

Reimbursements of individuals will not be a common practice. If reimbursement is necessary, receipts must be handed in along with the purchase order.

Information needed on the receipt:

- 1. receipt with store name on it including prices of items plus total.
- 2. if store name isn't on receipt, have the merchant sign the register (adding machine) tape along with the name of the store and date.
- 3. example ; Salesman signature
Date
Name of merchant
Paid

No request will be paid if:

- 1. If there is insufficient money in the account
- 2. If there is evidence of an attempt to defraud or forge signatures.
- 3. If the business transaction is in the nature of a verbal agreement.

ARTICLE XVIII CONSTITUTIONAL REVISIONS

Section 1. Legislative Review

The Constitutional Committee and By-Laws of the Student Government Association Revision Committee shall consist of four students. The President of the SGA may designate an additional member. The chairperson of the Committee shall be an elected member of the Student Government Association. All proposed amendments to this Constitution must be approved by this Committee. No amendments shall be voted upon by the Student Body without their approval unless over-ridden by a two-thirds vote of the Senate.

Section 2. Promulgation

Proposed amendments to the Constitution shall be distributed one week prior to the date in which a vote is to be taken by the Student Body.

Section 3. Method of Adoption

Proposed amendments to the Constitution shall be adopted by a majority of the Student Body voting in a general election, provided that ballots are cast by at least ten percent of the Student Body.

Section 4. Incorporation

All amendments to this Constitution shall be incorporated by the method of deletion and substitution, and those amendments which are additive shall be placed in additional sections or paragraphs in the article to which they pertain.

ARTICLE XIX CONSTITUTIONAL VIOLATIONS

Section 1. Suspension

Upon presentation of a charge of constitutional violation, signed by ten students, the Student Court (Standards Board) may suspend the operations of the SGA or any of its constituted branches upon finding merit in the charge. The SGA may not reconvene until a ruling by the court which must convene within three days to rule on the charge. The court's ruling and remedial recommendations will be binding. Any violation of this Constitution shall automatically suspend the operation of SGA until the Student Court rules on the infraction or until corrections are made, or both.

Section 2. Subordinate Constitutions

All Constitutions of chartered organizations or clubs shall follow the guidelines set forth by the SGA Constitution, and any conflict of subordinate Constitutions with the SGA Constitution, the SGA Constitution will take precedence.

ARTICLE XX RATIFICATION

This Constitution shall become effective when signed by the members of the Constitutional Commission, constituted by the plebiscite of _____ (date) and approved by the members of the Student Body in a plebiscite.

THE BY-LAWS OF THE STUDENT GOVERNMENT ASSOCIATION

Section 1. Quorum

Sixty percent of the membership of the acting Senate shall constitute a quorum to do business. "Acting" is construed as being duly elected or appointed and confirmed Senators in office at that particular time (not including suspended positions).

Section 2. Assembly

The Senate shall convene subject to the call of the chair.

Section 3. Dismissal

Any member of the Senate shall be dismissed who shall incur two unexcused absences in any one term during his/her tenure of office or if he/she is defunct in his/her duties. He/she must first be notified of impending recall by a written letter and he/she must have the opportunity to reply to the charges. Recall will be final if carried by a two-thirds vote of the Senate.

Section 4. Proxies

All requests for proxies for any member of the Senate shall be submitted in writing to the Vice President of the Student Government Association at least twenty-four hours previous to the meeting for which the proxy is requested. The request for proxy representation shall be signed by the member of the Senate. No term proxies may be issued.

Section 5. Gender Reference

Any reference to gender shall be he/she, and inserted where applicable.

Section 6. Agenda

Agenda items shall be sponsored by an officer or senate member. This person shall introduce the item at the meeting and give a brief history. Agendas shall be sent to all senators and officers at least two school days before the meeting.

Section 7. Powers of the Executive Committee

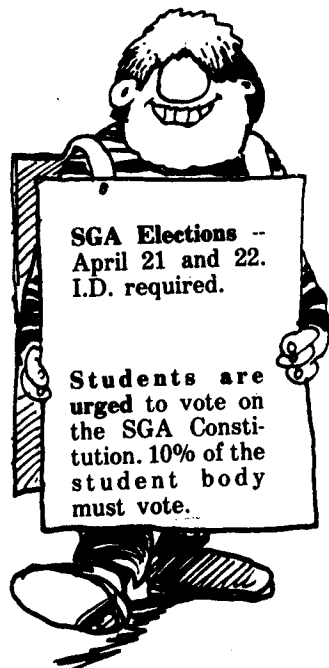
The executive Committee shall have the power to act on financial matters of an emergency nature. A report will be given by the President at the following meeting.

Section 9. Conflict of Interest

A voting member viewed as having a conflict of interest concerning a motion on the floor shall be asked to abstain by the President or Vice President.

Section 9. Committee Membership

Each officer and senator must serve on at least two committees per term of office.



Needed:

Persons To Serve On The James Jordan Award Committee.

Help screen the top six nominees for the best teacher of the campus.

Submit your name, address, and phone number to Lois in W-104 or drop it in the president's mailbox in W-110.