

THE BYLAWS OF BIOLA UNIVERSITY

STUDENT GOVERNMENT ASSOCIATION

TABLE OF CONTENTS

[**Bylaw I: Purpose 3**](#_rkxfcke8mb8a)

[Section I: Purpose 3](#_rty9xak1zwzl)

[Section II: Maintenance 3](#_wn2qc1vcxx3r)

[Section III: Authority 3](#_kwtpglc7qslg)

[Section V: Bylaw Amendments and New Bylaws 3](#_o3q9ti1r4nw)

[**Bylaw II: Responsibilities of the Cabinet 3**](#_1e43uisabhbv)

[Section I: President 3](#_9zz094jyvco7)

[Section II: Senior Vice President 4](#_kptzgm7n01ix)

[Section III: Vice President of Marketing and Communications 4](#_evf94bz7w4cw)

[Section IV: Vice President of Finance 4](#_l4dogvlkyzgi)

[Section V: Vice President of Administrative Services 5](#_nyo0u122g4p2)

[Section VI: Vice President of Intercultural Development and Representation 5](#_5hxbwiaccicd)

[**Bylaw III: Responsibilities of the Senate 6**](#_f3p9xuz01zzh)

[Section I: Responsibilities 6](#_3szlrnp1iqun)

[**Bylaw IV: Procedure of Senate 6**](#_141ytv2f7wqb)

[Section I: Senate Meetings and Quorum 6](#_w5hyjc70mdsk)

[Section II: Special Meetings 7](#_o53dla1pwduz)

[Section III: Voting Procedures 7](#_p9q6rveh7wqc)

[Section IV: Legislative Proposals and Approval 7](#_4g0owvydian3)

[Section V: Procedure for Counter-Motions 8](#_tyb6pzumqsrr)

[Section VI: Bylaw Amendments 9](#_czvdt74jlx68)

[**Bylaw V: Responsibilities of the Administrative Assistant 9**](#_z2w7aj3jquc)

[Section I: Responsibilities 9](#_5lwo6oufre86)

[**Bylaw VI: Responsibilities of the Financial Controller 10**](#_z81adtp78eub)

[Section I: Responsibilities 10](#_cgg7rpxr9a5m)

[**Bylaw VII: Academic and Class Standing 10**](#_41ogc9p81jgd)

[Section I: Academic Standing 10](#_w13ellbidqkg)

[Section II: Class Standing 10](#_uiybl7mso96m)

[**Bylaw VIII: Elections and Terms of Office 11**](#_kz729k32m9r7)

[Section I: Purpose 11](#_1x8ikm28paua)

[Section II: Leadership 11](#_s5bcioohvqfu)

[Section III: Duties and Responsibilities 11](#_jexis2mw6fdg)

[Section IV: Process 11](#_t5lc8mwcbfe8)

[Section V: Runoff Elections 14](#_npu02qghg6kq)

[Section VI: Additional Rules and Regulations 14](#_505c9jqb37ib)

[Section VII: Record of Approval and Revisions 14](#_kmu32seaq2bs)

[**Bylaw IX: Hiring Policy 15**](#_tfxbqn1olo9a)

[Section I: Purpose 15](#_18qdpy154gw3)

[Section II: Hiring Leadership 15](#_735yvkrmqfv1)

[Section III: Hiring Process 15](#_5bo0r5xfyzo)

[**Bylaw X: Employee Conduct 16**](#_r7zrtia5vktg)

[Section I: Human Resources Policy 16](#_do5dhq8fa687)

[Section II: Dating Policy 17](#_c17nh6uiul1n)

[Section III: Absence and Tardiness Policy 17](#_7ne4f0ai5ln9)

[Section IV: Termination 18](#_aawzzupcebak)

[Section V: Record of Approval and Revisions 18](#_rlkeqjlz3bwt)

[**Bylaw XI: Budget Policy 18**](#_fk2t01c65fue)

[Section I: Purpose 18](#_y9wry0c6r1mz)

[Section II: Budget Policy 19](#_eh8vr7akew8q)

[Section III: Budget Responsibility 19](#_di65esvhhnrj)

[Section IV: Budget Proposals 19](#_p8nn1i8o3fme)

[Section V: Budget Management 19](#_o8qodru0borf)

[Section VI: SGA Contingency & Fund Balance 19](#_ikhdyo2a8605)

[**Bylaw XII: Record of Approval and Revisions 20**](#_6h84z06seuq9)

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# Bylaw I: Purpose

## Section I: Purpose

1. The purpose of the Bylaws shall be to provide general guidelines and rules for the operation of SGA.

## Section II: Maintenance

1. The Senior Vice President shall be responsible for maintaining the Bylaws, including correcting grammatical errors and adjusting spacing, whether by adding or deleting. However, the substance and wording of the material shall not be altered in any manner whatsoever.
   1. Minor formatting modifications, such as adjusting spaces whether by adding or deleting, modifying bullet points and lettered lists to ensure proper organization of clauses and points, and refreshing the Table of Contents to reflect these changes, do not need to be recorded in the Amendment and Revision Log.
   2. All maintenance activities, regardless of nature, must be reported to the Senate at the earliest scheduled Senate meeting following the completion of the adjustment.
   3. If the Senate finds the maintenance adjustments unsatisfactory, they may motion for a vote to rescind the adjustment, which will require a simple majority to pass.

## Section III: Authority

1. All members of SGA shall abide by the guidelines and rules set forth in the Bylaws.

## Section V: Bylaw Amendments and New Bylaws

1. Bylaw amendments and new Bylaws may be proposed by any member of the Student Body and shall require a simple majority vote of the Senate to be amended.

# Bylaw II: Responsibilities of the Cabinet

## Section I: President

1. Shall report regularly to the SGA Advisor on SGA activities and initiatives.
2. Shall preside over all SGA meetings and represent the Student Body to the administration.
3. Shall protect the rights and interests of the Student Body as defined by the Constitution and Bylaws.
4. Shall assume the Senior Vice President's duties in their absence at weekly Senate meetings.
5. Shall serve as an active member of the Biola President’s Advisory Council (PAC).
6. Shall have veto power over all Senate-passed legislation, subject to override by a ¾ supermajority vote of the Senate in attendance.
7. Shall execute all approved legislation promptly.
8. Shall have the authority to oversee hiring processes as authorized by the Constitution, Bylaws, or with SGA Advisor approval.
9. Shall ensure all SGA members fulfill their duties and responsibilities, with the power to address violations in consultation with the SGA Advisor.
10. Shall have veto power over the hiring decisions of Cabinet members, subject to the final approval of the SGA Advisor.
11. Shall be responsible for forming SGA Committees.
12. Shall be responsible for creating the Cabinet Meeting Agenda.

## Section II: Senior Vice President

1. Shall report to the President and SGA Advisor.
2. Shall serve as chief counsel to the President.
3. Shall assume the President's duties at their request or in their absence.
4. Shall succeed the President if they are removed or resign.
5. Shall oversee the Senate and cast the tie-breaking vote when necessary.
6. Shall have the authority to decide whether a same-day vote will be held on any Student Initiative Proposals.
7. Shall have the sole discretion to deny any incoming Student Initiative Proposals.
8. Shall be responsible for planning and administering an amendment to the Constitution or the ratification of a new Constitution.
9. Shall plan and set the Senate Agenda.
10. If a Student Initiative Proposal is denied, the Senior Vice President must:
    1. Distribute the denied proposal to the Senate with a clear reason for rejection.
    2. Ensure distribution occurs within 24 hours of the Student Initiative Proposal deadline.
    3. Senators may motion to reconsider the denied proposal at the next Senate meeting, requiring a second.
    4. If the motion is granted, the Senate will vote with a simple majority to hear the Student Initiative Proposal the following week.
    5. If the motion fails, the proposal will not be heard.
11. Shall be solely responsible for keeping the Constitution and Bylaw Amendment Log up to date.
12. Shall ensure Biola’s Housing and Residence Life understands the requirement for monthly meetings with Senators.

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## Section III: Vice President of Marketing and Communications

1. Shall report to the President and the SGA Advisor.
2. Shall sit on the SGA Cabinet.
3. Shall oversee the proper functioning and efficiency of the Marketing and Communications Branch.
4. Shall be responsible for all current SGA services and oversee the development of new Biola community outreach programs.
5. Shall help lead efforts to improve and maintain the SGA public image to the Biola student body, administration and the outside community.
6. Shall be responsible for the internal and external communication efforts on behalf of SGA. Such as responses to official Biola statements and campus media.
7. Shall oversee all marketing and brand management of SGA.
8. Shall have the authority to approve the hiring of Marketing and Communications staff.

## Section IV: Vice President of Finance

1. Shall report to the President and the SGA Advisor.
2. Shall sit on the SGA Cabinet.
3. Shall advise and oversee SGA on all financial matters.
4. Shall train the Financial Controller on all financial matters, including the approval of staff payroll.
5. Shall oversee and audit the finances of all student-fee-funded organizations and provide recommendations for the allocation of the overall student fee to Student Development.

## Section V: Vice President of Administrative Services

1. Shall report to the President and the SGA Advisor.
2. Shall sit on the SGA Cabinet.
3. Shall oversee the proper functioning and efficiency of the Administrative Assistants.
4. Shall oversee a proper environment of the SGA office that fosters functionality, connection, hospitality, communication, and professionalism.
5. Shall have the authority to approve the hiring of the Administrative Assistants.
6. Shall be responsible for the oversight and functionality of the Student Union Building, also known as the SUB.
7. Shall be responsible for scheduling, planning, and coordinating major SGA events or campus events that SGA is associated with.

## Section VI: Vice President of Intercultural Development and Representation

1. Shall Report to the President and the SGA Advisor.
2. Shall sit on the SGA Cabinet.
3. Shall inform SGA Leadership on organizational and campus-wide proposals, initiatives and issues with a diversity component.
4. Shall plan regular meetings with leadership of diversity-related student groups and initiatives on campus.
5. Shall train the Diversity Coordinator on all diversity-related student groups and initiatives on campus.
6. Shall present updates on diversity related initiatives and events to the Senate.
7. Shall represent SGA and students on university-sponsored diversity committees and projects.
8. Shall meet with key figures dealing with multicultural issues.
9. Shall make recommendations for improving SGA’s engagement in conversation regarding intercultural development and representation.
10. Shall be responsible for guiding SGA to become champions of Intercultural Development and Representation through regular training throughout the year as determined necessary by the Vice President of Intercultural Development and Representation and the Senior Vice President.
11. Shall oversee the Student Committee of Diversity Affairs (SCDA).

Section VII: Vice President of Human Resources

1. Shall Report to the President and the SGA Advisor.
2. Shall sit on the SGA Cabinet.
3. Shall advise and oversee SGA on all Human Resource matters and functions.
4. Shall assist the Administrative branch in the proper functioning and efficiency of the Elections Committee unless otherwise determined in the Bylaws.
5. Shall make recommendations and initiate programs for improving SGA’s internal relations, engagement, and SGA staff continuous development.
6. Shall maintain and oversee the proper implementation of human resource policies.
7. Shall maintain and initiate programs for improving SGA’s internal relations, engagement, and SGA staff continuous development.
8. Shall serve as the Chair of the elections committee, unless designated to another Cabinet member. The role shall be responsible for planning and administering any election process dealing with a referendum or recall.

# Bylaw III: Responsibilities of the Senate

## Section I: Responsibilities

1. Shall report to the Senior Vice President.
2. Shall serve as a means of communication between SGA, administration, and the Student Body.
   1. Shall meet with Administrative Partners as directed by the Senior Vice President.
   2. Shall host a designated weekly SGA hour to talk with constituents, give notices, share campus-wide news and SGA updates.
   3. Shall write weekly newsletters of campus-wide events, SGA updates and advertisements, and any other notices approved by the Vice President of Marketing and Communications.
3. Shall obtain and represent student responses to current university issues.
4. Shall have the authority to approve all SGA funding in the following forms:
   1. Internal proposals
   2. External proposals
   3. Budget proposals
5. Shall vote on legislation for SGA in the following forms:
   1. Constitutional Amendments
   2. Constitutional Ratification
   3. Bylaw Amendments
   4. New Bylaws
   5. Resolutions
   6. Other legislation determined in the Bylaws.
6. Shall have the power to overturn a Presidential veto with a ¾ supermajority vote of the Senate in attendance.
7. Shall serve in any other capacity designated by the Senior Vice President.
8. Shall read and maintain the relevance of the SGA Constitution and Bylaws.

# Bylaw IV: Procedure of Senate

## Section I: Senate Meetings and Quorum

1. The Senate shall meet weekly at a time and place designated by the Senior Vice President.
2. A quorum shall be defined as at least two-thirds (⅔) of the voting membership of the Senate. No official Senate meeting or formal Senate vote may occur in the absence of this quorum.
3. The Senate may enter into a closed session at any time deemed necessary by the Senior Vice President.
   1. A closed session shall be attended only by current members of the Senate and any other staff members as deemed necessary by the Senior Vice President.

## Section II: Special Meetings

1. Calling Special Meetings
   1. Special Senate meetings may be called under the following conditions:
      1. At the discretion of the President or Senior Vice President, with notification to all Senate members.
      2. By a petition from at least two-thirds (⅔) of the voting membership of the Senate.
      3. By a petition from at least ten percent (10%) of the student body.
2. Telecommunication for Special Meetings
   1. Special meetings do not need to be held in person. In emergency situations, special meetings may be held via telecommunication platforms.

## Section III: Voting Procedures

1. General Voting Process
   1. To render a verdict, all Senate decisions must be initiated by a motion, seconded, and then subjected to a vote.
2. Voting Methods
   1. The Senate shall use the following methods for voting:
      1. Members vote by saying “aye” (in favor) or “nay” (against). The presiding member determines the result based on the strength of the voices. If the outcome is unclear, the vote may be retaken by another method.
      2. If the voice vote is unclear, a show of hands can be requested. The designated Administrative Assistant will count the hands and announce the result.
      3. For a formal vote, or when required by the Constitution or Bylaws, the designated Administrative Assistant will call each Senator, and the Senator will respond with “aye,” “nay,” or “abstain.”
3. Majority Requirements
   1. A proposal passes with a simple majority of votes cast in favor (i.e., more "aye" than "nay").
   2. Proposals that require a two-thirds (⅔) supermajority will only pass if the "aye" votes reach or exceed the ⅔ threshold.
   3. In the event of a tie, the Senior Vice President or presiding member shall cast the tie-breaking vote.

## Section IV: Legislative Proposals and Approval

1. New Legislation
   1. New legislation may be drafted and presented to the Senate by any current member of the student body.
   2. All new legislation shall be submitted to the Senate at the time designated by the Senior Vice President.
   3. The person(s) or organization(s) who drafted the new legislation shall present their proposal to the Senate.
2. Immediate Legislation
   1. Proposals will be considered urgent or immediate solely at the discretion of the Senior Vice President. This determination will be based on an assessment of the circumstances, and only those proposals deemed to require prompt or expedited attention will be categorized as such.
   2. If a proposal is deemed urgent or immediate by the Senior Vice President, it shall be voted on during the same meeting.
   3. Immediate legislation requires two-thirds (⅔) of the Senate to approve the Student Initiative Proposal for immediate consideration and approval.
3. Voting on Legislation
   1. All legislation must be motioned for approval or denial and require a second before proceeding to a vote.
   2. Student Initiative Proposals shall be passed or denied by a simple majority vote of the Senate.
   3. Bylaw Amendments and Constitutional Amendments require supermajority approval in accordance with the provisions of the Constitution (Internal Enactments of SGA).
4. Tabling Legislation
   1. Legislation may be tabled for future consideration by a simple majority vote of the Senate.
5. Recording Legislation Minutes
   1. Minutes of legislative sessions, including all proposed and passed legislation, shall be recorded by the Administrative Assistant.

## Section V: Procedure for Counter-Motions

1. Counter-motions are only required for Budget Proposals and Student Initiative Proposals.
2. A counter-motion is an alternative proposal made in response to an original motion. If the counter-motion passes, it replaces the original motion. The following outlines the procedure for handling counter-motions in Senate meetings:
   1. Making a Counter-Motion
      1. A member must first be recognized by the presiding member (e.g., the Senior Vice President) before presenting a counter-motion.
      2. Once recognized, the member may propose the counter-motion, clearly stating it as an alternative to the original motion.
         1. For example: “I make a counter-motion to substitute the original motion with a proposal to allocate $1,000 for the event, instead of $500.”
   2. Second the Counter-Motion
      1. The counter-motion must be seconded by another Senate member before it can be discussed.
      2. If no one seconds the counter-motion, it is not considered, and the original motion will be voted on.
   3. Deliberate on the Counter-Motion
      1. After being seconded, the counter-motion is opened for discussion.
      2. Discussion will focus only on the counter-motion itself, not the original motion.
      3. Members can discuss the advantages or concerns related to the counter-motion as an alternative to the original proposal.
   4. Voting on the Counter-Motion
      1. After deliberation, the presiding member will call for a vote on the counter-motion.
         1. If the counter-motion passes, it replaces the original motion and becomes the new motion to be considered by the Senate.
         2. If the counter-motion is rejected, the original motion remains under consideration.
      2. Voting Process
         1. The counter-motion is voted on first.
         2. A simple majority (more than half of the votes) is required to approve the counter-motion.
         3. If the counter-motion passes, there will be no need for a vote on the original motion.
      3. Impact of the Counter-Motion
         1. If the counter-motion passes, it becomes the primary motion, and the original motion is no longer considered.
         2. If the counter-motion is rejected, the original motion remains active and will proceed to a vote.
      4. Multiple Counter-Motions
         1. If there are multiple counter-motions to the original motion, each one will be voted on separately.
         2. The first counter-motion that passes becomes the primary motion, and any remaining counter-motions are no longer considered.

## Section VI: Bylaw Amendments

1. Amendment Process
   1. Amendments to these Bylaws shall follow the process outlined in the Constitution.
   2. Proposed Bylaw amendments must be presented and seconded before being voted on. A supermajority vote is required for adoption.

# Bylaw V: Responsibilities of the Administrative Assistant

## Section I: Responsibilities

1. Shall provide assistance and support to the VP of Administration.
2. Shall encourage and maintain cleanliness and a professional environment within SGA offices.
3. Shall encourage and maintain cleanliness and student focused environment within the Student Union Building (SUB).
4. Shall maintain all room reservations for the SGA Conference Room.
5. Shall keep a current schedule of SGA events and activities.
6. Shall maintain room reservations for student initiative events across campus for SGA staff and other student groups.
7. Shall demonstrate professionalism in answering all phone calls, messages, emails, and walk-ins in a timely fashion, both internally and externally.
8. Shall manage the safe, keys, and confidential SGA records.
9. Shall take minutes at weekly SGA Senate meetings.

# Bylaw VI: Responsibilities of the Financial Controller

## Section I: Responsibilities

1. Shall be a member of the Finance Department, reporting directly to the Vice President of Finance.
2. Shall serve as the primary supervisor for SGA timecards and shall manage reimbursements.
3. Shall be a two-year term, with the first year serving as the Financial Controller and the second year as the Vice President of Finance.

# Bylaw VII: Academic and Class Standing

## Section I: Academic Standing

1. The President, Senior Vice President, and all Cabinet members shall have a cumulative grade point average of at least 3.50 on a scale of a 4.00 at the time of election or hiring and on a semester basis while in office.
2. All Senators, Coordinators, Controllers, and Administrative Assistants shall have a cumulative grade point average of at least 3.00 on a scale of 4.00 at the time of election or hiring and on a semester basis while in office.
3. Mentees and all other members of SGA shall maintain a cumulative grade point average of at least 2.50 on a scale of 4.00 at the time of election or hiring and on a semester basis while in office.
4. Failure to maintain the academic standing requirements shall result in removal from office. Forfeited offices will be replaced according to the Bylaws.
5. Any alternative circumstances will be reviewed and determined by the Cabinet and the SGA Advisor to assess eligibility.

## Section II: Class Standing

1. The class standing requirements for President and Senior Vice President shall be the following:
   1. By the time of election, transfer students must have completed at least three full-time semesters of college, one of which must be completed at Biola University.
   2. By the time of election, all other students must have completed at least three semesters as a full-time undergraduate student.
   3. By the time of election, all students must be currently enrolled as a full-time undergraduate student.
2. The following members of SGA must have completed one semester at Biola University as a full-time undergraduate student and must be currently enrolled as a full-time undergraduate student:
   1. Senators
   2. Vice President of Marketing and Communications
   3. Vice President of Finance
   4. Vice President of Administration
   5. Vice President of Intercultural Development and Representation
   6. Vice President of Human Resources
   7. Intercultural Development and Representation Coordinator
   8. Media Coordinator
3. All other members must be a full time undergraduate student by the time of election or hiring.
4. Non-graduating members must have full-time status throughout their entire term of office. Members graduating in the spring must maintain at least 6 undergraduate units.
5. Failure to maintain the class standing requirements shall result in removal from office. Forfeited offices shall be replaced according to the Bylaws.
6. Any alternative circumstances shall be evaluated by the Cabinet and the SGA Advisor for the purposes of determining eligibility.

# Bylaw VIII: Elections and Terms of Office

## Section I: Purpose

1. The election process shall be used to secure the SGA President, SGA Senior Vice President, and the Senate for each new academic year. This Bylaw shall ensure the proper functioning of this process and enforcement of the provisions and regulations of the election process.

## Section II: Leadership

1. The SGA election process shall fall under the jurisdiction of the Chair of the Elections Committee, the Vice President of Human Resources or a Cabinet member designated by them. If the Vice President of Human Resources selects a different individual to serve as Chair of the Elections Committee, that selection must be approved by the current President and the SGA Advisor.
2. The Vice President of Human Resources, or designated Cabinet member, shall be responsible for convening a committee to assist with the election process and shall Chair the committee.
   1. The Chair of the Elections Committee shall be responsible for planning and administering any election process dealing with a referendum or recall.
   2. The Chair of the Elections Committee is required to provide regular reports to the SGA Advisor throughout the duration of the elections process.
3. The Elections Committee must include at least the SGA Vice President of Marketing and Communications and two additional SGA staff members.
4. Any members who are running for an elected position within SGA shall be deemed ineligible to participate in the Elections Committee and shall be replaced at the discretion of the The Vice President of Human Resources or another designated member.

## Section III: Duties and Responsibilities

1. The Chair of the Election Committee shall be responsible for planning and administering the SGA elections:
   1. The following offices shall be filled in through the SGA elections process:
      1. President
      2. Senior Vice President
      3. Senators

## Section IV: Process

1. Presidential and Senior Vice Presidential candidates shall run jointly.
   1. Exceptions to this rule may be granted in exceptional circumstances, subject to approval by the SGA Advisor.
2. Senators shall campaign specifically for the constituency they wish to represent and must reside within that constituency throughout their term of office. Commuter Senators must maintain their status as commuters during their term.
3. The SGA elections shall be held no later than seven weeks prior to the end of the spring semester.
4. Campaign rules:
   1. No campaigning of any nature shall be allowed prior to the official opening of the election week.
   2. No candidate shall be allowed to receive any monetary contribution from any Biola University department.
   3. Campaign materials may not violate Biola’s posting regulations. Improperly posted materials must be immediately removed by the offending campaign team.
   4. Any candidate that fails to abide by the regulations specified by this Bylaw, shall be subject to disqualification at the discretion of the Elections Committee and the SGA Advisor.
5. Voting Procedures:
   1. Polling Places
      1. Polling places shall be provided in convenient campus locations. Specific locations are to be determined by the Elections Committee.
      2. The Elections Committee should only select members of SGA to manage the voting booths.
      3. No candidate running for office or any member of their campaign team shall be allowed to manage or remain near any voting booth.
      4. General election polls are required to be open for at least two consecutive days.
6. Voting
   1. Elections shall be conducted through a secret ballot.
   2. Only currently enrolled undergraduate students are eligible to vote, and each student may cast only one vote.
   3. Each eligible student shall have the right to vote for the SGA President, Senior Vice President, and the Senate candidate(s) representing their current constituency.
   4. Voters must be able to abstain from voting on any office(s) without affecting the validity of their ballot.
7. Determining SGA Election Winners
   1. President and Senior Vice President
      1. The President and Senior Vice President team that receives a simple majority will be awarded the positions.
      2. If no team receives a simple majority of the total valid ballots cast, a runoff election shall be held between the two teams with the highest percentage of valid votes.
      3. If a President and Senior Vice President team runs unopposed, they must campaign in an effort to achieve a minimum vote threshold of 10% of the total undergraduate student body population.
      4. If an unopposed President and Senior Vice President team fails to obtain the required minimum vote threshold of 10% of the total undergraduate student body population, the appointment of the President and Senior Vice President shall be determined through a hiring process led by the current President and Senior Vice President.
      5. If the runoff election results in a tie of total valid ballots cast, the outcome of the elections shall be determined by the Electoral College.
         1. SGA Electoral College
            1. The Electoral College shall also decide the results of a runoff election where no team receives a simple majority of the total valid ballots cast.

The Electoral College allots the student body one vote per Senate constituency.

Each vote shall be in agreement with the most recent majority vote of that constituency.

In the case that a constituency has a tied popular vote, each candidate shall receive 0.5 electoral votes from that constituency.

In the case that the Electoral College reaches a tie, the tie-breaking vote shall be determined according to the consensus of the Elections Committee.

A simple majority of the Electoral College secures the office of the President and Senior Vice President.

* + - * 1. The Electoral College may be invoked without a preceding runoff election in the event that a fraudulent or invalid vote alters the outcome of the Presidential and Senior Vice Presidential election. In such cases, the Electoral College shall determine the final result of the election.
  1. Senators
     1. For each contested Senate position, the candidate that receives the top voting percentage (a plurality) will be awarded the position.
     2. In case of a tie, the Senior Vice President-elect shall determine the senator-elect from among the tied candidates.
     3. If any Senate seat is uncontested (uncontested meaning one candidate for on campus, Bluff, or Block senate seats, or two or less candidates for off campus senate seats), candidates running for an on campus senator position must receive votes equal to or exceeding 20% of the total current population of the residency they are running for. Candidates running for an off campus senator position must receive votes equal to or exceeding 10% of the total population of the off campus community.
  2. Declaration of SGA Election Results
     1. The results of the elections, including the total number of ballots cast for each qualified candidate, shall be officially announced no later than forty-eight hours after the official closing of the polls.
     2. No official predictions of election results shall be allowed by any current SGA members.
     3. The Chair of the elections committee shall attempt to contact all candidates and notify them of the election results prior to public notification.
     4. After candidates have been notified, official election results shall be posted publicly.

## Section V: Runoff Elections

1. In the event that no team receives a simple majority of the total valid ballots cast, the outcome of the election shall be decided by a runoff election.
2. Runoff elections shall be conducted within three business days of the first declaration of results.
3. Election polls are required to be open for six hours.
4. Any other rules regarding runoff elections shall be determined by the Elections Committee.

## Section VI: Additional Rules and Regulations

1. No candidate may serve on the Elections Committee.
2. No member of the Elections Committee may endorse any candidate.
3. If any ballots are found to be fraudulent or invalid, as determined by the Elections Committee, the vote shall not be counted.
4. If a fraudulent or an invalid vote changes the result of the President/Senior Vice President election, the outcome of the election shall be decided by the Electoral College.
5. If a fraudulent or an invalid vote changes the result of any Senate election, the outcome of the election shall be decided by the Senior Vice President-elect.
6. The Elections Committee shall be responsible for making specific decisions and crafting policies not specified in this bylaw. These must be clearly presented to all candidates.
7. Any decision made by the Elections Committee may be appealed to the Senate by either a candidate involved, or by a member of the Senate, upon written request submitted to the current President and Senior Vice President.
8. Any decision made by the Elections Committee may be overruled by a ⅔ majority vote of the Senate.

## Section VII: Record of Approval and Revisions

1. Approved Spring 1983
2. Revised Spring 1988
3. Revised March 1991
4. Revised March 1994
5. Revised March 1996
6. Revised April 2004
7. Revised February 2005
8. Revised May 2005
9. Revised March 2006
10. Revised February 2007
11. Revised May 2007
12. Revised May 2007
13. Revised June 2013
14. Revised March 2014
15. Revised February 2017
16. Revised January 2025

# Bylaw IX: Hiring Policy

## Section I: Purpose

1. Hiring policies and practices shall be used to secure the hired staff for each new year in SGA. This Bylaw shall ensure the proper functioning of this process and enforcement of the provisions and regulations of the hiring process.

## Section II: Hiring Leadership

1. The responsibility for overseeing the hiring process for the upcoming academic year will lie with the incoming President-elect, who may delegate tasks as they see fit. The President-elect will be assisted by the current Vice President of Human Resources in this process.

## Section III: Hiring Process

1. Positions Not Filled by the Election Process
   1. Any Presidential and Vice Presidential position not filled by the election process shall be hired by the current President and Senior Vice President, subject to the approval of the SGA Advisor.
2. Cabinet
   1. With the exception of the President-elect and Senior Vice President-elect, all Cabinet positions shall be hired.
   2. The Vice President of Finance shall be exempt from the hiring process, as the Financial Controller automatically assumes the position during their second year of a two-year term.
      1. Exceptions to this rule may be granted in exceptional circumstances, subject to approval by the SGA Advisor.
   3. Final hiring decisions for cabinet members shall be made by the President-elect, with approval of the SGA Advisor.
   4. The decision making process for Cabinet positions must include, at a minimum, the following members: the President-elect, Senior Vice President-elect, and outgoing Vice President of Human Resources, or the SGA advisor. Additional members may be added by the President-elect as needed.
      1. Interviews for cabinet positions must include at least two of the aforementioned members.
   5. For the Vice President of Administration position, the decision making process shall also include the incoming SMU President.
3. Senate
   1. Any Senate position not filled by the election process shall be hired by the President-elect & Senior Vice President-elect, subject to the approval of the SGA Advisor.
   2. Final hiring decisions for Senators shall be made by the Senior Vice President-elect, with approval of the President-elect and SGA Advisor.
   3. Any candidate for an on campus, Block or Bluff senate position must obtain the signatures of 20% of their constituents to be eligible for hiring.
   4. Any candidate for a commuter Senate seat must obtain 75 signatures from undergraduate commuter students to be eligible for hiring.
   5. Senate candidates who are eligible for hiring must submit their signatures to the Vice President of Human Resources, or designated Cabinet member, by the senate application due date determined by the Senior Vice President Elect.
   6. The hiring process for the Senate position can only begin if no candidate meets the required voting threshold: 20% for an on-campus senator position, 10% for an off-campus senator position, or if there are no candidates running for the position at all.
4. Intercultural Development and Representation Department
   1. Final hiring decisions for all positions in the Intercultural Development and Representation Department under the Vice President of Intercultural Development and Representation shall be made by the incoming Vice President of Intercultural Development and Representation, with the approval of the President-elect and the SGA Advisor.
5. Administration Department
   1. Final hiring decisions for all positions in the Administration Department under the Vice President of Administration shall be made by the incoming Vice President of Administration, with the approval of the President-elect and the SGA Advisor.
6. Finance Department
   1. Final hiring decisions for the position of Financial Controller shall be made by the incoming Vice President of Finance, with the approval of the President-elect and the SGA Advisor.
7. Human Resources Department
   1. Final hiring decisions for all positions in the Human Resources Department under the Vice President of Human Resources shall be made by the incoming Vice President of Human Resources, with the approval of the President-elect and the SGA Advisor.
8. Marketing and Communications Department
   1. Final hiring decisions for all positions in the Marketing and Communications Department under the Vice President of Marketing and Communications shall be made by the incoming Vice President of Marketing and Communications, with the approval of the President-elect and the SGA Advisor.
9. Positions Vacated During Term of Office
   1. If a position becomes vacant during the term, the hiring process for that position will resume at the discretion of the President, the Vice President of Human Resources, and the SGA Advisor.

# Bylaw X: Employee Conduct

## Section I: Human Resources Policy

1. All elected and hired staff members are subject to Biola University’s human resources policies.

## Section II: Dating Policy

1. Romantic relationships can naturally develop among SGA members; however, power imbalances in such relationships can create risks of exploitation. To protect the well-being of our community, the following romantic relationships are prohibited within SGA, regardless of whether they are consensual:
   1. A student in SGA and any of the following: a faculty member, teaching assistant, or other University employee with educational or supervisory authority over the student.
   2. An advisor and advisee.
   3. A supervisor and subordinate.
   4. Members of the same department where one has evaluative or mentoring responsibilities over the other.
   5. A member of SGA and the SGA time card approver.
   6. A married individual and someone who is not their spouse.
2. SGA members found to be involved in prohibited relationships may face disciplinary action, including probation or termination from SGA.

## Section III: Absence and Tardiness Policy

1. To ensure active participation and accountability among members of SGA, while providing clear guidelines for handling absences from meetings and official events.
   1. Types of Absences and Tardiness
      1. An excused absence is an absence due to unforeseen circumstances, such as illness, family emergency, academic conflicts, or other legitimate reasons. An excused absence must be communicated in advance whenever possible.
      2. An unexcused absence is an absence without prior notification or a valid reason. Repeated unexcused absences may result in disciplinary action or removal from SGA.
      3. A member is considered tardy if they arrive after the scheduled start time of a meeting or event. Frequent tardiness, especially without prior notification, will be considered as an unexcused absence for purposes of this policy.
   2. Notification of Absence or Tardiness
      1. Members must notify the President at least 24 hours in advance if they are unable to attend any events that are scheduled outside of an official Senate meeting. In case of an emergency, members should inform the President as soon as possible.
      2. For Senate meetings, members must notify the Senior Vice President at least 24 hours in advance if they are unable to attend. In case of an emergency, members should inform the Senior Vice President as soon as possible.
      3. In the case of tardiness, members should notify the President or Senior Vice President as soon as they are aware they will be late. If arriving late is unavoidable, members are expected to inform the relevant member in advance when possible.
      4. The reason for the absence or tardiness must be submitted in writing (e.g., email, message, etc.) to the Vice President of Human Resources for documentation purposes.
   3. Limit on Absences
      1. A maximum of two excused absences per semester are allowed without penalty.
      2. Members may not have more than one unexcused absence per semester.
      3. Frequent tardiness (defined as more than two instances per semester) will be treated as an unexcused absence and may result in disciplinary action.
      4. If a member exceeds the allowed number of absences (excused or unexcused) or accumulates excessive tardiness, the Cabinet, in consultation with the SGA Advisor, may review the situation. Continued absences or tardiness may result in a warning, probation, or removal from SGA.
   4. Consequences for Non-Compliance
      1. Members with excessive absences or tardiness, either excused or unexcused, may face consequences, including:
         1. Verbal or written warnings.
         2. Probationary status.
         3. Removal from office, depending on the severity and frequency of absences or tardiness.
   5. Appeals Process
      1. Members who believe their absence(s) or tardiness should be reconsidered may submit a written appeal to the SGA President and Cabinet for review. The final decision will be made in consultation with the SGA Advisor.

## Section IV: Termination

1. The SGA Advisor, in consultation with the President, Cabinet, and other direct supervisors, is responsible for overseeing staff terminations. The final decision must be confirmed by the Biola University Senior Director of Human Resources.
2. For the termination of the President, the SGA Advisor, in consultation with the Senior Director of Human Resources, holds the responsibility for the decision.
3. The President and the appropriate supervisor must follow all University Human Resources policies related to termination and obtain authorization from the University Director of Human Resources before proceeding with the termination.
4. If a position is vacated due to termination, it shall be filled in accordance with the Constitution and Bylaws.

## Section V: Record of Approval and Revisions

1. Approved May 2005
2. Revised May 2007
3. Revised June 2013
4. Revised March 2014
5. Revised January 2025

# Bylaw XI: Budget Policy

## Section I: Purpose

1. The budget policy will provide guidelines for the budgeting process and the management of the budget throughout the school year.

## Section II: Budget Policy

1. All SGA expenditures shall fall in compliance with the approved budget.

## Section III: Budget Responsibility

1. The responsibility of the budget management shall fall under the Vice President of Finance.
2. The Financial Controller will be responsible for preparing and presenting the budget proposal in the spring semester.

## Section IV: Budget Proposals

1. The Financial Controller shall be responsible for creating the budget accounts, consulting with both current and incoming Cabinet members to gather insights and relevant information in order to more accurately estimate expenditures.
2. All budget proposals must be submitted and presented to the current Senate during the spring semester in order to be approved for implementation in the following administration.
3. All budget proposals shall be approved by a ⅔ vote of the Senate.

## Section V: Budget Management

1. The Vice President of Finance shall have the authority to reallocate funds between line items within the same account (e.g., General, Community Relations, Senate, etc.), but not to transfer funds between different accounts without approval from the Senate.
2. The Vice President of Finance shall have the power, with the approval of the President and the SGA Advisor, to freeze all transactions on accounts in cases of budget mismanagement.

## Section VI: SGA Contingency & Fund Balance

1. Establishment of Contingency
   1. Contingency is the student fee revenue amount remaining from SGA’s fixed accounts (e.g., General, Payroll, Community Relations, Senate, etc.).
   2. The contingency is for the purpose of annual Senate proposals and any unforeseen or unbudgeted expenses that were not accounted for in the annual/semester budget.
   3. A portion of the contingency may be designated as a safeguard, which will be reserved to ensure the financial stability of the SGA, in accordance with the procedures outlined in the Contingency.
2. Establishment of Fund Balance
   1. The Fund Balance is the cumulative, leftover contingency that is received from SGA’s yearly budget.
   2. The purpose of the SGA Fund Balance is to be a reserve account used only when the funds from the SGA Contingency are depleted and under exceptional circumstances, including:
      1. Financial crisis.
      2. Student Initiative Proposals that have a clear and present urgency.
      3. An opportunity or situation that would affect or is affecting a substantial portion of the school.

# Bylaw XII: Record of Approval and Revisions

1. Approved May 2005
2. Revised June 2013
3. Revised March 2014
4. Revised January 2025

OFFICIAL SIGNATURES OF RATIFICATIONS AND APPROVAL





