



# Bucknell Student Government

## Constitution and Bylaws

### Preamble

*We, the students of Bucknell University, in order to establish a more perfect University, establish justice, ensure campus tranquility, and promote the general welfare of students, do ordain and establish this Constitution for Bucknell Student Government.*

### CONSTITUTION

#### ARTICLE I: CHARGES

- To provide a forum for Bucknell students' concerns, interests, and opinions.
- To provide a means of communicating those sentiments to the University faculty, staff, and administration.
- 5 - To provide activities and services to promote class unity, identity, and spirit, and to justly represent the interests and welfare of class constituencies as a whole.
- To officially recognize student organizations and allocate funding from the Student Activities Fee to them.
- To select all BSG representatives for University committees.
- 10 - To represent student interests in all matters involving the general welfare of Bucknell University Students in accordance with BSG's core values.

#### ARTICLE II: CORE VALUES

- **Empowerment**  
We value the advancement of the student voice to all sectors of the University.
- 15 - **Leadership**  
We value integrity, honesty, and ethical decision-making, and strive to cultivate principled behavior.
- **Progress**  
We value a forward thinking populace, which aims for advancement and achievement.
- 20 - **Collaboration**  
We value cooperation within the campus community both inside and outside the classroom.
- **Inclusion**  
We value diverse opinions and identities, and strive to cultivate a unified environment that fosters individual growth through collective support.
- 25 - **Accountability**  
We value our roles as members of the campus community and understand the commitment we have made to our fellow Bucknellians.

### ARTICLE III: QUALIFICATIONS

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- 30        -        Any student enrolled at Bucknell University may attend a BSG Congressional meeting.  
-        Membership to BSG is open to all full-time Bucknell University undergraduate students.  
-        Any student wishing to run for an Executive Board office:  
             Must have a minimum 2.5 GPA.  
             Will have their judicial record reviewed by the current advisor.
- 35        -        Any student wishing to run for the office of Executive President:  
             Must have been enrolled at Bucknell for a minimum of two semesters.  
             Must have served a minimum of one semester on BSG in another position.

### ARTICLE IV: REPRESENTATION

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- 40        -        BSG shall consist of those students elected by the Student Body or appointed by the Congress.  
-        Elected Executive Board Members shall serve a one-year term based upon the calendar year.  
-        Senators and Delegates elected during the General Election shall serve a full one-year term based upon the academic calendar set forth by the University.
- 45        -        Freshmen Senators and Delegates shall serve from the time they are elected until the end of the academic year in which they were elected.
- Appointed Senators shall serve until the end of the academic year in which they were elected.

### ARTICLE V: MEMBERSHIP

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- 50        -        Executive Board shall consist of the following offices:  
             BSG President  
             BSG Vice-President of Operations  
             BSG Vice-President of Finance  
             BSG Vice-President of Administration
- 55        -        The Congressional Senate shall consist of four class congresses totaling 40 Senators.  
             Each class congress shall consist of the following members:  
             President  
             Vice President  
             Secretary/Treasurer  
             Seven Senate Members
- 60        -        The Congressional House shall consist 20 elected Delegates.  
             4 Delegates will be elected into the Academic Committee  
             4 Delegates will be elected into the Advocacy Committee  
             3 Delegates will be elected into the Community Affairs Committee  
             3 Delegates will be elected into the Diversity Committee
- 65        -        3 Delegates will be elected into the Public Committee  
             3 Delegates will be elected into the Student Organization Review Board (ORB)
- An advisor appointed by the Dean of Students
- 70        **Section I: Elections**
- A candidate running for any BSG office must submit a statement of intent to the VP of Operations, which shall be made available to any interested student. If a candidate is running for more than one position, a preference must be indicated within the content of the letter. No candidate may run for more than two offices.
- 75        -        Running for a BSG Executive Office:

Must have been enrolled at Bucknell for two semesters.  
Must participate in scheduled debate/open forum.  
Must adhere to all guidelines listed below governing congressional candidates.

- 80        -        Running for BSG Congress:  
                 Must attend the general information session.  
                 Must sign up prior to the general information session on the designated bulletin board.  
                 Must follow campaign guidelines as stated in the Bylaws.

## 85        **Section II: Vacancies**

- Non-executive vacancies may only be filled at the beginning of the spring semester and otherwise should not be filled mid-term.
- If, at the beginning of the spring semester, the number of vacant Senators in a Class Congress is two or fewer, the Class Congress will execute the BSG application procedure to fill vacant seats. A 2/3 vote of the Class Congress is needed to approve a proposed member.
- 90        -        If the number of vacant Class Congress seats exceeds two, the Executive Board will execute an election by the appropriate voting class.
- If, at the beginning of the spring semester, the number of total vacant House seats is two or fewer, the represented internal committees will undergo an application process to fill the vacated seats in their committee.
- 95        -        If the number of total vacant House seats is greater than two, the Executive Board will execute an election by the entire student body.
- At the beginning of the spring semester, all vacated internal committee positions will be filled by the new incoming members. A total reassignment of internal committees will not occur.
- 100        -        If the position of class president is vacated, the Vice-President may accept the position.
- If the position of class Vice-President is vacated, the Secretary/Treasurer may accept the position.
- If a Class Officer position is vacated in the summer prior to the fall BSG Training Session, the runner-up will assume the position. If there is no runner-up, a class-wide election shall be conducted.
- Class Congress executive positions not accepted by the appropriate class executive member will be elected from within the class congress by a majority vote.
- 105        -        In the case of the Executive President being removed from office, the VP Operations may assume the duties of President and all of its responsibilities if given congressional approval by 2/3 vote.
- In the case of the VP Operations being removed from office, the VP Administration shall assume the duties of VP Operations and all of its responsibilities if given congressional approval by 2/3 vote.
- 110        -        Executive Board positions not accepted by the appropriate designee or not approved by congress will be elected from within the congress by a majority vote.
- In the event of a VP Administration or VP Finance vacancy the position will be elected from within congress by a majority vote.

## 115        **Section III: INJUNCTION AND REMOVAL FROM OFFICE**

### ***Item I: Injunction***

- Any single member or coalition of members of BSG who attempt an act, presentation, or any other activity in the name of BSG that is in violation of the bylaws, or guidelines of BSG can be forced to have that aforementioned event halted in the following manner:
- 120        -        If a member of Congress is concerned about a situation where the bylaws or constitution is in question, the Judiciary Committee will look into the issue and give a report.
- The Judiciary Committee is responsible to make a recommendation to Congress with respect to the constitutionality of the action in question.
- 125        -        Congress has the right to reject the decision at hand by the Judiciary Committee: a 2/3 vote is needed to reject the Committee Injunction.

- If Congress approves of the Internal Affairs Committee decision of injunction by not rejecting it, the action in question is deemed unconstitutional and injunction will take place.

### ***Item II: Removal***

- Any student of the BSG Congress, BSG Executive Board, or any other member of the Bucknell Student Government who has been charged with violating or not upholding the Constitution, Bylaws, or guidelines of BSG, including attendance infractions may be removed by one of the following procedures:
  - A petition bearing the signatures of at least thirty-five percent of the student electorate that has been ratified by a two-thirds majority vote of the members present of the BSG Congress.
  - For attendance reasons only, the Executive Board may remove members who have violated the Attendance policy, as stated in the Bylaws of BSG. An appeals process may be moved through the Judiciary committee at the request of the member in question, in which case the Judiciary Committee either affirms or denies the decision of the Executive Board.
  - A motion of impeachment that is presented and ratified by three-fourths of all the members of Congress.
- During the debate of the motion, both the member who has presented the motion and the defendant for removal, or a representative designated by the defendant, shall have an opportunity to address the BSG Congress concerning the charges of removal.
- During the presentation, debate, and ratification of the removal motion, the Judiciary Committee Chair shall preside over the proceedings.

## **ARTICLE VI: CONGRESSIONAL VOTING**

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- A quorum of 2/3 members is required to pass an amendment, bylaw, resolution or procedural motion
- The Executive Board shall not have a vote on legislation arriving to the floor.
- Definition of Amendments, Bylaws, Resolutions & Motions:
  - An Amendment shall be any resolution proposing a change to the Constitution.
  - A Bylaw shall be a resolution establishing procedures for the implementation of this Constitution.
  - A Resolution shall be a suggestion or proposal of an idea and/or concept to BSG.
  - A Procedural Motion shall be a formal proposal in accordance with the rules established by the Bylaws.

### **Section I: Passage**

#### ***Item I: Amendments***

- Proposed amendments must be submitted in writing to Congress, or by means of a petition addressed to the Congress.
- At a subsequent meeting (within two weeks of introduction of the proposal) of the Congress, with at least two-thirds of the voting membership present, a two-thirds vote in the affirmative of the total membership is required to present the amendment for an all-campus vote.
- The proposed amendment shall be presented for an all-campus vote only if it passes the congressional vote. The proposed amendment must pass the campus vote by at least a majority of 60 percent of voters. All ratified amendments shall become effective immediately.

#### ***Item II: Bylaws***

- A proposal to pass a new Bylaw shall be presented in a regular meeting of Congress, and voted on at the subsequent meeting.

- Bylaws require a 2/3-majority vote of the members of Congress present to be ratified.

### 180 ***Item III: Resolutions***

- Passage of a resolution to give BSG's endorsement to a document, event, funding request, or idea require a 2/3-majority vote of the members of Congress present to be ratified.

### 185 ***Item IV: Motions***

- Passage of a procedural motion requires a formal request by a member of Congress, with a seconded request.

## **Section II: Votes of Confidence**

- Any documents that will be published in any major public format (i.e. the Bucknellian, Bucknell Magazine, local newspapers, BSG Website, etc.) and any formal recommendations made to the University must be taken in front of Congress in which a motion can be put forth for a "vote of confidence." A 2/3 vote of the present members of Congress is necessary for endorsement.
- Whatever the outcome of the "vote of confidence," the voting numbers, in addition to comments and details from the discussion, must be published and included in the original document.

## **Section III: Emergency Electronic Voting**

- In the event that there needs to be a resolution consideration before the next meeting of the Bucknell Student Government Congress, the Executive Board may declare that an emergency electronic vote needs to take place.
- Upon declaration by the Executive Board of the need for an emergency electronic vote, the Judiciary Committee shall then convene as soon as possible. The Judiciary Committee shall then determine if indeed an "emergency" is present.
- An "emergency" is when a resolution needs to be considered by BSG Congress before the next official meeting of BSG Congress, where there are no other alternatives other than having an electronic vote before the next meeting, where the resolution in question is extremely important to the general welfare of the student body, where it is predicted that there will not be many dissenting votes from Congress, and where it is in the best interest of the organization to proceed with this "emergency" electronic vote.
- If the Judiciary Committee does believe that the resolution is so dire that it needs to be considered by the Congress as soon as possible, albeit with limited debate, then they can declare that the emergency electronic vote is permitted. If the Judiciary Committee does not declare that the vote is permitted, then the emergency electronic vote shall not take place.
- Upon declaration from the Judiciary Committee that the vote is allowed, the Parliamentarian of BSG shall then send an e-mail to all members of BSG Congress, expressing to them that they should hold an electronic discussion among BSG Congress' members.
- No earlier than 5 hours afterwards can an electronic vote be sent out to Congress. The Judiciary Committee can add hours for debate.
- At least 2/3 of the BSG Congress (quorum) must respond to the vote (not necessarily debate) in order for the vote on said resolution to be valid.
- The Judiciary Committee should establish all other rules for this emergency electronic vote. If the Judiciary Committee establishes that there is too much dissent or questions for debate that should be addressed before the whole Congress, the Judiciary Committee can eliminate the emergency electronic vote.
- A Bylaw or Constitutional Amendment change cannot be an emergency electronic vote.

# BYLAWS

## ARTICLE I: STRUCTURE

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- Congress shall consist of the following entities:

### Section I: Congressional Senate

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- The Congressional senate shall consist of one Class Congress for each undergraduate class totaling 40 Senators.
- The purpose of the Class Congress is to identify and address the issues that pertain to each class year.
- The Class Congress is responsible for promoting class unity and upholding traditions.
- Membership of Class Congresses is made up of Representatives from each respective class elected before each academic year.
- Each Class Congress shall consist of 10 elected student members (Senators) to represent and voice the opinions of the class.
- Of the elected members, there shall be a President, Vice President, Secretary/Treasurer, and senators.

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### Section II: Congressional House

- The Congressional House shall consist of the elected delegates for each internal Congressional Committee totaling 20 Delegates.
- 4 Delegates will be elected into the Academic Affairs Committee
- 4 Delegates will be elected into the Advocacy Committee
- 3 Delegates will be elected into the Community Affairs Committee
- 3 Delegates will be elected into the Diversity Affairs Committee
- 3 Delegates will be elected into the Student Organization Review Board (ORB)
- 3 Delegates will be elected into the Public Committee

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### Section III: Internal Committees

- There shall be eight (8) BSG Congressional Committees:
  - Academic Affairs Committee
  - Advocacy Committee
  - Community Affairs Committee
  - Diversity Affairs Committee
  - Finance Committee
  - Judiciary Committee
  - Public Affairs Committee
  - Student ORB (Organizational Review Board)
- Membership of Congressional Committees is made up of Senators appointed at the beginning of each academic year by the BSG VP of Operations, with the oversight from the Executive Board, and is made up of the delegates elected by the student body.
- Committees should not be rearranged mid-semester. In the event that two members wish to change committees, they may make an equal exchange. An exchange may not occur between a Senator and a vacant position. Delegates may not make an exchange under any circumstances.
- Quorum for an internal committee is constituted by 2/3 of the members of that committee present.
- Any resolution/bylaw change originating in an internal committee must pass through the committee with a majority vote of the members present. This vote must be presented to Congress before Congress votes on the resolution/bylaw.

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### ***Item I: Committee Chairs***

- The Executive Board will make a recommendation to the congress on who they think should be chair.
- During the first congressional meeting of the fall semester, the Executive Board will present their slate for these positions to the congress.
- Congress will vote on each recommendation line-by-line during said meeting. Before each vote, the floor will be open to any members who wish to oppose the Executive Board's recommendation.
- If there are opposing members, an election, rather than an approval vote, will be held between the recommended candidate and the opposing candidate(s), where the majority elected member will hold the position of chair.
- If there are no opposing members to the recommendation and congress does not approve the recommendation, all positions will be filled, and the remaining position(s) will be revisited, allowing the floor to reopen for nominations or interested members.
- Anytime throughout the semester, the committee may request to hold a removal vote of the entire congress for their chair, where a 2/3 vote of the congress will result in removal. A new chair from the committee can then be voted in by a majority vote of the committee.

### ***Item II: Academic Affairs Committee***

- Shall consist of 4 delegates and 5 Senators
- The purpose of this committee is to handle issues related to faculty, classes, scheduling, curricula, student-professor relationships, and other academically related topics.

### ***Item III: Advocacy Committee***

- Shall consist of 4 Delegates and 6 Senators
- The purpose of this committee is to cover the evaluation, assessment, and improvement of every aspect of student life that is not academically related.
- The Chair of this committee is at all times a liaison between BSG and the student body.
- The Chair of this committee shall also serve as a Representative for the Committee on Campus and Student Life (CCSL).

### ***Item IV: Community Affairs Committee***

- Shall consist of 3 delegates and 6 Senators
- The purpose of this committee is to handle issues related to town-gown relations and organizing social events and community service projects for the Congress. The purpose of this committee is to strengthen relationships between the students and the Lewisburg community, thereby improving overall town-gown relations.
- The Committee Chair represents BSG in Lewisburg Borough Council meetings and is also responsible for attending University committee meetings on downtown relations. Furthermore, he/she must report back to the Committee, to the Executive Committee, and to Congress.

### ***Item V: Diversity Affairs Committee***

- Shall consist of 3 Delegates and 6 Senators
- The purpose of this committee is to unite members of Bucknell's diverse communities and BSG to create a forum charged with identifying key diversity related needs on campus. The committee will further the Plan for Bucknell's pledge to enhance diversity in all its forms through the co-sponsorship of programs and initiatives that will raise awareness for the various elements that exist on campus which make us diverse.

- 330 - The Committee Chair shall be a liaison between BSG, the Multicultural Student Services Office, the  
Office of LGBT Awareness, the Office of International Education, and the Women's Resource  
Center.
- The Chair is responsible for notifying congress of issues and events which are prominent amongst  
Bucknell's diverse communities.
- 335 - Presidents or designated appointees of clubs falling under the "Diversity" category may be non-voting  
members of the committee
- The committee chair also has the power to invite any related members of Bucknell's faculty and staff  
to participate. Any committee members who are not elected to BSG will have no voting power  
in Congress.

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#### ***Item VI: Finance Committee***

- Membership of the committee shall be as follows:
- 345 - Executive Board of BSG (voting), with the VP for Finance acting as the chairperson (voting  
member only in case of tie)
- Bucknell Student Government Senior Accounts Manager
- Three Senators (voting) appointed by the Vice President of Operations
- Six Appointed Members (voting) appointed by the Vice President of Finance through an  
application process
- 350 - Bucknell Student Government Junior Accounts Manager (alternate)
- Purpose of the committee shall be as follows:
- To formulate, direct, execute, and publish the student budget.
- To hear and decide all special requests made by student organizations.
- 355 - To require all organizations which receive funds from the BSG reserve to keep books or accounts of  
all funds.
- To act as the authority for allocating the student budget.
- To order an audit of any student organization receiving money from the BSG Finance Committee.
- To appoint an Auditing Committee, under the jurisdiction of the VP for Finance of BSG, to carry out  
360 the audits required by the BSG Finance Committee. A representative of the organization may  
be present during the audit.
- Aside from its regular spring meeting for the formulation of Student Organization Budgets, the  
committee shall hold regularly scheduled meetings to hear special requests, and to discuss  
organizational use of the BSG reserve. The Chairperson, at his/her discretion, shall call  
365 meetings at least twice monthly.
- The By-Laws and Guidelines of the BSG Appropriations Committee shall determine all operating  
procedures not herein stipulated or determined by Congress.
- To call before the committee the treasurer and other representatives of groups that receive funds  
from the BSG reserve, if it so desires.
- 370 - Any congressional request in excess of \$3000 shall first have recommendation from the Finance  
committee. The committee requesting the funds should then consider the recommendation of  
the Finance committee. The committee may then decide to proceed or not proceed with the  
request for the funds.
- All vacancies on this committee must be filled within two weeks. If a Senate position is vacated, it  
375 must be filled by a Senator who is reassigned from their designated internal committee by the  
Vice President of Operations. If an appointed position is vacated, it must be filled by a new  
appointee.

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#### ***Item VII: Judiciary Committee***

- Shall consist of the Executive Committee members
- The purpose of this committee is to focus on the internal functions of BSG, providing ongoing  
interpretation, maintenance, and improvement of all BSG documents.

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- This Committee shall strive to follow the constitution in conjunction with its original intent and language.
  - The Committee is also responsible for initiating Injunction procedures as stated in Article V, Section III of the Constitution , should the need arise, as well as for making recommendations to the Executive Committee for Recall and Removal procedures, should the need arise.
  - 390 - In the event of an attendance based dismissal, an appeals process may move through the Judiciary Committee, who shall affirm or deny the judgment of the Executive Board, passing the final verdict in accordance the Constitution
  - The committee is responsible for ensuring that all members of BSG are in full compliance with the BSG Constitution, Bylaws, and Robert’s Rules of Order at all times.

395 ***Item VIII: Public Affairs Committee***

- Shall consist of 3 Delegates and 7 Senators and the VP of Administration
- The purpose of this committee is to act as the informational link between BSG and the student body.
- 400 - The Committee Chair is responsible for publicizing, along with the VP-Operations, all BSG elections.
- Publishing BSG events and initiatives via media outlets such as table tents, the ELC LCD screen, etc.

***Item IX: Student Organizational Review Board (ORB)***

- Shall consist of 3 Delegates and 3 Senators
- 405 - The chair of this committee shall be the VP of Operations
- The purpose of this committee is to act as the liaison between student organizations and BSG
- This committee shall oversee the recognition and budget appointment of all student organizations
- Shall work for the betterment and efficiency of all student organizations
- 410 - Specific rules and duties are outlines by the appropriations guidelines

**Section IV: Executive Board**

- President
- Vice-President of Operations
- 415 - Vice-President of Finance
- Vice-President of Administration

**Section V: Executive Committee**

- The Executive Committee, an advisory body, also serving as the judiciary committee, shall consist of
- 420 the following members:
- The members of the Executive Board
- The Internal Committee chairs
- The President of each Class Congress
- 425 - Any others invited by the Committee

**Section VI: Standing Committees**

- Standing Committees are self-operating, and their budgets and programming decisions shall be determined internally by the members of that Committee in conjunction with their advisor.
- 430 - Changes to the bylaws or other governing materials of BSG standing committees are subject to the approval of the BSG Congress. Changes are required to receive a simple majority vote from Congress to take effect
- Typical annual grants that benefit the entire campus community are given to the Concert and Lectureship Committees.

435                    ***Item I: Concert Committee***

- The Bucknell Concert Committee is a student committee with the primary goal of bringing well known, high profile bands and artists to campus each semester.

440                    ***Item II: Lectureship Committee***

- The Bucknell Student Lectureship Committee encourages high quality engaging speakers to come to Bucknell University and provide the Bucknell community access to speakers concerning a wide array of topics.

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**ARTICLE II: DUTIES**

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**Section I: Senators**

- Senators shall sit on and serve as voting members of the BSG Congress, on one Congressional Committee, and on their Class Congress.
- Senators are appointed to one of the Congressional Committees at the beginning of their term by the BSG VP of Operations.
- Senators may express a preference to sitting on a particular Committee, but ultimately the decision rests with the Executive Board.
- If a Senators wishes to change committees, they must engage in a one for one switch where both members agree to change places. The VP of Operations must be notified of this change.
- Senators shall express the concerns of their constituencies to the Congress and, in turn, relate the proceedings of the Congress back to their constituencies.
- Although Senators are responsible first to their respective class members, they shall also represent the interests of the student body as a whole.
- Senators shall uphold and adhere to the BSG Attendance Policy.
- Senators shall present themselves in a professional manner when representing BSG at any external committee meeting.
- Certain meetings may call for business casual attire. In general, acceptable business casual attire includes shirts with collars, short or long-sleeved tops, and neatly pressed dark-colored slacks or khaki pants. Women may wear skirts that are no shorter than knee-length when standing. Unacceptable clothing typically includes jeans, workout attire, T-shirts or tank tops, nightclub attire, torn or stained clothing, and sandals.

**Section II: Class Officers**

- Each of the Class Officers shall assume the following duties in addition to their Senator duties.

***Item I: Class President***

- To call and preside over the meetings of the Class Congress.
- To set the class meeting agenda.
- To act as a liaison between the respective class and the Executive Committee.
- Class Presidents will not hold voting positions or have attendance on congressional committees.

***Item II: Class Vice-President***

- To assume the duties of the Class President in his/her absence.
- To assume the role of acting Class President in the President's vacancy but is not obligated to assume the title for the remainder of the term.

### ***Item III: Class Secretary/Treasurer***

- 485 - To keep account of all financial transactions and information for the Class Congress.
- To compile, distribute, and publish meeting minutes for the Class Congress.

## **Section III: Delegates**

- 490 - Delegates shall sit on and serve as voting members of the BSG Congress and one other Congressional Committee.
- Delegates are elected to one of the Congressional Committees at the beginning of their term by the student body.
- Delegates may not change committees midway through their term.
- 495 - Although Delegates are responsible first to their respective Internal Committee, they shall also represent the interests of the student body as a whole.
- Delegates shall uphold and adhere to the BSG Attendance Policy.
- Delegates shall present themselves in a professional manner when representing BSG at any external committee meeting.
- 500 - Certain meetings may call for business casual attire. In general, acceptable business casual attire includes shirts with collars, short or long-sleeved tops, and neatly pressed dark-colored slacks or khaki pants. Women may wear skirts that are no shorter than knee-length when standing. Unacceptable clothing typically includes jeans, workout attire, T-shirts or tank tops, nightclub attire, torn or stained clothing, and sandals.

## **Section IV: Committee Chairs**

- Scheduling meetings in concordance with the bylaws of BSG.
- Setting a committee agenda and running meetings.
- Distributing committee work among its members.
- 510 - Sitting on the Executive Committee.
- Giving reports of committee activity, accomplishments, and results of inquiry to the Executive Board and Congress at each respective meeting.

## **Section V: Executive Board**

### ***Item I: President***

- To call and preside over Executive Board, Executive Committee, and Congress meetings.
- 520 - The President will relinquish the Chair to the VP-Operations when personal involvement impedes objectivity.
- The President may also delegate power to the VP-Operations if he/she sees fit.
- To act as a liaison between the student body and the faculty, staff, and administration.
- To serve as an official liaison to the Board of Trustees.
- 525 - To attend all faculty meetings, or to designate a member of the Executive Board to attend in his/her place.
- To ensure open communication between BSG, the student body, and the student newspaper.
- To ensure open communication between BSG and the President and Vice-Presidents of the University.
- To ensure open communication between BSG and the Dean of Students.
- 530 - To monitor all actions of the faculty and administration to ensure students' rights are preserved.

- To hold office hours one hour a day, three days a week to be available for the student body.
- To sit on the Appropriations Committee.
- To perform any other pertinent duty that requires his/her action.

### ***Item II: Vice-President of Operations***

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- To assume the duties of the President in his/her absence.
  - To assume the title of BSG President in the event that the office is vacated and he/she so chooses.
  - To conduct all BSG general elections
  - To appoint, with the approval of the Executive Board, Congress members to special University
- 540
- Committees and Task Forces.
  - To oversee student organization recognition procedures as the chair of the Student ORB Committee.
  - To act, in conjunction with the Public Affairs Committee, on publicizing the events and activities of BSG and BSG-sponsored groups to the student body.
  - To hold office hours one hour a day, three days a week in order to be available for the student body.
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- To sit on the Appropriations Committee, and the Committee on Campus and Student Life.
  - To perform any other pertinent duty that requires his/her action.

### ***Item III: Vice-President of Finance***

- To oversee all financial transactions of BSG.
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- To manage and publish the budgets of all BSG-funded organizations.
  - To compile and report financial information from all groups who receive funds from the BSG Finance Committee to the student body.
  - To chair the Finance Committee and attend the Committee on Planning and Budgeting.
  - To maintain open communication between the BSG Finance Committee and the University Office of
- 555
- the Treasurer.
  - To ensure effective management of all student funds.
  - To publish, prior to summer vacation, the amount of funds received by each organization that appeared before the Finance Committee during Spring Appropriations.
  - To hold office hours one hour a day, three days a week in order to be available for the student body.
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- During the first semester in office (January to May), one of the four office hours must be in conjunction with the Accounts Manager of BSG in order to become more accustomed to the day-to-day financial transactions and responsibilities of the student organizations.
  - To hold an annual information meeting, at least two weeks prior to the date budgets are due, with student organization treasurers in order to inform them of their responsibilities and the process they need to go through to receive funding.
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- To present the BSG Budget once a semester to a full meeting of Congress.
  - To perform any other pertinent duty that requires his/her action

### ***Item IV: Vice-President of Administration***

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- To compile, distribute, and publish meeting minutes for the BSG Congress.
  - To announce and inform all Congress members of meetings, and to distribute agendas and minutes well in advance of the meeting.
  - To keep and supervise BSG files.
  - To release and/or distribute information of BSG activities to the campus-wide community.
- 575
- To contact all Congress members when removed or when in danger of being removed, in accordance with the BSG Attendance Policy.

- To keep and publish a running BSG membership list, and to maintain a current membership list of all BSG recognized groups.
- To act as a vice chair to the public affairs committee.
- To hold office hours one hour a day, three days a week in order to be available for the student body.
- To sit on the Appropriations Committee, and Downtown Student Advisory Board.
- To be responsible for and oversee the use of all media tools including, but not limited to, public websites, Bucknell internal sites, online tools, and screens.

## ARTICLE III: ELECTIONS

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### Section I: Dates

#### *Item I: Early Fall Elections*

- Shall take place no later than the third week of the first semester.
- Results shall be presented no later than 24 hours after the polls close.
- Shall consist of First-Year Senate and House elections.

#### *Item II: Late Fall Elections*

- Shall take place no more than one week prior to the beginning of the Thanksgiving holiday.
- Positions will be in effect between the last day of classes of the Fall Semester and the last day of classes of the following Fall Semester.
- Shall consist of the election of the Executive Board (President, Vice-President Operations, Finance and Administration).
- Candidates participating in Late Fall Elections are required to give remarks during a debate/open forum process and answer questions from the student body.
- This event will be held in a public venue, and must be made open to the campus.

#### *Item III: Spring Elections*

- Shall take place no later than the last day of classes.
- Positions will be in effect beginning the last day of the academic year, and remain effective until replaced by a succeeding election for the corresponding offices.
- Shall consist of Senators of the forthcoming sophomore, junior, and senior classes and Delegates.
- Shall consist of the delegate positions for each internal committee.

### Section II: Postings

- Dates of the elections shall be posted via email and announced through proper media venues.
- Candidates' names appearing on each ballot must be posted via email and announced through the proper media venues.

### Section III: Results

- The candidate receiving the most votes shall be elected into the position for which they previously preferred.
- Candidates may run for no more than two positions per election. However, candidates may not run for two executive level positions in any one election.
- In the case that a candidate runs for two positions and receives the most votes for both, he/she shall be placed in the position which they preferred within their statement of intent.

- 625
- In the case where there is more than one opening for the same office, the corresponding number of candidates with the highest total votes shall be elected into those positions.
  - In the case of a tie for any one position, a runoff will be held for the two candidates where the electorate votes. The resulting winner of this vote shall be placed into the corresponding position.

## ARTICLE IV: MEETINGS

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- 630
- The BSG Congress shall meet at a regular time on a weekly basis. The time and place of the meetings shall be determined and established by the President at the first meeting of each semester.
  - The Executive Board shall meet at a regular time prior to each weekly Congress meeting, at least bi-weekly.
  - The Executive Committee shall meet at a regular time on at least a bi-weekly basis.

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  - The Congressional Committees shall meet at a regular time at least once a week, at the discretion of the Committee Chair.
  - The Class Congress shall meet at a regular time at least once a week, at the discretion of the Class President.

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  - The presiding officer may change the time or place of a meeting or cancel a meeting or call an additional meeting in the event of an emergency if additional meeting time is needed to complete relevant tasks.

### Section I: Attendance

- 645
- Any congress member who accumulates more than three (3) unexcused absences in one (1) semester will be considered in violation of the BSG Bylaws. This will subject the member to the BSG Removal policies as stated in Article IV, Section III of the BSG Constitution.
  - An excused absence will be counted as one half of an unexcused absence.
  - Congress members in violation of this policy will be called into the Executive Board where special circumstances will be taken into account.

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### *Item I: Excused Absences*

- If a congress member has a class at the scheduled time of a meeting/event, he/she is considered excused.
- If a congress member has an illness, emergency, religious obligation, or prior family commitment at the scheduled time of a meeting/event, he/she is considered excused.
- If a congress member has varsity athletic responsibilities at the scheduled time of a meeting/event, he/she is considered excused.
- If a congress member has a prior commitment that runs concurrently with a recently scheduled BSG meeting/event, he/she is considered excused.

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- If a congress member has work, homework, or other meetings of any sort during regularly scheduled meeting times/events, he/she is NOT considered excused.
- All excuses must be sent to either the VP Administration (for congress-wide meetings/events), to the class president (for class-wide meetings/events), or to the committee chair (for committee-specific meetings/events) 8-hours prior to the meeting. Any excuses sent during or after a meeting will be counted as unexcused.

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- All excuses must be sent to either the VP Administration (for congress-wide meetings/events), to the class president (for class-wide meetings/events), or to the committee chair (for committee-specific meetings/events) 8-hours prior to the meeting. Any excuses sent during or after a meeting will be counted as unexcused.

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- Final say as to whether an absence is excused or unexcused lies with the aforementioned authorities, however, disputes may be brought before the Judiciary Committee.

### Section II: Debate

- 670
- Upon presentation of a resolution from a committee or class, Congress will be able to address said presenter with questions regarding the resolution.
  - After all questions have been addressed; there shall be at least two minutes to caucus with fellow members.
  - Upon completion of caucusing, the President shall reconvene the Congress. Debate on the resolution
- 675
- shall then occur, with all members given sufficient time in order to express their thoughts.
  - Upon completion of debate, which shall not be limited, motions may arise to table, deny, amend, or approve said resolution.

### **Section III: Congress Agenda**

- 680
- The weekly BSG Congress Meeting Agenda will be presented in the following format:
  - Roll Call
  - Call to Order
  - Approval of the Minutes
- 685
- Public Comments
  - Events
  - Old Business (Congress-Only)
  - New Business (Congress-Only)
  - Executive Board Reports
- 690
- Congressional Committee Reports
  - Class Congress Reports
  - External Committee Reports
  - Advisor Comments
  - Adjournment
- 695



# Recognition & Appropriations Guidelines

## VISION & PHILOSOPHY

Bucknell Student Government (BSG) is responsible for the allocation of the annual student activities fee. Funding is strictly intended to promote the undergraduate community and student involvement with emphasis on fiscal responsibility. The following guidelines were created to assist in optimizing the reach of the student activity dollars.

## STUDENT ORGANIZATION GOVERNANCE

### CAMPUS ACTIVITIES & PROGRAMS (CAP CENTER)

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The office of Campus Activities and Programs oversees all student organizations and Bucknell Student Government. The CAP Center is committed to serving as a “human resource” for you and your organization. The Director of Campus Activities & Programs directly advises the allocation committee and the Organizational Review Board in a partnership with BSG to recognize and fund student organizations.

### ORGANIZATION REVIEW BOARD

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#### Purpose

The Organization Review Board (ORB) is the permanent governing body that recognizes all student organizations, along with the Office of Campus Activities and Programs, and assigns each student organization to a funding category to allow for appropriate allocations. The goal of the ORB is to increase the accountability and consistency of funding of recognized student organizations as BSG emphasizes fiscal responsibility.

#### Powers and Duties

- To potentially recognize student organizations and re-recognize existing organizations.
- To disapprove any new application, if necessary according to the guidelines.
- To conduct an audit of student organization constitutions when necessary.
- To determine the financial classification status of student organizations on an annual basis.

#### Membership

The ORB is comprised of:

- BSG VP of Operations
- Six Student Members to include three (3) Student Government members and three (3) students at large.
- Total composition: Seven (7)

Interviews for the ORB will be held annually by the BSG Executive Board and a representative from the CAP Center. In case of an available position in the ORB, the VP of Operations and the Executive Board in conjunction with the CAP Center will interview students interested in joining this committee.

## Officers

Chair: The chair of the ORB is the VP of Operations. The Chair is a non-voting member. The Chair may vote if necessary to break a tie. The Chair is responsible for communicating with the VP of Finance and the Office of Campus Activities and Programs to complete the recognition process.

## Removal

Members are required to attend all meetings. After two unexcused absences a member will forfeit his/her participation on the ORB.

## Meetings

Meetings will potentially be held on a monthly basis (minimum) at a time fixed by the VP of Operations at the beginning of each semester. After two unexcused absences a member, he/she will potentially forfeit their membership on the committee.

## Operating Procedures

- A. A quorum of at least four (4) members is needed to conduct any business at meetings.
- B. For a motion to pass, a majority of the members must be present.

## APPROPRIATIONS COMMITTEE

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### Purpose

The Appropriations Committee is the permanent governing body that allocates funding from the Student Activities Fee to recognized and funded student organizations fairly based on the guidelines outlined in this document. The goal of the Appropriations Committee is to monitor the Student Activities Fee funds and to ensure fiscal responsibility within BSG.

### Powers and Duties

- To formulate, direct, execute and publish the student budget.
- To hear and decide all special requests made by student organizations, and to relay the decision to the organization treasurer and the CAP Center.
- To call before the committee the treasurer and other representatives of groups which receive funds from the student budget, if needed.
- To require all organizations which receive funds from the student budget to submit annual budgets.
- To act as the authority for allocating the student budget.
- To order, under the authority of the Vice-President for Finance of BSG, an audit of any student organization receiving money from the BSG Appropriations Committee if needed.
- To appoint an Auditing Committee, under the jurisdiction of the Vice-President for Finance of BSG, to carry out the audits required by the BSG Appropriations Committee. A representative of the organization may be present during the audit.

### Membership

The Appropriations Committee is comprised of:

- BSG VP of Finance acting as chair person to vote on motions only in the event of a tie) (1)
- Remaining members of the BSG Executive Board acting as voting members (3)
- Appropriations Committee accounts managers (2)
- Committee members (10)
- Total composition: 15

Interviews for the Appropriations Committee will be held annually by the BSG Executive Board and the Director of Campus Activities & Programs. In case of an available position on the Appropriations Committee, the VP of Finance and the Executive Board will interview students interested in becoming new members.

### **Removal**

Members are required to attend all meetings. After two unexcused absences a member will potentially forfeit his/her participation on the Committee.

### **Meetings**

The Appropriations Committee will conduct weekly hearings throughout the Fall and Spring semester to meet with student organizations requesting additional funding or appealing current existing funding. In addition, the committee will meet in the Spring semester to formulate the budget for the following academic year.

### **Operating Procedures**

- A. A quorum of at least eight (8) members is needed to conduct any business at meetings.
- B. A majority of the members present is needed to pass any motions.

## **RECOGNITION**

### **Definition of a student organization**

A student organization is defined as a group of currently enrolled Bucknell University undergraduate students who unite to promote a common interest. Bucknell recognizes the vital contributions that student organizations make to the quality of life on campus, however, registration as a Bucknell student organization is not to be interpreted as an endorsement, approval, or a reflection of the mission, purpose, and/or activities of Bucknell or its affiliates. Rather it is to serve as an opportunity for students to learn, grow and organize around similar interests.

### **When can an organization be recognized?**

Recognition can occur during the open recognition period. For the Fall semester this period will end November 1<sup>st</sup> and for the Spring semester will end April 1<sup>st</sup>. The re-recognition period will be in September for the fall semester and February for the spring semester.

### **Benefits of a recognized organization**

- Room reservations
- Activities Fairs
- Poster printing in the CAP Center
- IN Network organization page
- Funding from BSG
- Guidance on event planning from the CAP Center
- Much more!

## Student Organizations Categories

The CAP Center oversees all student organizations. For the purpose of organizing all student organizations on the IN Network, the following categories will be utilized.

Academic	Diversity	Greek
Honors	Interest	Media
Arts & Performance	Religious	Service
Sociopolitical	Environmental	

## IN Network Management

The IN Network is the online management tool for student organizations. Through this system organizations will have the capability to request recognition/re-recognition, manage club rosters, invite members, post events, submit forms, and much more. In addition, the IN Network is away for new and incoming students to connect to organizations and involvement opportunities on campus.

## Recognition Procedure

The University requires all student groups to be annually recognized. The CAP Center and BSG serve as the University registrant of all student organizations and maintains current information on each registered student organization, its officers or authorized representatives, its purpose, and its faculty/staff adviser. Below are the steps on how to recognize a new organization that does not currently exist on campus:

- ✓ Step 1: Solicit undergraduate students interested to join the organization.
- ✓ Step 2: Create a mission statement and constitution.
- ✓ Step 3: Secure an Adviser for your organization.
- ✓ Step 4: Complete the online recognition form via the IN Network.
- ✓ Step 5: Meeting with CAP Center & BSG rep
- ✓ Step 6: Once approved, set-up your IN Network profile page for your organization and begin recruiting!

The ORB will review each student organization request submitted via the Involvement Network (IN Network). When reviewing the constitution the ORB will examine the following items:

- Constitution addresses the following items:
  - Mission Statement/Purpose
  - Election Process
  - Executive Board Structure
  - Membership
  - Meeting Structure

- Required Positions
  - o President
  - o Treasurer
  - o Advisor
- Other requirements:
  - o Organization is not a duplicate, or similar in nature, to the mission/purpose of another organization.
  - o Organization is autonomously student run without significant influence from an existing department or University office.
  - o Organization benefits the University as a whole.
  - o Organization does not limit membership based on race, religion, age, ethnic or national origin, gender, physical ability, or sexual orientation.
  - o Adheres to the Bucknell University Code of Conduct
  - o Provide a leadership structure that will ensure the continuity of the club from year to year

Once reviewed based on the above criteria a majority vote from the ORB is necessary to recognize an organization. The vote has four (4) possible outcomes: Approved for recognition, Approved for recognition and funding, Denied, or Need More Information.

- Approved: In the case of an approval for funding, the organization will automatically receive a start-up fee for the organization. The organization may also be approved for recognition, but not approved for funding. Reasons for not receiving approval for funding may be:

- o Any student organization that has a member(s) receiving class credit for the position will not be eligible to receive BSG funding
- o Majority of organization is comprised of graduate students

- Denied: In the event an organization is denied, the organization as it currently stands will not be recognized.

- Needs More Information: In the case of “need more information,” the organization will be eligible to appeal their case to the ORB to address the concerns and provide additional information.

## Re-Recognition Procedure

The purpose of annual re-recognition is to ensure an organization is still active and desires a presence on campus for the current academic year. Each year organizations are required to complete the following three steps to indicate to the University and the ORB that it wishes to remain active. The first two steps occur at the start of each academic year. The third and final step is required during the Spring semester.

1. Complete the re-recognition form via the IN Network
2. Attend the mandatory Fall Officers’ Meeting (usually held the first 2 weeks of September) Failure to attend this mandatory meeting will result in a 25% reduction in the organization’s budget.
3. Attend the mandatory Spring Treasurers’ Meeting. Failure to attend this mandatory meeting will result in a 25% reduction in the organization’s budget.
4. Failure to attend both of these mandatory workshops will result in the organization’s recognition status being withdrawn for the year.

***\*In order to receive eligibility for a Membership Dinner, organizations must complete the first 2 steps by the appropriate deadline.\****

## ORGANIZATION CLASSIFICATIONS

### Pre-Funding Classification Procedures

Once a group is recognized, the ORB will classify each organization as one of the following categories:

- *Provisional* – A new organization that has been approved by the ORB. All provisional organizations will receive a \$65 start-up fee. A provisional organization will have to reappear before the ORB in the following semester to apply for Permanent status and funding. If a provisional organization fails to achieve Permanent status, the organization may reapply for Provisional status.
- *Permanent* – An organization that has completed the Provisional semester and has been approved by the ORB. Permanent organizations are eligible for full funding from the Appropriations Committee. The ORB will determine in which funding category the organization belongs.
- *Probationary* – A Provisional or Permanent student organization is an organization that does not meet the requirements to remain a Permanent student organization. For example, missing both mandatory Officer's and Treasurer's Workshops. The ORB can recommend freezing a Probationary organization's account.
- *Inactive* – The ORB can revoke recognition of an organization if it is deemed to be inactive. Once an organization is deemed inactive, a new group of students apply to the ORB to be re-recognized as a Provisional organization. A student organization can be deemed inactive for one of the following reasons:
  - Been on Probationary status for a period of more than two semesters
  - Violation of University policies and regulations
  - Failure to obtain Permanent status after two semesters under Provisional Status
  - If the organization's president or adviser report that the student organization is no longer functioning

### Allocation Categories

Once an organization is granted Permanent status by the ORB and approved for funding by the Appropriations Committee, each organization will be assigned to one of the following categories. The determination of this allocation is based on the mission and goals of the organization.

Allocation Categories		
Blue	Orange	White
<ul style="list-style-type: none"> <li>▪ Exclusive in membership                             <ul style="list-style-type: none"> <li>○ GPA requirement</li> <li>○ Application process</li> <li>○ Tryout process</li> </ul> </li> <li>▪ Charge membership fee/due</li> <li>▪ Must attend Officers Meeting in Fall</li> <li>▪ Eligible for membership dinner</li> </ul>	<ul style="list-style-type: none"> <li>▪ Non-exclusive in membership</li> <li>▪ Dominate purpose of the organization is to program for the organization                             <ul style="list-style-type: none"> <li>○ Audience for events is directed to members only</li> <li>○ Meetings/events promoted to members</li> </ul> </li> <li>▪ May host 1 campus-wide or outreach event annually</li> <li>▪ Must attend Officers Meeting in Fall</li> <li>▪ Eligible for membership dinner</li> </ul>	<ul style="list-style-type: none"> <li>▪ Non-exclusive in membership</li> <li>▪ Dominate purpose of the organization is to program for education &amp; outreach to the campus community</li> <li>▪ Engages frequently in large programming to enhance mission of the organization</li> <li>▪ High-liability programming</li> <li>▪ At minimum 2 officers must attend CAP Center sponsored workshop to demonstrate commitment to improving the organization (<i>examples include PAL luncheon or Transition Luncheon</i>)</li> <li>▪ Once a semester planning meeting with BSG/CAP Center representative</li> <li>▪ Must attend Officers Meeting in Fall</li> </ul>

		▪ Eligible for membership dinner
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## APPROPRIATIONS

### STUDENT ACTIVITY FEE

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The Student Activity Fee (SAF) is a fee paid by each Bucknell undergraduate student along with their tuition. The BSG Vice President of Finance and the Appropriations Committee are entrusted by the Board of Trustees with the fair and equitable distribution of this Student Activity Fee. It is also the responsibility of the BSG to annually review and assess the adequacy of this fee in meeting students' needs.

A. The Appropriations Committee is responsible for the distribution of all monies allocated to BSG.

#### Eligibility for Funding

Organizations are entitled to receive funding based on the criteria of the category they are recognized in.

- Only organizations recognized as permanent or provisional are eligible for funding.
- All organizations recognized as Provisional will receive a \$65 start-up fee.

#### Benefits of Funding

- Ability to obtain a semester budget for student organization programming
- Access to a University account – No off-campus accounts permitted!
- Access to a dual account
- Use of University vehicles and campus dining
- Privilege of requesting interest-free loan service through BSG

### ALLOCATION CATEGORY FUNDING REQUESTS

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#### Interpretation of the Guidelines

In the event of a question concerning the interpretation of any part of this document, the student members of the Appropriations Committee shall serve as the interpretive body and render a decision regarding the issue in question. The Appropriations Committee attempts to establish consistency in budgeting decisions and therefore relies on the Appropriations Committee Guidelines and other precedents in rendering a decision. The guidelines will be constructed within reason so as to maintain its applicability to practical circumstances. Final decisions are always up to the discretion of the Appropriations Committee.

The Appropriations Committee will fund organizations based on the category they receive from the Organization Review Board. The Appropriations Committee attempts to keep the cost per student under \$35, ensuring that student money is used in the most efficient way possible.

#### Possible Exceptions

The AC understands that all student organizations are unique from one another. Some rely more heavily on conferences, while others on dinner and study breaks. Although the guidelines were formulated to help maintain consistency, the AC will keep the organization's mission statement and goals in mind when reviewing a proposal, exceptions may be made in when warranted.

Allocation Categories		
<b>Blue</b> Advertising/Promotion - \$100 Entertainment - \$500 Food - \$500 Salaries - \$200 Supplies/Equipment - \$250 Special Requests (at discretion of committee) Transportation – see below	<b>Orange</b> Advertising/Promotion - \$ 500 Entertainment -\$2,000 Food -\$2,000 Salaries - \$1,000 Supplies/Equipment - \$1,000 Special Requests (at discretion of committee) Transportation - see	<b>White</b> Advertising/Promotion - \$800 Entertainment -\$3,500 Food - \$3,500 Salaries - \$1,000 Supplies/Equipment -\$1,200 Special Requests (at discretion of committee) Transportation - see below

*\*All allocations are at the discretion of the Appropriations Committee\**

## EXPLANATION OF FUNDING LINE ITEMS

*\*Funding may not be utilized exclusively for graduate students or faculty/staff.*

### Advertising & Promotion

The AC may fund publicity and advertising for organizations, including but not limited to posters, graphic design costs, flyers, handouts, printing costs at the CAP Center, etc.

### Entertainment

The following items fall under entertainment expenses:

- Events that include performers such as musicians, DJs, dance groups etc.
- Movies, festivals, dances, museums, excursions, etc.

All performers/providers of service or any outside guest must sign a contract (either their own or Bucknell's general contract which can be found in the CAP Center's IN Network page. All contracts require the signature of the organization's adviser and the signature of the Associate Dean of Students. For more information on contracting please the CAP Center.

When requesting funding to provide a speaker, comedian, musician, or other performer the following supplemental information should be brought to the AC to address the following (Reputability, Finance, Community & Ethical Standards):

- **Reputability:** An artist sponsored by the Appropriations Committee must demonstrate experience.
  - **References** – Determine several reputable references. Information on performer(s) at other institutions?
  - **Venue** – Determine several reputable venues where the artist has performed previously. Can Bucknell accommodate the artist with its available space? Were there safety issues previously? Does the artist need special equipment or set up/clean up?
  - **Audience** – Who is the intended audience?
  - **Publicity** – Consider the addition of PR costs to the price of the artist. Does the artist have a PR team? Also, note if the artist is nationally recognized.
- **Finance:** The organization must demonstrate to the Appropriations Committee that they are fiscally responsible.
  - **Availability of Funding** – Consider the total cost of the program (event/activity), advertising, set up, clean up, security, food, etc.), the anticipated price per person.

- **Demonstration of Fundraising** – The AC must consider if the club or organization has made an effort to fundraise. Consider the need to raise money, if outside support including grants has been solicited, and if tickets are being sold to support the cost.
- **Management of Agents**– the AC must consider the amount of research and comparisons the club or organization has completed within the industry. Consider if prices and packages are being negotiated and whether the club or organization has considered other agents within the same industry. Have less expensive or alternative artists in the same field been considered?
- **Community:** An artist sponsored by the AC must demonstrate awareness and add to the strategic plan of the University
  - **Strategic plan** – Will the performance help the University achieve strategic planning goals in any strategy(s): The Academic Core, The Residential Learning Experience, Diversity, Financial Strength, and Building Bridges.
  - **Students** – What is the expected number of attendees? Will the students get anything out of the performance? Must present reliable, accurate survey results to the AC. Large numbers, and/or the help of a statistician (can be a campus professor) will be useful, if possible. When additional funding over the allotted budget is requested and such a survey of the student body is not conducted, the Bucknell Student Government must pass the speaker (including additional funds) during a congress meeting.
  - **Current trends** – Does the program represent current trends in media, art, technology, pop culture, etc?
  - **Repeat performances** – Consider if novel programs are being researched and if the same artist or genre is being repeatedly used.
  - **Scheduling** – How long will the typical student stay at the event? What is the best starting time, the best month, and the best times to co-sponsor the event?
- **Ethical Standards:** An artist sponsored by the AC must demonstrate ethics. Ethics should be considered through the usage of strong language, explicit video, vulgarity, and contractual rescheduling.
  - **Appropriateness** – the AC must consider if this event is something in which it is appropriate to use Bucknell's name when contracting.
  - **Representation** – the AC must consider how the artist represents him/herself in public and during performances. The following qualities must be considered: promotion of an unhealthy lifestyle, and speaking negatively about a certain group.

## Equipment & Supplies

This line item is to be used for operational cost, event supplies, organization supplies and decorations. Examples include but are not limited to:

- Any subsidized equipment must be registered and inventoried with the BSG Accounts Managers. Student organizations should keep a list of inventoried equipment on their IN Network page. If an inventory list is not received by the specified deadline, the student organization's account will be frozen.
- All equipment will be stored within the University facilities during the summer months. Special requests may be made by organizations to retain equipment during the summer months. Organizations must submit a written proposal approved by the appropriate department in order to be eligible to retain equipment during this time.
- All uniforms and equipment must be handed down to new club members. A uniform consists of distinctive apparel that is worn by all members of a club that is of the same pattern, color and material. Uniforms must be able to be reused a minimum of two (2) years. Certain depreciation is allowable for annual replacements of equipment.
  - Personal equipment such as buttons, leotards, bathing suits, shoes, socks, etc. will not be subsidized due to the personal nature of the equipment. Costumes are defined as any type of dress for a particular one (1) time event or performance.

## Food

To process all food requests the following documentation is needed.

- An itemized receipt must be provided for payments for all meals prior to allocation of funds.
- The **AC does not fund food for regular meetings.**
- This food is only to be used for special events.
- Tickets for such events must be sold at full cost of the meal to faculty, staff, and community.
  - For example. If your event is costing \$2,000 and you expect 200 people, the cost per person is \$10. Although the cost for students may be FREE, **all faculty/staff must pay \$10.**

## Salaries

Salaries, fees, or honorariums may be requested for jobs that require advanced skills unavailable within the membership of the organization. These advanced skills include those of models, outside vendors, and security. The total amount of salaries is not to exceed the allocation amount listed on page 8.

- All performers/providers of service must sign a contract (either their own or Bucknell's contract). All contracts must be requested and signed by the advisor of the student organization in addition to the Associate Dean of Students overseeing the CAP Center.
- Requests for payment to service providers (such as security, lecturers, referees, etc.) **MUST** be accompanied with the service provider's contract or Bucknell's contract, Bucknell's Insurance Rider, and a W-9 form completed and signed by the provider of service for tax purposes. Checks **CANNOT** be processed without all of the above supporting information.
- Paid employees of the University
  - Paid employees of the University will **NOT** qualify for AC subsidized salaries.
  - Payment from dual account for faculty or administrative staff should be made by BSG check request form and given to the CAP Center.
  - Payment to support staff members will be processed by an Extra Job Notice. You will need to contact the CAP Center Office Coordinator to obtain this form.
  - Payments to Non-Resident Aliens require special documentation and they should contact the CAP Center for more information before their adviser requests the contract.
  - *\*Note: Salaries is not to be used for entertainment performers.*

## Special Requests

### 1. Competitions

BSG will consider funding competitions on a request-only basis. A request can be made by submitting the Request for Competition Form to the Vice President of Finance via the IN Network. The Appropriations Committee will fund registration fees up to \$300 per competition.

Funds for competitions will only be allocated under the following criteria:

- Funds will not be allocated until a schedule and timetable has been created for the event.
- Only one team per club will be subsidized for each competition.
- Changes in the schedule may not be made without the approval of the Appropriations Committee if such a change involves additional money not specified in the original request
- Travel expenses may be requested if they comply with the guidelines.
- Food will not be subsidized during travel.
- The student organization advisor must submit a letter of referral with the application for this request.
- The AC will not fund advisers unless attendance is required by the University.

Requests will be reviewed based on the following criteria:

- Relate to purpose/mission of the organization
- Advisor letter of intent
- Organization has requested for and attended conference in previous years

## **2. Conferences**

Requests for conferences will be reviewed based on the following criteria: relatability to purpose/mission of the organization; advisor letter of intent; organization has attended the conference in previous years.

Organizations requesting funds to send members to conferences must adhere to the following guidelines:

- A maximum of four (4) club members will be funded by the AC.
- The AC will not fund advisors or teaching assistants unless required by the institution. (Advisors are required for overnight trips taken by student organization.
- A conference brochure or online information with price quotes MUST be supplied to the AC.
- Requests for funding must be made at least three weeks prior to the conference registration date.
- Travel and lodging arrangements may be approved in accordance with the guidelines.
- Food will not be subsidized for the conference.
- The AC will NOT fund airfare.
- The AC will only fund full-time undergraduate students or University required chaperone.

## **3. Lodging**

1) \$150 per night for four (4) people, up to 4 nights will be granted for lodging. Maximum occupancy of rooms is required. Separate rooms are required for mixed gender groups. The club must demonstrate that an overnight stay is absolutely necessary.

2) The AC will not fund advisors unless required.

3) No Teaching Assistants will be funded by the AC.

4) Food will not be subsidized on these trips.

## **4. Publications**

The AC may fund the publication of newspapers, academic journals, and other publications that serve the campus community and directly relate to the defined organizational purpose of the petitioning organization. The total funding request may not exceed \$6,000 per year and \$3,000 per issue.

A signed, formal invoice must accompany the requests.

Invoices must be paid with a University check. Use personal funds or credit cards are prohibited.

## **5. Transportation**

The AC will fund up to 600 total miles per trip. Food will not be subsidized on trips. Below are other guidelines in relation to transportation:

- Food will not be subsidized on trips.
- The AC will not fund airfare, train fares, or bus fees.
- Parking will be funded for one car up to 4 nights or \$100.
- The AC will not fund drivers for University vehicles. Organizations should encourage members to attend driver orientation classes (dates and times available from Transportation Services, 2nd floor LC, uphill side). An exception will be made, at the discretion of the AC, for clubs consisting mostly of international students due to restriction rules for getting University licenses, as well as first-year students due to them not having their license for three years before being eligible to drive University vehicles.

- Parking costs and tolls will be covered.

Gas may be subsidized as follows:

- \$0.56/mile for a non-University vehicle
- \$0.39/mile for a University car, or minivan
- \$0.49/mile for 14 Passenger Minibus with a \$10.00 minimum charge
- \$1.30/mile for Bucknell Buses plus \$35 per hour for the driver
- Use of Susquehanna Limo Services as approved by Appropriations Committee

## Mileage Chart

The following can be used as reference if an organization will be traveling in order to determine costs. If the mileage cannot be found below; mileage must be supplied by the website [www.mapquest.com](http://www.mapquest.com). You are required to provide print-outs of MapQuest information.

### Bucknell University to: Miles Round-Trip

Colgate University 425	Lafayette College 300
Cornell University 320	LaSalle University 370
Delaware University 320	Lehigh University 250
Dickson College 150	Lycoming College 70
Fordham University 460	Rutgers University 435
Juniata College 185	Temple University 390

Bucknell University to: Miles Round-Trip			
Albany, NY	537	Mechanicsburg, PA	137
Annapolis, MD	339	Morristown, NJ	318
Atlantic City, NJ	466	Myrtle Beach, SC	1,280
Baltimore, MD	286	New Haven, CT	506
Binghamton, NY	307	New York City, NY	370
Bloomsburg, PA	66	Oberlin, OH	640
Boston, MA	765	Ottawa, Canada	980
Buffalo, NY	465	Philadelphia, PA	342
Chambersburg, PA	210	Pittsburgh, PA	415
Charlottesville, VA	544	Port Jervis, NY	302
Cincinnati, OH	1,022	Princeton, NJ	375
Corning, NY	214	Providence, RI	706
Cleveland, OH	602	Rahway, NJ	374
Detroit, MI	914	Reading, PA	187
East Stroudsburg, PA	218	Richmond, PA	590
Easton, PA	250	Rochester, NY	400
Edinboro, PA	500	Scranton, PA	182
Edison, NJ	370	Selinsgrove, PA	26
Elmira, NY	242	State College, PA	144
Erie, PA	534	Storrs, CT	608
Gettysburg, PA	104	Syracuse, NY	452
Harrisburg, PA	120	Towson, MD	267
Hazleton, PA	120	Washington, DC	370
Indiana, PA	381	West Chester, PA	288
Lancaster, PA	71	White Plains, NY	400
Lebanon, PA	160	Wilkes-Barre, PA	150
Lock Haven, PA	98	Williamsport, PA	46
Mansfield, PA	148	Wilmington, DE	370

## Membership Dinners

All recognized organizations are eligible for a membership dinner. In order to earn your annual dinners, organizations must successfully meet the deadlines for annual re-recognition. Amount approved for membership dinners will be determined by the number of members listed on the organization's IN Network page. Those who do not meet the re-recognition requirements will lose eligibility for a membership dinner for that academic year. New organizations will be eligible for a membership dinner once approved through the recognition process and have completed and submitted a budget.

\*Itemized receipts are required for any off-campus membership dinner. In addition the AC will not fund gratuity that exceeds 20% of the bill presented.

\*Please note that food for graduate students and faculty/staff cannot count towards Membership Dinners.

## FUNDING RESTRICTIONS AND POLICIES

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### Alcohol

- No BSG funds may be used to purchase alcohol.
- No BSG funds may be used to pay for fines or expenses related to alcohol.

### Debt

The AC will not transfer funds allocated during spring appropriations or by other means if the student organization maintains a debt in its BSG account or dual. The account will be frozen until the debt is rectified.

- Organization may petition the AC to remove its debt in the face of extenuating circumstances. However, the AC is not obligated to reimburse a student organization for any debt it incurs or financial obligations it undertakes prior to its budget request and/or AC approval.
- Unless specifically prohibited by the AC, a student organization may transfer funds from its dual account (if it maintains one) to eradicate its debt situation.

### Deposits

#### *Policy*

- All organization funds, regardless of specific origin, must be placed in the organization's BSG account or dual account. Off-campus accounts are in strict violation of Appropriation Committee Guidelines and University guidelines will result in sanctions against the organization and possible suspension.
- Organization funds that do not originate from the AC will be marked for discretionary club use if the club does not have a dual account.
- Discretionary funds may be maintained from fiscal year to fiscal year if approved by the BSG Vice President of Finance.
- Any and all fundraised money, donations, dues, etc. should be deposited into the organization's dual account. Failure to report such revenues and maintaining an external account will result in the account being indefinitely "frozen."

#### *Procedure*

- Deposits are to be submitted to the University Cashier's Office.
- A copy of the deposit slips is then to be brought to the CAP Center or the BSG Accounts Manager for accounting purposes.

### Donations

The AC will only fund operational costs for charity events and funding will be at the discretion of the Appropriations Committee.

The AC may give loans for items used or sold to benefit charity events, but the funds must be repaid under the terms set forth under the loan.

If, however, a student organization is accepting donations or conducting a fundraiser to raise money for a charity or other organization, all monies must be deposited into the organization's account. Only after the money is deposited can a check be written by the organization.

Avoid the following when working with donations:

- Do not give cash and/or personal checks to the charity.
- Do not put the money and/or checks into your personal account and proceed to write a check to the charity. Instead, bring the check request form and a copy of your deposit slips to the CAP Center so that a check can be processed for the fundraised money.

## Dual Account

The Dual Account system was devised in order to provide organizations with a feasible alternative to differentiate funds appropriated by the AC from those generated externally by an organization. This was also a consequence of the rampant number of external accounts maintained by student organizations. The Dual Account provides the flexibility and convenience of having all accounts in one location while guarding against the appropriation of funds to external accounts. Funds maintained in the Dual Account are subject to the same guidelines as BSG allocated funds for the purpose of processing check requests. BSG is only signing the check request to indicate that you have money in your account to cover said expenditure/reimbursement. Funds may not be used on alcohol, drugs, or tobacco. Itemized receipts are required for all reimbursements.

- a) If a dual or BSG account is "frozen" for three consecutive years, any debt to BSG will be forgiven.
- b) If a club is inactive for three consecutive years, any money in the dual account will be transferred to the BSG Reserve Account.

## Program Eligibility

In order for an organization to participate in this program, the organization must contact the BSG Vice President of Finance in order to come before the Appropriations Committee. The criteria are as follows:

- 1) A student organization must be BSG recognized.
- 2) The student organization must apply to the Appropriations Committee and demonstrate need to use this dual account system.
- 3) Only organizations that have a significant amount of non-BSG funds will be allowed to have dual accounts. All other organizations will have to differentiate their funds within one account.
- 4) The AC reserves the right to monitor deposits as well as money withdrawn from a dual account. If the AC determines that a deliberate misuse of funds occurs within a dual account, the AC reserves the right to deliver swift and just punishment upon the organization and consider this during the spring Appropriations process when reviewing a student organization's budget.
- 5) Any Dual Account that have a negative balance will result in the BSG and DUAL accounts being frozen.
- 7) Dual accounts must comply with the check signing procedures. It is both the responsibility of BSG and the organization to verify that the dual account has enough money in it to cover expenditures.

## External Accounts

Any student organization that continues to maintain an outside account will have their account frozen, and possibly other sanctions, until the student organization complies with the Appropriations Committee Guidelines.

## **Gratuity**

The AC will not fund gratuity that exceeds 20% of the bill presented. If the organization exceeds 20%, paying the difference will be the organization's responsibility.

## **Insurance**

1) All organizations recognized by BSG fall under the University's insurance policy. To obtain documentation for insurance waivers, contact the University Legal Counsel. Other insurance related costs will not be funded by the AC.

## **Licenses & Memberships**

Allocations may not be used for licenses, membership or certification fees for an individual student.

## **Prizes & Trophies**

No funding will be allocated for awards, prizes, trophies, or presents.

# **APPROPRIATION PROCEDURES**

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## **Budget Preparation**

A mandatory Treasurers' Workshop will be held in the spring for the submission of budgets. Failure to attend this workshop will result in a 25% reduction of next year's funding (both initial budgets and additional appropriations). This is also the penalty for submitting a late budget. In the case of BOTH absence at the treasurers' workshop and submitting a late budget, a 50% reduction of next year's funding (both initial budgets and additional appropriations).

## **Forms**

To request funding the appropriate forms must be completed. For assistance, office hours are posted on the BSG office door (LC 43), outside the CAP center (LC 47), and on the Bucknell Student Government Bulletin Board beside the mailroom. All of these forms can be found in the BSG-Finance public folder labeled 'Budgeting and Appropriation Forms'. There are four different forms, depending upon the type of request. They are as follows:

- Initial Request form
- Additional Request form (Form B)
- Appeals form (Form E)
- Reallocation form (Form C)
- Loan Form (Form L)

## **Submitting Electronic Documents**

Forms will be available via the BSG Involvement Network page.

## **Transfer From One Account to Another**

Any transfer of funds from one student organization account to another or to other departments within the University must be processed via a "Transfer of Funds" request form located in the CAP Center. If the transfer is over \$250 the adviser's signature is required. Completed/signed form should be turned into the CAP Center with receipts for processing. NOTE: Transfers made from a dual account also require the "Transfer of Funds" Request" form to be completed.

## University Direct Billing Transactions

### *Policy*

- University credit transactions are a privilege of BSG recognized organizations.
- Credit transactions may only be undertaken for approved budgeted expenses or if discretionary funds exist in the budget to cover the charged expenditure.
- Organizations may charge expenditures to their accounts through dining services, transportation, facilities, Publications, Print & Mail, Performance Services, and the CAP Center if it is an approved expenditure within their budget.
- The Appropriations Committee is under no obligation to reimburse expenses not approved for a student organization and in most cases will not do so.
- It is the responsibility of the club Treasurer to monitor the costs of these services and adjust their account balances accordingly.
- Failure to comply with these policies and procedures may result in sanctions against the student organization.
- If the direct charge results in a negative balance both accounts (BSG and DUAL) will be frozen and sanctions against the organization can be applied.

## University Finance Department

The Bucknell University Finance Department maintains constant surveillance of all student organization account activity through the University Finance Office and the University's computer accounting system. All account activity is monitored and in the event of any improprieties, discrepancies, or other problems the BSG Vice President of Finance and the Appropriations Committee are notified.

## ADDITIONAL FUNDING

### SIGNATURE EVENT FUNDING

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The purpose of the Signature Event application is to request funding for a large, Bucknell community event. A signature event can be defined as a large, annual, campus-wide event that the requesting organization owns and considers to be a defining event for their organization. Students at large readily connect the event to the requesting organization. Typically, signature events are collaborations of two or more organizations, and/or University entities, offices, or departments (other than BSG). At least one of these organizations must be funded by BSG. All participating student organizations must be recognized by BSG.

The Appropriations Committee may suspend the guidelines outlined in this document to classify an event as a signature event. The committee will utilize the guidelines outlined in the Signature Event Application and the following criteria to classify an event as a signature event:

#### *Creativity and Uniqueness of Program*

- Does this program present an intentionally unique or creative opportunity for students to get involved?
- Is there evidence of significant collaborative effort?
- How will this event benefit the student body?
- Does the event have a proven history of success? (i.e., multiple year event)

#### *Accessibility of event for Bucknell University Students*

- What location will the event take place on campus?
- Will the event's proposed date conflict with any major Bucknell University Events?

#### *Preliminary Planning of the Event*

- Did the organizations propose a line-itemed budget? How specific was the budget?
- To what extent has contact been made with partnering organizations, businesses, etc.?
- Has this been sponsored by BSG & the Appropriations Committee before?
- Will BSG be acknowledged for sponsorship in terms of advertising and presentation of the event?

## LOANS

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Student organizations may apply to the AC for a loan to provide the initial capital needed to undertake fundraising events. Student organizations must present detailed business strategies and projections to insure the AC will receive repayment for its loan. At the time of presentation, loan terms and time schedules will be established should the loan be approved. A copy of the loan will be retained in the BSG office and the CAP Center. Failure to repay the loan within the terms established by the AC will result in the student organization's account being frozen.

## APPEALS

### **Recognition Appeals**

Those who wish to appeal the decision made by the ORB may submit a written request and the reasons for the appeal to the ORB Chairperson, within one week of the date of the ORB's original decision. The group shall have a hearing with the ORB within 14 days after the submission of a written request has been received.

### **Appropriation Appeals**

Those who wish to appeal the decision made by the Appropriations Committee may submit a written request and the reasons for the appeal to the Appropriations Chairperson, within one month of the date of the AC's original decision.

The group shall have a hearing with the Appropriations Committee within 14 days after the submission of a written request has been received.

### **Re-categorization Appeals**

If a student organization wishes to be considered for a different allocation category they must submit their request in writing to the CAP Center and BSG President. The ORB will review the request based on the material and justification provided and render a decision. The group shall have a hearing with the ORB within 14 days after the submission of a written request has been received.

## AMENDMENTS

A 2/3 vote in Congress is necessary to change the guidelines set forth in this document. The Appropriations Committee and Organization Review Board must give their recommendation to Congress before a decision is made.



## Bucknell Student Government Election & Campaigning Guidelines

1. Campaigning can officially begin once the Election Guidelines meeting is over.
  - a. The Election Guidelines meeting must occur at least one week prior to the election and must be organized by the Vice President of Operations.
  - b. This meeting is mandatory unless a valid excuse is submitted to the Vice President of Operations at least 24 hours before the meeting.
2. *Campaign budgets are limited to \$50.00.* Receipts for each expenditure must be kept and each candidate must submit these to the VP of Operations' mailbox or BSG Office by 5PM on the day before elections. This is your own money—*You will not be reimbursed.*
3. All photocopying must be done through the Office of Publications, Print, and Mail (located in the basement of Marts Hall). University or personal printers or any other copiers or printers, on or off campus, are not to be used for campaign copying under any circumstances.
  - a. **Prior to printing, all fliers, posters, and videos must be approved by the BSG VP of Operations.**
4. Fliers (11"x17", 8.5" x 11" or smaller) may **only** be placed in the locations listed below.
  - a. The student org. bulletin board wall in the ELC.
  - b. Bulletin boards in Residence Halls, Gateways, Bucknell West, Special Interest Houses, and Fraternities.
  - c. The fliers may not be on a hallway exit door or any window, anywhere inside a restroom or a restroom door. Fliers cannot be hung on the wall space surrounding a bulletin board. Fliers may also not be hung in the outer doors, windows, or exterior of any University or non-University building.
  - d. Fliers may not be left in the Student Space. *Fliers may only be personally handed out from person to person (they may not be left on tables, chairs, etc).*
5. Fliers may not be hung on students' doors or inside their rooms unless the candidate has the permission of the residents. Under no circumstances may fliers be put underneath students' doors.
6. In ALL areas of the university fliers may not be placed over previously posted fliers. Any candidate caught displaying inappropriate posters, removing or destroying another person's fliers may be referred to the Dean of Students for disciplinary action and may be removed from the election.
7. No mailbox stuffing or mass emails will be permitted. There shall be no letters via campus mail or [students@bucknell.edu](mailto:students@bucknell.edu). You may *not* use class ([junior@bucknell.edu](mailto:junior@bucknell.edu)), organization or academic list serves regarding your candidacy and/or the election during the campaigning period.
8. There is no chalk talk allowed anywhere on campus regarding your candidacy.
9. No tables will be pre-reserved by BSG. Candidates are forbidden to reserve their own tables. This includes, but is not limited to, tables in the LC, Bostwick Café, Bison Café, Terrace Room, Bertrand Library, KLARC, 7<sup>th</sup> Street Café, or any other dining venues on campus).
10. You may create and invite students to a Facebook (or any social media) group; however, you may not message the people who have joined. *The BSG crest, University word mark, or any copyright images may not be used in any publication or social media site.*

**FAILURE TO FOLLOW ANY OF THESE GUIDELINES WILL RESULT  
IN DISQUALIFICATION FROM THE ELECTION**

#### Appeals Process

1. Every candidate found in violation of these rules has the right to appeal.
  - a. An appeals committee consisting of the BSG President, BSG Vice President of Operations, the Internal Committee Chair (unless the Internal Committee Chair has a identifiable conflict of interest as a competitor in the election with the candidate in question), and a member of the Internal Committee appointed by the Internal Committee Chair.
  - b. This appeals committee will review the case in a meeting scheduled before the election occurs.
  - c. This committee has final discretion in determining a candidate's ability to continue in the election. *All decisions made by this committee are final and cannot be appealed.*

If you have ANY questions concerning these campaign regulations or concerning a regulation not covered here, please contact the BSG VP of Operations at [BSG.VPOperations@bucknell.edu](mailto:BSG.VPOperations@bucknell.edu). Periodic checks by the Vice President of Operations and the Internal Committee will be made to ensure that election guidelines are being followed. When in doubt, ask! It is our responsibility that these elections run fairly and smoothly. If you have any problems, please contact the Vice-President of Operations!