Biomedical Graduate Student Association By-Laws

Article I: Meetings

Section I: General Assembly meetings
A. Meetings shall be conducted according to rules contained in the BGSA Constitution, By-Laws, and Guidelines. Where no rules are given, Robert’s Rules of Order, Revised shall be followed. A two-thirds vote of the General Assembly shall suspend Robert’s Rules of Order or other rules of conduct stated in the By-Laws or Guidelines. Rules in the Constitution cannot be suspended.
B. Unless stated elsewhere in the BGSA Constitution or By-Laws, the General Assembly meetings shall be open for attendance to all members of the public. Any University of Pennsylvania graduate or professional student may participate in discussions. Other members of the public may participate in discussions only at the invitation of the Chair. However, upon a majority vote of the General Assembly, the General Assembly may close a session or part of a session.
C. Regular meetings of the General Assembly shall be held once a month September through May.
D. Meetings of the General Assembly shall be limited to ninety minutes. Meetings may be extended by a vote of three-fourths of the General Assembly.
E. The Vice Chair for Operations shall call regular meetings of the General Assembly. He/She shall send notice to the General Assembly at least one week prior to the meeting. An agenda, resolution drafts, Constitution/By-Law amendments, Merit Requests, and announcement of elections shall be included in the notice. E-mail is an acceptable form of communication with the General Assembly.
F. Special meetings of the General Assembly can be called by the Chair or by petition of ten or more BGSA members. One week’s notice of a special meeting must be given to the Executive Board and the General Assembly.
G. A majority of the Program Representatives or their proxies and two-thirds of the Executive Board must be in attendance at a General Assembly meeting in order for voting to occur. Unfilled seats shall not be used to determine quorum. Only Program Representatives may appoint proxies.

Section II: Voting in General Assembly meetings
A. Only BGS students in attendance shall be considered a member of that General Assembly and have the right to vote in that General Assembly meeting.
B. Each member of the General Assembly, including the Executive Board aside from the Chair, shall have one vote in all matters. The Chair shall only vote in the event that the General Assembly is evenly divided.
C. In order to pass the General Assembly, a motion must receive the appropriate proportion of votes cast. As such, abstentions, illegal votes, blank votes and absent BGS students shall not be considered part of the total vote tally.
D. Unless stated elsewhere in the BGSA Constitution or By-Laws, a motion must receive a majority of the votes cast to pass the General Assembly.

Section III: Executive Board meetings
A. The Executive Board shall meet in closed session. Deputies shall be allowed to attend and participate in discussions of all Executive Board meetings. Others may attend and participate in discussions only at the invitation of the Chair.
B. Regular meetings of the Executive Board shall be held once a month year round.
C. The Chair shall call regular meetings of the Executive Board. He/She shall send notice to the Executive Board at least three days prior to the meeting. An agenda and resolution drafts shall be included in the notice. E-mail is an acceptable form of communication with the Executive Board.
D. Special meetings of the Executive Board can be called by the Chair or by petition of three or more Executive Board members. Three days’ notice of a special meeting must be given to the Executive Board.
E. Two-thirds of the Executive Board must be in attendance at an Executive Board meeting in order for voting to occur. Unfilled seats shall not be used to determine quorum. Executive Board members may not appoint proxies.

Section IV: Voting in Executive Board meetings
A. Each Executive Board member shall have one vote in all matters.
B. Only Executive Board members shall have the right to vote in Executive Board meetings.
C. In order to pass the Executive Board, a motion must receive the appropriate proportion of votes compared to the number of currently filled Executive Board positions, whether those officers are all in attendance or not. As such, abstentions and absent officers are still considered part of the total vote tally.
D. Unless stated elsewhere in the BGSA Constitution or By-Laws, a motion must receive affirmative votes from a majority of the Executive Board to pass the Executive Board.

Article II: Executive Board Responsibilities

Section I: General responsibilities of all Executive Board members
A. Attendance at Executive Board and General Assembly meetings is mandatory. No officer may have more than two unexcused absences, as determined by the Chair, from Executive Board and General Assembly meetings per academic year. The Vice Chair shall determine unexcused absences of the Chair.
B. Executive Board members may not use proxies for General Assembly or Executive Board meetings.
C. Prior to leaving office or at the end of a term, all officers shall write a report summarizing their term of service. This report shall include information to aid subsequent officers in performing the duties of the office, such as what worked well, what needs to be improved and how, and possible goals for the future. These reports shall be submitted electronically to the Chair and the Vice Chair for Operations and preserved for
Any member of the Executive Board may appoint himself/herself a deputy. The deputy shall be confirmed by a two-thirds vote of all Executive Board members. It is at the discretion of the Executive Board as to whether to have the General Assembly vote on deputy appointments. The deputy may conduct business on behalf of the officer, attend and speak at Executive Board meetings, but not vote at Executive Board meetings.

Any member of the Executive Board may assemble a committee to support him/her, such as for a specific event or for the course of the year. The Executive Board member and/or his/her deputy have sole jurisdiction over and responsibility for the committee(s). Committee members may not attend Executive Board meetings without approval of the Chair.

Section II: Responsibilities of the Chair

A. The Executive Board shall include a Chair who shall lead the General Assembly and Executive Board on all matters.
B. The Chair shall oversee the structure of BGSA and ensure its Constitution and By-Laws are followed.
C. The Chair shall coordinate all room reservations, logistical planning, and supplies for regular Executive Board meetings.
D. The Chair shall provide an agenda for, be present at, and run all regular Executive Board meetings whenever feasible; meetings shall be scheduled to prioritize attendance of the chair. In conjunction with the Executive Board, the Chair shall provide an agenda for, be present at, and run all regular General Assembly meetings whenever feasible.
E. The Chair shall be the primary BGSA representative to all University administration and personnel, and shall attend all meetings with such personnel as necessary and appropriate.
F. Along with the GAPSA Representatives, the Chair shall be a BGSA representative to the twelve graduate schools (G12) and the Graduate and Professional Student Assembly (GAPSA), and shall attend all meetings with G12 presidents and the GAPSA Executive Board as necessary and appropriate.
G. The Chair, in conjunction with the Executive Board, shall devise and implement annual goals and strategies for fulfilling the BGSA mission.
H. The Chair, in conjunction with the Vice Chair and Vice Chair for Academic Affairs, shall be responsible for advocating for BGS students, whether on the School, University, or global level.
I. In accordance with Article II, Section A., Paragraph 6 of the GAPSA Constitution, the Chair shall request a review of the appointment of seats in the GAPSA General Assembly by the GAPSA Vice Chair for Operations if he/she believes the allocation of BGSA GAPSA Representative seats is incorrect or has become insufficient. (See Article II, Section A., Paragraphs 3 and 5 of the GAPSA Constitution for seat allocation rules.) Such a review must be requested in the month of April as required by the GAPSA Constitution.
J. In the instance where the GAPSA General Assembly has voted to recall a BGSA GAPSA Representative, the Chair shall convene an immediate, emergency meeting of the Executive Board to determine a course of action and shall respond to the GAPSA General Assembly’s request within fourteen days.
K. In the instance where the GAPSA General Assembly has voted to dismiss a BGSA
GAPSA Representative, the Chair shall immediately initiate the procedures to remove that GAPSA Representative from the BGSA Executive Board and elect a new GAPSA Representative in his/her place. Such a replacement must be elected within one month of the dismissal, so as to comply with Article II, Section C., Paragraph 5 of the GAPSA Constitution. As such, it may be necessary to call a special General Assembly meeting.

L. The Chair shall delegate such responsibilities as is appropriate to other members of the Executive Board.

M. If the Chair is unable to execute the duties of his/her office, the Vice Chair shall act as Interim Chair until a special election can be held at a subsequent General Assembly meeting. If the Vice Chair is unable or unwilling to serve as Interim Chair, the Vice Chair for Finance shall serve as Interim Chair until the special election.

Section III: Responsibilities of the Vice Chair

A. The Executive Board shall include a Vice Chair who shall act as Chair when the Chair is absent or unavailable. If the Chair is no longer able to serve, the Vice Chair shall succeed the Chair in office until an election pursuant to provisions of the BGSA Constitution and By-Laws.

B. When appropriate, the Vice Chair shall participate in meetings with the Chair and University officials not relevant to one of the other officers.

C. The Vice Chair shall act as BGSA’s primary liaison to persons wishing to submit Merit Requests. He/She shall serve as a resource, provide guidance, and aid such individuals in properly completing the correct forms by their due dates. If the Vice Chair is absent or unavailable, the Chair shall act as Merit Request liaison.

D. The Vice Chair, in conjunction with the Chair, shall be responsible for non-academic-related advocacy, whether on the School, University, or global level.

E. The Vice Chair shall perform other duties as delegated by the Chair.

Section IV: Responsibilities of the Vice Chair for Finance

A. The Executive Board shall include a Vice Chair for Finance who shall be responsible for all budget issues. The Vice Chair for Finance shall maintain accurate and current financial reports and records in order to present a detailed expenditure report upon request by University administration, GAPSA, the Executive Board, or a member of the General Assembly. Budget updates shall be presented at every Executive Board and General Assembly meeting.

B. When appropriate, the Vice Chair for Finance shall participate in meetings between the Chair and University officials that are relevant to finances.

C. The Vice Chair for Finance shall present to the Executive Board a final, detailed budgetary and expenditure report for the prior academic year as soon as possible each academic year. This report shall remain on file with the Executive Board and shall be available for review by any member of the General Assembly, GAPSA, or University administration.

D. The Vice Chair for Finance shall produce an up-to-date financial report before leaving office. This report shall be passed on to the Chair and to the new Vice Chair for Finance.

E. Whenever possible, the Vice Chair for Finance shall prepare the annual budget by the August Executive Board meeting so that it may be presented for approval to the General Assembly at the September General Assembly meeting. If the budget allocation has not
yet been made by the University administration or GAPSA, the Vice Chair for Finance shall pursue allocation by the administration/GAPSA and make an estimated provisionary budget in the interim.

F. The Vice Chair for Finance shall perform other duties as delegated by the Chair. He/She shall meet deadlines set by the Chair pertaining to any events or directives.

Section V: Responsibilities of the Vice Chair for Operations

A. The Executive Board shall include a Vice Chair for Operations who shall organize and maintain current and historical information for BGSA.
B. The Vice Chair for Operations shall record the minutes and resolutions of all Executive Board and General Assembly meetings and report them to both bodies as soon as possible.
C. The Vice Chair for Operations shall record votes, determine vote outcomes, and include both in the minutes.
D. The Vice Chair for Operations shall coordinate all room reservations, logistical planning, refreshments, and supplies for General Assembly meetings. The Vice Chair for Operations can delegate some of these tasks to the Vice Chair with approval of the Chair.
E. The Vice Chair for Operations shall monitor the attendance at all Executive Board and General Assembly meetings, certify that a quorum exists, and take roll-call votes when necessary.
F. The Vice Chair for Operations shall manage and maintain current information on the BGSA website, Facebook, Twitter, and any and all other electronic communications and social media.
G. The Vice Chair for Operations shall disseminate BGSA e-mail communications.
H. The Vice Chair for Operations shall devise, monitor, and implement BGSA advertising, public relations, and communications initiatives as he/she sees fit.
I. The Vice Chair for Operations shall perform other duties as delegated by the Chair. He/She shall meet deadlines set by the Chair pertaining to any events or directives.

Section VI: Responsibilities of the Vice Chair for Academic Affairs

A. The Executive Board shall include a Vice Chair for Academic Affairs who shall devise, implement and monitor academic programs of interest to the BGSA community such as seminars, journal clubs and symposia. In conjunction with the Chair, he/she shall also be responsible for academic-related advocacy, whether on the School, University, or global level.
B. When appropriate, the Vice Chair for Academic Affairs shall participate in meetings between the Chair and University officials that are relevant to academic programming, curricula, and advising.
C. The Vice Chair for Academic Affairs shall be the liaison between BGS students and their faculty, mentors, PIs, and program advisors as necessary. When appropriate, the Vice Chair for Academic Affairs shall refer BGS students to the University Ombudsman.
D. The Vice Chair for Academic Affairs shall work in conjunction with the GAPSA Representatives on issues related to academic affairs relevant to BGS students. If the GAPSA Representatives are absent or unavailable, the Vice Chair for Academic Affairs shall notify the General Assembly of relevant GAPSA Research Council activities and information.
E. When appropriate, the Vice Chair for Academic Affairs shall work in conjunction with other G12 schools or GAPSA Executive Board members to achieve his/her goals and directives.
F. The Vice Chair for Academic Affairs shall perform other duties as delegated by the Chair. He/She shall meet deadlines set by the Chair pertaining to any events or directives.

Section VII: Responsibilities of the Vice Chair for Social Affairs

A. The Executive Board shall include a Vice Chair for Social Affairs who shall coordinate BGSA sponsored social and special events such as receptions, happy hours, barbeques and parties. He/She shall also devise, implement, and monitor programs of interest to the BGS community such as intramural sports, community service, peer recognition and awareness events.
B. When appropriate, the Vice Chair of Social Affairs shall participate in meetings between the Chair and University officials that are relevant to social events and non-academic programming.
C. The Vice Chair for Social Affairs shall work in conjunction with the GAPSA Representatives serving on the Social Activities Committee or on the Student Programs Committee on issues related to social affairs relevant to BGS students. If the GAPSA Representatives are absent or unavailable, the Vice Chair for Social Affairs shall notify the General Assembly of relevant GAPSA Social Activities Committee and Student Programs Committee activities and information.
D. When appropriate, the Vice Chair for Social Affairs shall work in conjunction with other G12 schools or GAPSA Executive Board members to achieve his/her goals and directives.
E. The Vice Chair for Social Affairs shall perform other duties as delegated by the Chair. He/She shall meet deadlines set by the Chair pertaining to any events or directives.

Section VIII: Responsibilities of the GAPSA Representatives

A. The Executive Board shall include Representatives to the Graduate and Professional Student Association (GAPSA) who shall represent the interests of BGSA and BGSA members at GAPSA General Assembly meetings, GAPSA Research Council meetings, GAPSA Standing Committees meetings, GAPSA Special Committees meetings, and University Council meetings.
B. GAPSA Representatives shall relay relevant information from GAPSA to the Executive Board and the General Assembly.
C. GAPSA Representatives shall make an effort to serve on different GAPSA Standing Committees. This shall insure that BGSA’s voice is heard in a wide range of GAPSA activities and advocacy.
D. GAPSA Representatives on the GAPSA Communications Committee shall convey relevant information to the Vice Chair for Operations and the General Assembly, such as information regarding the GAPSA Website or GAPSA Executive Board names and contact information. He/She/They shall advocate for inclusion of announcements that benefit BGSA students.
E. GAPSA Representatives on the GAPSA Finance Committee shall convey relevant information to the Executive Board and the General Assembly regarding available
monetary sources and BGSA funding. He/She/They shall advocate to fund programs or requests that benefit BGSA students.

F. GAPSA Representatives on the GAPSA Social Activities Committee and/or the GAPSA Committee on Student Programs shall convey relevant information to the Vice Chair of Social Affairs and the General Assembly, such as upcoming events. He/She/They shall work with the appropriate GAPSA Standing Committee and the Vice Chair of Social Affairs to plan GAPSA/BGSA co-hosted social events. He/She/They shall advocate for social and student programing suggested by the General Assembly or that benefit BGSA students.

G. GASPA Representatives on the GAPSA Committee on Student Life shall convey relevant information to the Executive Board and the General Assembly, such as advocacy initiatives underway. He/She/They shall advocate for BGSA students in areas related to non-academic policy, including housing, healthcare, safety and transit.

H. All GAPSA Representatives serve on the GAPSA Research Council and shall convey relevant information to the Executive Board, the Vice Chair for Academic Affairs, and the General Assembly, including information on travel grants, monies available for symposia, etc. They shall advocate for events and policies that will benefit BGSA students. They shall work with the GAPSA Research Council and the Vice Chair of Academic Affairs to plan GAPSA/BGSA co-hosted academic events. They shall serve on as many grant review boards as possible, so as to advocate for BGSA student grants.

I. GAPSA Representatives serving on any other Standing or University Committees shall relay relevant information from that Committee to the Executive Board and the General Assembly and shall advocate for BGSA students in all arenas.

J. GAPSA Representatives shall perform their duties to GAPSA as outlined in the GAPSA Constitution and By-Laws.

K. GAPSA Representatives shall perform other duties as delegated by the Chair. They shall meet deadlines set by the Chair pertaining to any events or directives.

Article III: Program Representative Responsibilities

Section I: Responsibilities of all Program Representatives

A. Each program shall have at least one representative who shall represent the interests of his/her/their program at BGSA General Assembly meetings.

B. Each program should appoint a deputy. The deputy shall be confirmed by a two-thirds vote of members of the program in question at the General Assembly meeting in which the deputy is proposed. The deputy may conduct business on behalf of the Program Representative(s) and shall act as a permanently appointed proxy for the Program Representative(s).

C. Program Representatives are responsible for spending or overseeing the spending of the Discretionary Funds allocated to their program. Only the Program Representatives and their deputies may submit Discretionary funding request forms to the Vice Chair for Finance. However, the Program Representatives and deputies may delegate event planning as they see fit.

D. Attendance at General Assembly meetings is mandatory. No Program Representative may have more than two unexcused absences, as determined by the Chair, from General Assembly meetings per academic year. Program Representatives may use proxies for...
General Assembly meetings.
E. At the end of a term, all Program Representatives shall write a report summarizing their term of service. This report shall include information to aid subsequent Program Representatives in performing their duties, such as what events were run, how they were run, how to improve on them, etc. These reports shall be submitted electronically to the Vice Chair for Operations and preserved for prosperity.

Section II: Program Representative proxies
A. A Program Representative may assign a proxy to attend a General Assembly meeting in his/her stead. There is no limit to the number of times a Program Representative may use a proxy.
B. For each meeting, if someone other than the deputy shall act as proxy, the name of the proxy must be communicated to the Vice Chair for Operations no later than noon the day of the meeting.
C. The Chair may not serve as a Program Representative proxy.

Article IV: Elections

Section I: Presiding officer
A. The Chair shall preside over all elections. In the event that the Chair has been nominated for election of a position and has accepted the nomination, he/she shall recuse him/herself as presiding officer and the Vice Chair shall act as presiding officer for that vote. If the Vice Chair has also been nominated, the Vice Chair for Finance shall preside, or it shall continue down the list of Executive Board officers as ordered in Article VI, Section I of the BGSA Constitution. If no Executive Board member is suitable to preside, the Executive Board shall appoint a presiding officer from the General Assembly. Such a presiding officer shall be approved by a simple majority vote of the Executive Board, the Program Representatives, and the General Assembly.
B. The Presiding Officer shall not vote in an election unless there is a tie.

Section II: Nominations
A. Executive Board members and Program Representatives must be nominated and elected.
B. Individuals may nominate themselves. Others may also nominate an individual, and the individual must accept the nomination.
C. All nominations are to be announced and accepted to the Chair. Nominations announced and accepted by noon three days preceding the election will be announced to the General Assembly by electronic communication. Nominations that are made and accepted after that time will be announced at the beginning of the election for that office. Nominations for a particular office may be made and accepted until the election for that office. A nomination does not need to be seconded.
D. At the beginning of the election for a particular office, the presiding officer will read aloud standing nominations for that office and then ask for any other nominations. Additional nominations may be made at this time. After making the call for additional nominations, and allowing sufficient time for such, the presiding officer shall announce that nominations for that office are closed and read aloud a list of all candidates for the office. After the list is read, no additional nominations are made.
Section III: Candidate speeches
A. Nominees have the right to speak on their behalf. Each candidate will be allowed to make a three minute speech and then answer up to two minutes of questions posed by General Assembly members. Members who wish to ask questions shall raise their hand and seek recognition from the presiding officer. The General Assembly may, by a majority vote, extend the time for questioning a particular candidate.
B. If a candidate is unable to attend the General Assembly meeting during which elections are taking place, he/she may provide the Chair with a statement to be read aloud to the General Assembly on his/her behalf. This statement shall be no more than three minutes in length.
C. Candidates will be called upon to speak in an order set alphabetically by the first letter of their last name.
D. All of the other candidates for that office shall be asked to leave the room during a nominee’s speech and questioning.

Section IV: General Assembly discussion
A. After all candidate speeches for a position have concluded, members of the General Assembly may discuss the candidates.
B. Any member of the General Assembly may make a motion to end debate. Such a motion must receive a simple majority vote to pass. Otherwise, the presiding officer shall call for a motion to end debate when no other members wish to make comments.
C. Discussion of candidates is strictly confidential and shall take place after all candidates have left room. If a Program Representative or member of the Executive Board is found to have violated this confidentiality, they will be asked to step down from their position. Members of the General Assembly are also encouraged to maintain confidentiality.

Section V: Voting for Executive Board officers
A. Any member of BGSA may nominate an Executive Board officer. Any member of BGSA in attendance at the General Assembly meeting where elections are taking place may vote for Executive Board officers.
B. Votes for all Executive Board positions shall be cast by secret ballot.
C. Voting for Executive Board officers shall be done by ranked voting, whereby voters rank the candidates in order of preference.
D. A candidate for office shall be declared elected if they receive a simple majority of the votes. If a simple majority is not achieved by any candidate, instant run-off voting shall occur in which the candidate with the least number of votes shall have his/her votes redistributed to those ballots’ second choice. This shall continue until a candidate reaches a simple majority.
E. Ballots for Executive Board offices shall include an “unfilled” option, whereby the position is left unfilled and a special election is held at a future date. This option is independent of the ranked voting of candidates. A position shall only be left unfilled if the majority of ballots cast have chosen “unfilled.” Should a ballot have chosen “unfilled,” but the majority have not, that ballot’s ranked voting of candidates shall still be counted.
Section VI: Voting for Program Representatives
A. Only members of the program in question may make nominations for a Program Representative. Only members of the program in question in attendance at the General Assembly meeting where elections are taking place may vote for a Program Representative.
B. Votes for Program Representatives shall be cast by secret ballot only in the event that more candidates have been nominated than there are Program Representative positions.
C. A simple majority must be achieved. If a simple majority is not achieved, a run-off election will follow between the two candidates receiving the highest number of votes.

Section VII: Voting tallying and recording
A. The Chair and Vice Chair shall collect the ballots. Both the Chair and Vice Chair shall independently count the ballots and determine the winner. If the Chair or Vice Chair has recused him/herself from presiding over the election of a position, the Vice Chair for Finance shall replace him/her in ballot collection and vote tallying.
B. The Vice Chair for Operations shall record the outcome of each election. However, the number of votes received by each candidate shall not be recorded in the minutes.
C. All ballots shall be destroyed at the conclusion of the election process.

Article V: Budget

Section I: Budget appropriations
A. The Budget shall consist of three components: General Funds, Merit Requests, and Program Discretionary Funds.
B. General Funds shall consist of 55% of the total Budget.
C. Merit Request Funds shall consist of 20% of the total Budget.
D. Program Discretionary Funds shall consist of 25% of the total Budget.
E. Budget appropriations shall happen, at least provisionally, at the September General Assembly meeting. Prior to that time all funds shall be held in the General Funds.
F. Upon a two-thirds vote, the General Assembly may amend the budget.
G. Any funds left over from the previous fiscal year shall be added to new revenue for appropriation in September.
H. Any additional funds received from GAPSA, the G12 or other sources throughout the year for specific events or initiatives shall be earmarked for said event/initiative. Any remaining money shall be added to the appropriate Fund based on the spirit of the original award.

Section II: General Funds
A. General Funds shall be spent by the Executive Board as they see fit. Use of such funds must comply with University reimbursement and purchase order policies.
B. General Funds shall be used for things such as BGSA operational costs, meeting expenditures, or social or academic events organized by or supported by the Executive Board to benefit members of BGSA.
C. General Fund expenditures of $500 or more that are spent September through May shall be approved by a two-thirds vote of the Executive Board and the General Assembly. General Fund expenditures less than $500 or that are spent June through August shall be

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approved by a two-thirds vote of the Executive Board. Any expenditures more than $500 that are spent from June through August shall be reported to the General Assembly at the September General Assembly meeting.

Section III: Merit Request Funds
A. Merit Request Funds shall be dispensed by the General Assembly to groups or individuals presenting in front of the General Assembly through approval of Merit Requests. Merit Request Funds must benefit members of BGSA. Use of such funds must comply with University reimbursement and purchase order policies.
B. Merit Requests shall be open all BGSA members. This does not mean that events must be able to accommodate all of BGSA.
C. Merit Requests require a two-thirds vote of the General Assembly to be approved.
D. Individual(s) proposing Merit Requests need not be BGSA members.
E. Merit Request Funds must be dispensed by the final General Assembly meeting in the spring semester. Remaining Merit Request Funds after this point shall roll into the General Funds.

Section IV: Program Discretionary Funds
A. Program Discretionary Funds shall be divided amongst the individual BGS programs as follows: 20% of the funds shall be evenly distributed amongst the individual programs, and the remaining 80% of the funds shall be portioned based upon program population.
B. Program Discretionary Funds shall be dispensed by the Program Representatives and their deputies in communication with the Vice Chair for Finance as they see fit to benefit the members of their program. Use of such funds must comply with University reimbursement and purchase order policies.
C. Program Discretionary Funds must be dispensed by the final General Assembly meeting in the spring semester. Remaining Discretionary Funds after this point shall roll into the General Funds.

Section V: Budgetary votes
A. Any motion related to budget or expenditure shall require a two-thirds vote. This shall include ratification of the annual budget, Merit Requests and General Fund expenditures as well as any motions to modify, amend, or set conditions for an original budgetary or expenditure motion.
B. One week’s notice of any motion to change the budget or to approve an expenditure shall be given to the General Assembly. This includes ratification or modification of the annual budget and Merit Requests and General Fund expenditures, but not motions to modify, amend, or set conditions for an original budgetary or expenditure motion. No notice is required for motions related to budget or expenditures in Executive Board meetings.

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Appendix A: Amendments