote of the Senate and Executive Board Members.
  - IV. Applications will remain available to students as long as there are positions open on the Senate until the annual election for Student Government is held in the Spring.
- I. In the event of an emergency that both the President and Vice President are no longer

available to uphold their duties, the following is the order of succession for the President's position on SGA. The interim President will remain in place until the President is able to return to their duties or the Vice President is able to return to their duties. If the President and Vice President will no longer be able to serve on SGA, the interim President will remain until the Executive Director of Student Government is able to conduct an election through the Senate or Student Body.

V. Chief Financial Officer

VI. Student Relations Officer

VII. Senior Member of the Senate.

1. The Senior Member of the Senate is defined as the Senator with the longest amount of time served in Student Government Association.

8. Expectations and Disciplinary Action:

A. Code of Conduct: All members of Student Government are responsible for conducting themselves in the manner outlined in the Student Government Code of Conduct (See Appendix A). Violations of the Code of Conduct could result in disciplinary action, including impeachment.

B. Attendance Policy & Disciplinary Process:

I. All absences (Senate/Executive Board, committees and Student Government functions) must be reported to the Vice President at least 5 hours prior to the meeting that will be missed.

II. After one (1) unexcused absence per semester, a written warning will be given for the possible dismissal from service. The Student Government member must sign and date the warning, so they are aware of the conditions. All written warnings must be saved for seven (7) years for future appeals reference.

1. If a member is late or leaves early from any mandatory Student Government event or meeting, it is considered half (1/2) of an absence.

III. The following reasons are considered excused absences:

1. Short term Medical Reasons

2. Conflicting Class Schedules that cannot be resolved by SNHU Registrar's Office

3. Short term Family Emergencies

IV. If in the event of a need for a longer-term leave of absence, a Student Government Association member should meet with the advisor of Student Government Association to propose a plan that can be approved by the Policy and Procedure Committee on a case-by-case basis.

V. If a Student Government member acquires three (3) unexcused absences, it is grounds for removal and is removed and notified by the Student Government Advisor. All absences falling within the realm of extenuating circumstances will be considered unexcused or excused at the discretion of the Executive Board.

C. Appeals Process for Attendance-Related Removal: Each Senator is entitled to a meeting with the Policy and Procedures Committee to make an appeal. A hearing will be held for the accused member in front of the committee. Following the hearing, the committee will vote by a two-thirds (2/3) vote. If a tie is to occur, the Student Government Advisor will make the final decision, which can include the following:

- I. Senator will be put on probation for the rest of the current semester: If one (1) unexcused absence or two (2) excused absences are acquired at any point during that probation period, the Senator will immediately be dismissed from Student Government. No opportunity for an appeal will be given.
- D. Removal from Office: Any Student Government Member may be removed from service for the following reasons:
  - I. Excessive absences.
  - II. Negligence or incompetence as defined by not meeting the requirements of the position's duties.
  - III. Repeated behavior in conflict with the Student Government Member Code of Conduct.
- E. Impeachment Process:
  - I. If at any time during their term of service, either a Senator or Executive Board member is viewed as incapable of completing their duties and expectations, as the Constitution and Code of Conduct define, that individual may be impeached, resulting in a removal from office.
  - II. To initiate the impeachment of a Senator or Executive Board member, a member of the Student Government (the petitioner) must submit a written request and have a formal meeting with the Student Government Advisor. The request must include a detailed document outlining specific violations of the Student Government Constitution and/or Code of Conduct.
  - III. After reviewing the written request with the Student Government Advisor, the petitioner must gather signatures from at least one-half (1/2) of the current Student Government (including Senators and Executive Board members) on a petition in support of an impeachment hearing. The petitioner must provide the detailed document reviewed in the meeting with the Advisor to all members being asked to sign the petition.
    1. The petitioner and the person being petitioned against (the defendant) will be considered part of the Student Government when determining the quorum for how many signatures are needed.
  - IV. Once an approved written request with at least one-half (1/2) of the current Student Government is completed and returned to the Advisor, the Advisor shall call a special meeting of the entire Student Government to hold an impeachment vote.
    1. Any impeachment vote will be held on a week opposite the normal Student Government Senate meetings.
    2. The Advisor shall notify the member subject to the impeachment proceeding that the process has begun. This notification must happen at least one week in advance of the hearing.
    3. At the impeachment vote, the member subject to the impeachment proceeding shall have the opportunity to speak on their own behalf.
    4. At the impeachment vote, the petitioner shall also have the opportunity to speak on behalf of the petitioning group.
    5. Once both parties have made their arguments, deliberation will take place.
      - a. The member subject to the impeachment proceeding and the petitioner may not be present during deliberation.

6. Once deliberation is over, an anonymous ballot vote in a uniform accessible format for all shall be made.
7. All members are able to vote, including Executive Board members.
  - a. The petitioner and defendant are both not able to vote and therefore not counted in quorum for the vote.
8. A minimum of two-thirds (2/3) vote is required for impeachment.
9. The decision of the vote is final; appeals may not be made.
10. Meeting Minutes will not be recorded during the deliberation of an impeachment trial.

VIII. Any individual who is impeached will be ineligible for membership in Student Government for one full calendar year from the date of impeachment. In order to run in future elections, the individual will need to provide a detailed case to the Policy and Procedure Committee, outlining steps that will be taken to improve conduct and performance.

9. Meetings:

- A. Senate Meetings: The Student Government Senate shall meet every other week. A period of no more than three (3) weeks may lapse between meetings of the Senate, unless prohibited by the University Calendar.
- B. Executive Board Meetings: The Student Government Executive Board shall meet weekly before every Senate and committee meeting. A period of no more than one (1) month may lapse between meetings of the Executive Board.
- C. Special Meetings: The President, Advisor, Executive Director may call a special meeting at any time. Notice via email must be given to the Senate or Executive Board 48 hours prior to the meeting.
- D. Quorum: Quorum shall be defined based on the number of elected members. That is, quorum is defined as having more elected voting members in attendance than not in attendance at the meeting.
- E. Majority Votes will be used at all meetings unless there is a request from any Student Government member to use a roll call vote. At which point a motion must be made to approve that request.
- F. Proxy Voting is prohibited.
- G. Absentee voting is permitted only in emergency situations under the discretion of the Executive Board.

10. Committees:

- A. Membership: Committee assignments will be based on the discretion of the Vice President.
- B. University Committees: The Student Government shall take an active role in participating in the committees allowed by the University and shall designate Student Government Senators to those positions as deemed necessary by the Executive Board.
- C. See Appendix D
- D. Policy & Procedure Committee:
  - I. This committee will review governing documents, such as the Student Government Constitution and Code of Conduct on an ongoing basis, with a minimum of one meeting per semester. The group will recommend amendments to these documents, which will then require ratification from the Senate. It will consist of three (3) Student Government Senators, Chief

Financial Officer (non-voting), and the President (non-voting) as co-chairs.

- II. Any Student Government Association member may submit a suggestion to the Policy and Procedure Committee and should submit it to their representative on Policy and Procedure Committee to be presented.
- III. A Student Government Association Member may present their own proposed idea to Policy and Procedure if requested in writing. That member will be allowed to present their proposal for no more than 10 minutes. Once their time is up, they will exit the meeting.

11. Campus Comprehensive Fee:

- A. For all information regarding the Campus Comprehensive Fee, please see the Finance Policies (Appendix B).

12. Financial Responsibility:

- A. The Student Government's past financial records will be open to any student or professional staff member of Southern New Hampshire University requesting examination. Additional rules and regulations are subject to the Budget and Finance Policies and Procedures.

- I. The requestor must submit a formal written request to the SGA Executive Director.

- II. The SGA Executive Director respondents must respond to the request within one week.

13. Conflict of Interest:

- A. Any possible conflict of interest on the part of any member of the Southern New Hampshire University Student Government Association, officer or employee of the Student Government Association, shall be disclosed in writing to the organization and made a matter of record through an annual procedure when the interest involves a specific issue before the Student Government. The minutes of the meeting shall reflect that a disclosure was made, the abstention from voting, and the actual vote itself. Every new member of the Student Government will be advised of this policy upon entering the duties of their office, and shall sign a statement acknowledging, understanding and agreeing to this policy.

14. Amendments:

- A. The Constitution will be reviewed on an ongoing basis by the Policy and Procedures Committee. Changes to the Student Government Constitution must be presented and distributed electronically one week prior to the vote at a regular meeting of the Student Government and must be approved by a two-thirds (2/3) vote of the Senate and Executive Board. Internal changes to the Constitution can be made at any point during the academic year and will go into effect immediately following ratification from the Senate. External changes to the Constitution will be applied the following academic year.

15. Unspecified Issues

- A. In the unlikely event an issue arises which is not directly addressed within this Constitution, the Executive Board shall, in consultation with the Student Government Association Advisor, determine the appropriate course of action to address the issue.
- B. In the event that an accessibility need arises or an accommodation is needed the President and Vice President will consult the Campus Accessibility Center (CAC) or Online Accessibility Center (OAC) for guidance on how to make reasonable accommodations.

16. Dissolution:

- A. The Student Government Association exists by the request of Southern New Hampshire University. The institution has the right to dissolve the Southern New Hampshire University Student Government Association with just cause.
- B. Upon the dissolution of the corporation, assets shall be distributed for one (1) or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Service Code, or corresponding section of any future federal code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Approved by Student Government Senate: Tuesday, February 3, 2015, Overseen by President John K. Wescott

Amended by Student Government Senate: Tuesday, April 5, 2016, Overseen by President Caroline Fleming

Amended by Student Government Senate: Tuesday, April 18, 2017, Overseen by President Jessica Gallant

Amended by Student Government Senate: Tuesday, March 6, 2018, Overseen by President Ashlee Lindsey

Amended by Student Government Senate: Tuesday, April 17, 2018, Overseen by President Ashlee Lindsey

Amended by Student Government Senate: Tuesday, April 16, 2019, Overseen by President Iesina Tupouniua

Amended by Student Government Senate: Tuesday, April 14, 2020, Overseen by President Charlotte Webb

Amended by Student Government Senate: Tuesday, April 13, 2021, Overseen by President Ryan Barrett

Amended by Student Government Senate: Tuesday, March 29, 2022, Overseen by President Ryan Barrett

Amended by Student Government Senate: Tuesday, March 28, 2023, Overseen by President Stephanie Matte

Amended by Student Government Senate: Tuesday, April 2, 2024, Overseen by President Paige McNamara



## **Appendix A: Code of Conduct**

Southern New Hampshire University Student Government Association  
2500 North River Road, Manchester, NH 03106-1045  
P: 603.645.9694 | sga@snhu.edu

### Eligibility:

1. Enroll at Southern New Hampshire University with a minimum of twelve (12) credits per semester and six (6) for graduate students.
2. Maintain a cumulative grade point average (GPA) of at least 2.5 (Senators) or 2.75 (Executive Board members).
3. Graduate students be enrolled at SNHU with a minimum of six (6) credits per semester, must maintain at least a 3.0 cumulative grade point average (GPA), and pay the Campus Comprehensive Fee.
4. Understand and abide by University rules and regulations.
5. Maintain a thorough knowledge and understanding of Student Government policies and procedures, as well as other laws and regulations involved in the job responsibilities.
6. Represent the views, opinions and requests of the SNHU student body.

### Requirements and Responsibilities:

1. Serve one (1) SGA service hour per week (Senator) / Serve one (1) office hours per week (Executive Board Member) in the Student Government office.
2. Attend all scheduled Student Government-related meetings and events (Senate, Executive Board and/or committees, where applicable)
3. Attend regular meetings based on assigned Student Concerns
4. Volunteer at Student Government events (tabling, scanning, co-sponsored events)
5. Provide notification of any meeting conflicts to the Student Government Vice President at least 5 hours in advance of the meeting time. There can be no more than (3) absences.
6. Keep confidences, explicit and implicit, except when confidence may endanger the well-being of an individual or other individuals. These confidences include member information and academic standing.
7. Discuss interpersonal conflicts and issues directly with other individuals involved, where possible.
8. Inform the Advisor or Executive Director of any interpersonal conflicts that cannot be resolved through direct interaction.
9. Practice mutual respect for all other members of the Student Government Association.
10. Represent Student Government and Southern New Hampshire University in a positive manner, both during and outside formal Student Government duties (personal interactions, social media, etc.).
11. Responsible for designated student concerns and may take on larger initiatives in a team when applicable.
12. Conduct oneself in accordance with the University Handbook.

Violations:

1. Any violation of this Code of Conduct is subject to disciplinary action, as outlined in Section 8 of the Student Government Association Constitution.

Acknowledgement:

As a member of the SNHU Student Government Association, I realize that the organization has certain requirements of me that I must fulfill in order to remain in my position for the academic year. I accept the terms of this code of conduct and understand that my failure to adhere to these terms may be grounds for termination from my position.

---

Member Name

Member Signature

Date





## **Appendix B: Budget and Finance Policies and Procedures**

2500 North River Road, Manchester, NH 03106-1045

P: 603.645.9694 | sga@snhu.edu

1. Fiscal Year
  - A. The SGA fiscal year runs from July 1 to June 30.
2. Campus Comprehensive Fee
  - A. Southern New Hampshire University (SNHU) collects, from the undergraduate and graduate day students population, a Campus Comprehensive Fee. A portion of the Campus Comprehensive Fee collected is designated by the University to be used to support student clubs, organizations, publications, social life, campus improvements and other activities recognized by the SNHU Student Government Association.
  - B. The Executive Director and Budget Analyst are ultimately responsible for the oversight and management of the portion of the Campus Comprehensive Fee designated by the University for SGA and shall act as agents of Southern New Hampshire University with respect to these specific funds.
  - C. The SGA apportioned funds are currently paid as follows:
    - I. University shall pay SGA \$165 per “Eligible Student,” currently defined by the University as: any campus-based graduate and undergraduate, and online students living in campus housing.
    - II. This funding will be paid by the University to SGA twice per academic year: once per semester after add-drop period ends during the Fall and Spring terms.
    - III. Global Campus students interested in participating in these activities can elect to pay the standard \$165 per term fee.
  - D. Any requested changes to the portion of the Campus Comprehensive Fee shall be submitted by the SGA (through its Budget Oversight Committee to the University’s Dean of Students, who will address the request through the University’s standard budget processes and communicate the University’s decision regarding funding to SGA.
3. Structure
  - A. The Budget and Finance Committee is a standing committee of the Student Government Association designated to manage the fiscal oversight of organizations.
  - B. It shall consist of three (3) or one-fourth (1/4) (whichever is greater) of senators appointed to the position by the Vice President.
  - C. The following positions are members of the committee:
    - I. SGA Chief Financial Officer (chair of the committee; non-voting). If the Chief Financial Officer cannot perform their duties or attend a select meeting, the Assistant Financial Officer will assume responsibilities.
    - II. Three (3) or one-fourth (1/4) (whichever is greater) of senators. A senator in this group will be appointed to take accurate minutes.

- D. Quorum: Quorum shall be defined based on the number of elected members. That is, quorum is defined as having more elected voting members in attendance than not in attendance at the meeting.
  - E. The Budget and Finance Committee shall meet bi-weekly; except when the University academic calendar prohibits. The Chief Financial Officer has the right to call special meetings.
  - F. Proxy Voting is prohibited.
  - G. Absentee voting is permitted only in emergency situations under the discretion of the Chief Financial Officer.
4. Application of Policies
- A. The following policies and procedures apply to all SGA entities including:
    - I. Student Government Association
    - II. Funded clubs
5. Appropriation Process and Remaining Funds
- A. Clubs will receive their yearly allocation on July 1.
  - B. The beginning of the year budget allocation is based on the previous beginning yearly allocation plus any additional allocations.
  - C. Each club will be additionally allocated \$160 for Copies Plus purchases on an annual basis.
  - D. Any funds remaining in the SGA budget after June 30 will automatically be placed in the SGA Reserve account. The Budget Oversight Committee will oversee this account.
6. Disbursement Procedures
- A. For any expense of budget funds, the requestor must submit an SGA Budget Disbursement Form with supporting documentation (receipts, contracts, invoices, etc.) in order for the SGA Business Analyst to process payments.
  - B. Checks will be signed by an Office of Student Involvement staff member as well as the SGA Chief Financial Officer
    - I. In the absence of the SGA Chief Financial Officer, an appropriate Office of Student Involvement staff member will sign and countersign all budget disbursements and checks.
  - C. Any cash advance that is disbursed by the SGA Business Analyst must be returned with an Expense Report, as well as all receipts and unused funds within five (5) business days of the conclusion of the event/program. Failure to do so may put the organization in jeopardy of an account freeze.
7. Deception in Fiscal Responsibility
- A. Deception in any way relating to financial information or monetary requests will lead to an immediate revocation of funds with a possible audit.
    - I. The extent of revocation of funds is up to the discretion of the SGA VP of Finance.
    - II. The revocation of funds could be in regard to any/all of the club's accounts, including:
      - 1. General Club Allocation
      - 2. Copies Plus Budget
      - 3. Liability Account

4. Any Funding Requests with the Budget and Finance Committee

8. Auditing

- A. SGA has the right to review monetary efficiency and fiscal responsibility of an organization in fulfilling its function.
- B. An organization's failure to comply with the monitoring process may result in possible loss of funds.
- C. The following positions have the right to initiate an audit:
  - I. President
  - II. Chief Financial Officer
  - III. Student Government Association Advisor
  - IV. The Business Analyst
  - V. The Executive Director
- D. An audit can result in penalties against the club or organization if fiscal irresponsibility or negligence is found to exist. Penalties are up to the discretion of the SGA CFO, The Business Analyst, and the Executive Director.
  - I. Penalties can include, but are not limited to:
    - 1. Additional verifications to disburse budget.
    - 2. Freezing of any/all accounts
    - 3. Derecognition of SGA funded organization status,
  - II. If the CFO is found to be fiscally irresponsible or negligent, penalties are up to the discretion of the SGA Executive Director.

9. Additional Allocations

- A. The Budget and Finance Committee will allocate seven thousand five hundred dollars (\$7,500) for additional allocations to clubs.
- B. The Budget and Finance Committee distributes funds to clubs and organizations throughout the year as long as funding is available.
- C. The Budget and Finance Committee and Senate has reasonable discretion to determine if the additional allocation request serves the club mission, vision, and follows the finance policy guidelines.
- D. Additional allocations will be based on the following guidelines:

Beginning Annual Allocation (July 1 – June 30)	Budget Percent Increase
\$0.00-\$1,600.00	75%
\$1,600.01-\$2,500.00	50%
\$2,500.01-\$5,000.00	25%
\$5,000.01-\$7,500.00	20%
\$7,500.01-\$10,000.00	10%
\$10,000.01 +	5%

- I. The annual allocation amount used to determine the additional allocation starting amount shall only consist of annual SGA club allocation amount to a club.
- II. Liability accounts and Copies Plus accounts will not be used to determine the additional allocation bracket.

- III. Clubs and organizations that receive an additional allocation will be required to re-present after two years to re-evaluate the use of the additional allocation.
    - E. The process is as follows:
      - I. Clubs and organizations must submit an Additional Allocation Request Form to the SGA Chief Financial Officer.
      - II. The SGA Chief Financial Officer will notify the club of the Budget and Finance Committee meeting to attend and present their request.
      - III. The club must meet with the Business Analyst prior to the meeting to review their budget.
      - IV. Presentations will be judged based on fit with club mission and supporting documentation.
        - 1. Club spending must match club mission and vision statement.
        - 2. Must show the growth/decline in club size in the past two years.
        - 3. Past and future events that are held.
      - V. Any allocations approved by the Budget and Finance Committee will be brought to the SGA Senate for ratification. The SGA Chief Financial Officer will notify the club via email within three (3) days of the final decision.
    - F. Upon approval by the SGA Senate, funds are immediately available for use.
    - G. Should a club be denied funding, the club is still eligible to re-request funds by following the steps above.
10. Newly Approved Organizations
  - A. Once an organization is ratified by the SGA Senate, the Budget and Finance Committee will allocate a \$1,600 budget.
  - B. Each organization will be additionally allocated \$160 for Copies Plus purchases on an annual basis.
11. Capital Expenses
  - A. Budget and Finance Committee will allocate \$10,000 for capital expense allocations for clubs during the year.
  - B. The Budget and Finance Committee and Senate have reasonable discretion to determine the quality of a capital request.
  - C. Capital requests are required for the following purchases:
    - I. Any single-item capital purchase, above \$250, and has a life of more than one year, will be considered fixed assets and any capital purchases below \$250 will not be considered fixed assets.
      - 1. An item with multiple subparts is considered a capital expense.
    - II. Uniforms that have to last more than one year.
  - D. Auxiliary services (Last Chapter Pub, Copies Plus, Concierge Desk, Club Resource Center, and Student Center Tech Crew) will utilize separate Student Center Operations funds for capital expenses.
  - E. The process is as follows:
    - I. Clubs and organizations must submit a Capital Request Form to the SGA Vice President of Finance.
    - II. The SGA Chief Financial Officer will notify the club of the Budget and Finance Committee meeting to attend and present their request.

- III. Presentations will be judged based on fit with club mission and supporting documentation.
- IV. Any requests approved by the Budget and Finance Committee will be brought to the SGA Senate for ratification. The SGA Chief Financial Officer will notify the club via email within three (3) days of the final decision.
- F. Upon approval by the SGA Senate, funds are immediately available for use.
- G. Should a club be denied funding, the club is still eligible to re-request funds by following the steps above.

## 12. Credit Cards

- A. Some staff in the Office of Student Involvement hold SGA credit cards to make purchases for organizations.

## 13. Conferences

### A. Definition of a conference:

- I. A meeting for consultation, education, exchange of information, or discussion with a formal agenda.
- II. An exhibition for companies in a specific industry to showcase and demonstrate their latest offerings is not a conference.
- III. The Budget and Finance Committee and Senate have reasonable discretion to determine if a conference fits the club's mission, vision, and finance policy guidelines.
- IV. Budget and Finance Committee will allocate an amount for conference allocations during the year.
- V. This will be evenly divided for allocation during the fall and spring semesters.

### B. Rules Governing Clubs and Organizations:

- I. Conference requests must align with the requesting organization's mission/vision.
- II. Requests must meet the definition of a conference, as outlined in the Budget and Finance Committee policies.
- III. The maximum number of attendees is as follows:
  - 1. 12 students plus 1 funded advisor for regional conferences (within 300 miles or 6 hours of SNHU, whichever comes first)
  - 2. 5 students plus 1 funded advisor for conferences outside the region with the limitation that only 3 seniors are allowed to attend the conference.
- IV. All conferences must be in the continental United States.
- V. Clubs and Organizations must book hotel rooms, travel accommodations, and airline airfare through the vendor directly. Third-Party sites and companies are not permitted.
- VI. All clubs and organizations that wish to attend any conference must apply for conferences through Student Government's policies and procedures and have the conference approved by the Student Government Budget and Finance Committee and countersigned by the Student Government Senate.
  - 1. Due to a conflict of interest, Student Government must apply for any of their conferences to the Budget Oversight Committee. Student Government is otherwise still responsible for obeying all limits and

policies set forth in the Finance Policies.

2. Exception: any organization wishing to attend regional conferences with total cost of less than \$1,000 should use their annual budget allocation.
  - a. Organizations must still go through the conference approval process via the Office of Student Involvement
  - b. Maximum attendees for these conferences are as follows:
    - i. 23 students plus 1 advisor for any day conferences.
    - ii. 22 students plus 2 advisors for any overnight conferences.

VII. When approved for a conference through Student Government Association you must use campus transportation unless otherwise approved by the Office of Student Involvement.

C. Conference Attendees

I. A conference attendee is defined as the following:

1. A conference attendee is anyone in need of funding for transportation, food, lodging, registration, or other miscellaneous expenses.
  - a. If a staff member is acquiring funding through other sources and they do not need any funding from Campus Comprehensive Fees, they are not considered a conference attendee for the purposes of the maximum amount of funding per person. However, they are considered an attendee in terms of the one staff advisor attendee rule for conferences and an additional advisor cannot be requested.
2. All attendees of a conference, barring Staff/Faculty Chaperones must pay the Campus Comprehensive Fee.

II. The maximum amount of conference funding a club can apply for per person is as follows:

1. There will be a \$1,500 per attendee maximum on all funded conferences.
2. Conference attendees will be allotted the per diem amount for each meal including meals during travel for the location of the conference. This excludes meals provided or included in the conference registration fee.

III. Clubs and organizations are eligible to utilize the liability account for conferences including fundraising or other additional approved sources.

IV. Conference attendees can only attend two conferences per club/organization during their time at SNHU.

D. The process to apply for conference funding is as follows:

- I. All conferences must be approved by the Office of Student Involvement before being presented to the Budget and Finance Committee.
- II. Clubs and organizations must submit a Conference Request through [snhusga.org/budget-finance](http://snhusga.org/budget-finance).
- III. The SGA Chief Financial Officer will notify the club of the Budget and Finance Committee meeting to attend and present their request.
- IV. Presentations will be scored based on a rubric that evaluates alignment with organization mission, definition of a conference, and overall quality of presentation.

				Score/Comments
I. Conference				

alignment with Organization Mission	No evidence - 0	Some evidence - 1	Significant evidence - 2	Score:
	There is no clear evidence that the conference chosen aligns with the organization's mission.	Aspects of the conference chosen to align slightly with the mission of the presenting organization.	The conference aligns closely with the presenting organization's mission.	Comments:
2. Meets definition of a conference	No evidence - 0	Some evidence - 1	Significant evidence - 2	Score:
	The proposal does not meet the definition of a conference, as it is absent of education or a formal agenda.	The proposed conference includes some educational components, but aspects are unclear or insignificant.	The proposed conference includes a clearly- stated, robust educational program.	Comments:
3. Overall quality of presentation	No evidence - 0	Some evidence - 1	Significant evidence - 2	Score
	The presentation is incomplete and/or unorganized and/or lacks clarity.	The presentation includes all basic information, but aspects lack clarity or explanation.	The presentation fully addressed all aspects of the conference, and clear supporting evidence is provided.	Comments:
			Overall Score (out of 6 total points):	

- V. Any allocations approved by the Budget and Finance Committee will be brought to the SGA Senate for ratification. The SGA Chief Financial Officer will notify the club via email within three (3) days of the final decision.
  - VI. Upon approval by the SGA Senate, funds are immediately available for use.
  - VII. Clubs/organizations have 10 business days to schedule a meeting with an Office of Student Involvement representative and start the booking process once funds are available.
    - 1. Failure to schedule a meeting with an Office of Student Involvement representative to book tickets within 10 business days of the conference triggers an instant revocation of conference funding, which goes back into the available conference funds for all organizations to apply for conference funding.
    - 2. Organizations have the right to reapply for revoked funding due to expiration of not booking conferences. However, requests will be examined in the order they are submitted.
  - E. Should a club be denied funding, the club is still eligible to re-request funds by following the steps above.
  - F. Conference money is limited and will be allocated on a per-semester basis.
  - G. All conference requests for each semester will be heard over a set period of time and then will be evaluated and funded based on their individual merits.
  - H. SGA must request conference funding as part of their annual allocation justification through the SGA Budget Oversight Committee.
  - I. Additional Conference Allocations
    - I. Conference overages will only be covered due to external factors out of the control of the organization.
  - J. The following must be completed within ten (10) business days after the club attends the conference. If the following are not completed, the club's budget will be frozen (See Section Freezing of Accounts) and could face additional penalties.
    - I. Submitting all receipts from cash advances
    - II. Submitting the conference budget to actual sheet
14. Freezing of Accounts
- A. Definition: A frozen account is an account to which no withdrawals or purchases can be made. Exemptions will be made for pre-existing expenses as to not upset existing relationships with vendors.
  - B. Any account managed by the SNHU Student Government Association can be frozen.
  - C. The following personnel are authorized to freeze and unfreeze any account.
    - I. President
    - II. Chief Financial Officer
    - III. Business Analyst
    - IV. Executive Director
    - V. Advisor
  - D. The process to freeze an account is as follows:
    - I. To freeze an account, one of the authorized personnel must have just cause to freeze the account.



- II. The authorized personnel requesting that an account be frozen (the petitioner) will submit a written request to another member of the authorized personnel team and will gather a second supporter of the request.
    - III. Once the request has two supporters, the petitioner will notify the SGA Business Analyst or interim SGA Business Analyst of the request.
    - IV. The SGA Business Analyst will notify the following parties:
      - 1. The list of personnel authorized to freeze/unfreeze any account.
      - 2. The overseeing club/person responsible for the account that the account has been frozen.
      - 3. Any additional necessary Office of Student Involvement employees that the account has been frozen.
  - E. The process to unfreeze an account is as follows:
    - I. Any of the authorized personnel requesting that an account be unfrozen (the resolver) will submit a written request to another member of the authorized personnel team and will gather a second supporter of the request.
    - II. Once the request has two supporters, the petitioner will notify the SGA Business Analyst or interim SGA Business Analyst of the request.
    - III. The SGA Business Analyst will notify the following parties:
      - 1. The list of personnel authorized to freeze/unfreeze any account.
      - 2. The overseeing club/person responsible for the account that the account has been unfrozen.
      - 3. Any additional necessary Office of Student Involvement employees that the account has been unfrozen.
  - F. Frozen account appeals:
    - I. The club/person responsible for the account may appeal the decision to freeze the account via written submission to the SGA Executive Director who will distribute the request to the personnel authorized to freeze and unfreeze accounts.
      - 1. It is up to the discretion of the personnel authorized to freeze and unfreeze accounts as to whether to propose that an account be unfrozen.
  - G. When freezing a club account, all funds overseen by that club will be frozen, including:
    - I. General Club Allocation
    - II. Copies Plus Budget
    - III. Liability Account
    - IV. Any Funding Requests with the Budget Finance Committee
15. Off-Campus Trips
- A. All trips must be approved by the Office of Student Involvement prior to any arrangements or reservations being made.
  - B. Decisions on chaperone advising trips will be determined through the Office of Student Involvement.
16. Transportation Fund
- A. The Budget and Finance Committee shall appropriate \$52,000 for the use of student group transportation.
    - I. This will cover SGA fuel cards, EZ passes, and alternate transportation such as rentals and busses.

- B. The SGA vehicles or rental vehicles may be made available to clubs and organizations for approved activities.
  - C. The vehicles, requests, and transportation fund will be managed by the Office of Student Involvement.
  - D. The use of other campus vehicles by Student Government Association-funded clubs and organizations will have access to SGA's corporate gas cards.
17. Ticket Sales
- A. All clubs must use SNHUTickets.com for all ticket sales.
  - B. Within two months of the conclusion of sales, the ticket income will be returned to the club budget.
  - C. Ticket prices for student trips will be 10% or more of the ticket cost that clubs are paying.
18. Advertising
- A. All events and programs funded by clubs and organizations must be advertised to the campus community.
  - B. All events and programs must be published on 25Live at least five days before the event/program.
  - C.
19. All flyers, posters, ads, and all other forms of advertisement must include the Campus Accessibility Statement.
20. Clothing
- A. Organizations can spend no more than \$50 for each individual article of clothing.
  - B. Organizations may purchase clothing to promote a specific campaign, organization or event.
  - C. No personalization such as name, electoral board position, or number can be funded by the annual allocation.
  - D. For uniform purchases, please refer to Capital Expenses.
  - E. Two quotes and design proof should be provided to the Office of Student Involvement for approval prior to purchase.
21. Prizes, Gifts and Honorariums
- A. No more than \$50 per person can be used for end-of-year gifts.
  - B. An honorarium may be issued to an individual as a thank you for a service rendered to a club or organization. The cost of the honorarium may not exceed \$50.
  - C. All gift cards, cash prizes, and giveaway items must be recorded through a Prize Sheet and returned to the SGA Business Analyst.
  - D. Any e-gift cards that are purchased or awarded to a student or department must be sent to an SNHU email address.
22. Donations
- A. Any club or organization that will be receiving donations must complete an SGA Record of Donation Form.
  - B. A group cannot use the Campus Comprehensive Fee to support any non-SNHU organization through direct cash donations or gifts.
  - C. The SGA Business Analyst will receive, record, and issue gift letters/receipts for all donations.
23. Fundraising
- A. All clubs and organizations shall be allowed to raise funds.

- B. Clubs and organizations may request the option to conduct a fundraiser by completing the Fundraising Registration Form and submitting it to the Office of Student Involvement.
- C. Campus Comprehensive Fee funds cannot be used to raise funds.

#### 24. Liability Account

- A. Liability is considered funds collected from an organization that are independent from the SGA Campus Comprehensive Fees (i.e. dues, fundraising, donations, merchandise sales, etc.).
- B. Liability account funds are held by the SGA.
- C. These funds may be accessed through the disbursement procedures.
- D. Liability account funds may be used for:
  - I. The purchase of clothing, personalized clothing, food, gifts, honorariums, and prizes that exceed the stated limits on items outlined within the Budget and Finance policies.
  - II. The payment of organizational registrations, dues, and fees.
  - III. The donation of money to other registered charitable organizations.
  - IV. Off-campus trips that are not open to the entire student body (trips must still be approved through the Office of Student Involvement).
- E. Funds may not be used for alcohol (the operations of the Last Chapter Pub excluded).
- F. Liability account funds rollover from fiscal year to fiscal year.

#### 25. Restrictions on Use of Funds

- A. Campus Comprehensive Fee funds cannot be used to purchase the following items:
  - I. Alcoholic beverages (with the exception of the Last Chapter Pub operations).
  - II. Drugs or illegal substances.
  - III. Illicit goods and services.
  - IV. Contracting current organization/ club members to do paid work.

#### 26. Movement of Funds

- A. The overseeing club/person responsible for an account has the right to transfer money from an account they are overseeing to another SGA account through a budget disbursement form combined with a memo.
- B. The Chief Financial Officer has the right to request the movement of funds from any account they deem necessary.
- C. The decision must be approved by a majority vote from the Chief Financial Officer, SGA President, Executive Director, Business Analyst, and the SGA Advisor.
- D. Upon approval, the SGA Business Analyst will move the funds to and from the approved accounts.

#### 27. Student Center Operations

- A. A staff member from the Office Student Involvement will be ultimately responsible for the management of the Student Center Operations account,
- B. The Student Center Operations Account will be responsible for the management of the Student Center auxiliary spaces/programs:
  - I. Involvement Hub
  - II. Concierge Desk
  - III. Copies Plus (self-sufficient except for capital purchases)
  - IV. Last Chapter Pub

V. Tech Crew

- C. The Student Center Operations annual budget will be presented by an Office of Student Involvement representative as part of the annual budget cycle to the Campus Comprehensive Fee Group. This fund will be used for new purchases, maintenance of the facility and equipment, training and development for students and staff, compensation for services rendered, and special programming in the facility.

28. Club Sports

- A. The Club Sports annual budget will be presented by a Campus Recreation and/or Athletics representative as part of the annual budget cycle to the Campus Comprehensive Fee Group. This fund will be used for new purchases, maintenance of the facility and equipment, training and development for students and staff, compensation for services rendered, and special programming in the facility.

29. Co-Sponsorships

A. Eligibility

- I. Any SNHU club, organization, or department is eligible for a co-sponsorship for an event.
- II. A request for a cosponsor can include volunteering and/or monetary assistance.
  1. Volunteer assistance can be requested but is not guaranteed.
  2. Monetary assistance can be requested but is not guaranteed and cannot exceed five hundred dollars (\$500).
- III. All requests must provide enough time for the request to be approved by the Senate, such that the event will take place after the Senate meeting, at which the request was approved.

B. Request Process

- I. A representative of a club, organization, or department must complete the co-sponsorship request form on the SGA website ([snhusga.org](http://snhusga.org)).
- II. The Chief Financial Officer will organize all requests and present them to the Senate.
- III. The Senate will review the request and vote on the request.
- IV. If the request is passed, the Chief Financial Officer will inform the requester within forty-eight (48) hours of approval.
- V. Organizations and clubs must provide an invoice or receipt to be allocated monetary assistance.

C. Re-application

- I. If denied, a club, organization, or department may re-apply for a co-sponsorship, pending available time.



Appendix C: Budget Oversight Committee Policies & Procedures  
Southern New Hampshire University Student Government Association  
2500 North River Road, Manchester, NH 03106-1045  
P: 603.645.9694 | sga@snhu.edu

## 1. Purpose

### A. The Budget Oversight Committee

- I. A Budget Oversight Committee is established to advise the SGA Executive Board and Administration of the institution on the amount and expenditure of Campus Comprehensive Fees. The committee will study the amount and expenditure of the fee and meet with appropriate administrators of the institution and recommend the amount and expenditure of a compulsory fee to be charged for the next academic year. This committee will also provide oversight and recommendations for the investments of the SGA, capital expenditures, and regularly review the policies and procedures that govern the fee distribution process.

## 2. Membership & Voting

### A. The committee will have the following members:

- I. Executive Director of SGA, Chair (non-voting member)
- II. SGA Business Analyst (non-voting member)
- III. SGA Vice President (non-voting member)
- IV. SGA Chief Financial Officer (non-voting member)
- V. 5 Student Members
- VI. 3 Faculty/Staff Members

1. There should be at least one faculty member with a background in investments and/or accounting on the committee.

### B. In order to vote on any business, a minimum of five (5) members is required.

### C. The Executive Director will have the right to call special meetings.

### D. Terms of Service:

- I. Student members will serve a 2-year term.
- II. Faculty & staff members will serve a 2- or 3-year term.

### E. Selection of Members

- I. Future years will utilize an application process.
- II. The members are decided by the Executive Director of SGA.
- III. Senators are not eligible to hold a student member position.

### F. Removal of Members

- I. If a member has two unexcused absences their membership will be terminated.
- II. Any vacant roles will be filled through an application process.

## 3. Responsibilities

### A. Campus Comprehensive Fee

- I. The Campus Comprehensive Fee that is charged to all full-time students at SNHU needs to be reviewed annually, and any recommendations to

increase, or decrease the fee should be decided by the entire student body as part of a referendum vote.

1. Online Students that want to participate in on campus activities may opt in and pay the Campus Comprehensive Fee. Online Students that have paid the fee in terms of the Campus Comprehensive Fee guideline will be considered campus based full-time students.

II. In preparation to bring any recommendation to a vote the following procedures should be followed:

1. The committee will review the Campus Comprehensive Fee history and develop recommendations for the fee amount to be charged to all campus based full-time students.
2. Any recommendation will be sent to the SGA Senate for approval to place this recommendation on the spring election ballot as a referendum vote. This request will only go before the student body as a referendum vote, only if the increase is over five (5) percent.
3. In order for the recommendation to be placed on the ballot, it must have two-thirds (2/3) approval from the SGA Senate.
4. If this recommendation is approved by the student body, it will be submitted to the university budget process.
5. Upon the acceptance of this fee change, student bills will be assessed the agreed upon amount in the following academic year.

B. SGA Investments

I. This committee will review bi-annually the investments of the SGA as part of their meeting agenda and make recommendations to the SGA Business Analyst.

4. Fee Distribution Policies & Procedures

- A. The committee will annually review the SGA expense reports for the Campus Comprehensive Fee (provided by the SGA Business Analyst).
- B. Any funds remaining in the SGA budget after June 30 will automatically be placed in the SGA Reserve account. The SGA Business Analyst will use remaining funds to pay any outstanding bills.
- C. The Business Analyst will review the funds remaining in the SGA Reserve account and issue a report to the SGA President allocating the funds available to be allocated by the SGA Budget & Finance Committee.

5. SGA Senate Annual Allocation

- A. Annually in April, the outgoing SGA Chief Financial Officer and President will prepare and the incoming SGA Chief Financial Officer and President will present an itemized budget for approval. This budget will be for the upcoming fiscal year. The organization will provide a formal multimedia presentation, deliver appropriate supporting documentation and wear business attire.



Appendix D: Committee Descriptions  
Southern New Hampshire University Student Government Association  
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#### Composition of Committee Membership:

Senator responsibilities are to serve on one Committee. All senators must hold one position within each Committee. Therefore, there may be a total of 25 seats in each committee. If the number of members in one committee changes, another must also change to correspond with that change.

#### Committees

The purpose of the Committees is to engage our members in the day-to-day operations of the organization. These committees are the organization's standing committees, each of which is responsible for a different aspect of the organization's functions. It is in these committees that major decisions are discussed, thought-through, and made. Programs, events, and services are all developed and run through these committees. The goal of each of the committees is to help to further develop the organization and the services that it offers.

##### 1. Budget and Finance Committee – Chief Financial Officer as Chair

The purpose of this committee is to distribute the Campus Comprehensive Fee in a fair manner to all the student government organizations. The committee, of three (3) or one-fourth ( $\frac{1}{4}$ ) (whichever is greater) of Senators and the Chief Financial Officer, hears clubs and organizations request for capital purchases, conference funding and additional allocations.

##### 2. Student Involvement – Student Relations Officer as Chair

The purpose of the committee is to facilitate all aspects of the student suggestion process. The committee is responsible for all intake, cataloging, distribution of and response to all suggestions from the student body. This committee is also responsible for ensuring that senators receive student feedback to utilize in their Student Concerns positions. In addition to the student suggestions process they will also oversee the organization's social media pages, as well as any other forms of publicity for the organization. The committee must facilitate all aspects of the Student Government Penmen Pride Program. The committee will oversee the registration of events, data collection, prize distribution and publicity for the program. The committee is also responsible for recruitment and elections. The committee will also help plan all SGA major events.

##### 3. Policy & Procedure Committee – President, 3 Senators, Chief Financial Officer

The committee will review governing documents, such as the Student Government Constitution and Code of Conduct on an ongoing basis. The group will recommend amendments to those documents, which will then require ratification from the Senate.