THE CONSTITUTION AND BY-LAWS OF MOUNT ST. MARY’S SEMINARY STUDENT GOVERNMENT ASSOCIATION

PREAMBLE

“For the letter brings death, but the Spirit gives life.” (2 Cor 3:6)

“The ‘seminary’ in its different forms … more than a place, a material space, should be a spiritual place, a way of life, an atmosphere that fosters and ensures a process of formation, so that the person who is called to the priesthood by God may become, with the Sacrament of Orders, a living image of Jesus Christ, head and shepherd of the Church.” (John Paul II, Pastores Dabo Vobis, 42)

Mount St. Mary’s Seminary Student Government Association (SGA) - comprised of the Executive Committee, Executive Board, and General Assembly – exists to represent individual seminarians and promote the good of the entire seminary student body in an intermediary and advisory role to the Rector, his designees, the seminary faculty and administration, and to Mount St. Mary’s University, when appropriate.

The SGA acts to assist the Rector and the faculty in order that seminarians may discover and develop their potential in the areas of human, spiritual, intellectual, and pastoral formation (PDV, 43-59). Together, they seek to maintain the seminary as “a community built on deep friendship and charity so that it can be considered a true family living in joy” (PDV, 60). By presenting the needs and concerns of the student body with filial trust to the Rector, the seminary advances in its mission to become a true brotherhood of men who relive “the experience of the group of Twelve who were united to Jesus” (PDV, 60).

The SGA promotes the common good of the seminarians by addressing issues that affect the whole community, by providing a means whereby each individual seminarian’s voice is presented with filial trust to the Rector, and by serving as the coordinating body for its ongoing subsidiary activities. As befits a community that lives by active cooperation with God’s grace and has fraternal charity as its measure and goal the present Constitution does not attempt to foresee and legislate for every possible contingency. To assure that they remain current, the SGA will review the by-laws at the end of each academic year and recommend necessary changes.
Article I

Duties and Powers of the Seminary Student Government Association

“You know that the rulers of the Gentiles lord it over them, and their great men exercise authority over them. It shall not be so among you; but whoever would be great among you must be your servant, and whoever would be first among you must be your slave; even as the Son of man came not to be served but to serve, and to give his life as a ransom for many.” (Mt 20:25-28)

1. All members of the seminary student body (Pre-theology through and including IV Theology) are voting members of the General Assembly of the Mount St. Mary’s Seminary Student Government Association (SGA).

2. The SGA serves in a representative, advisory and intermediary capacity for the seminary student body in relation to the Rector, his designees, the seminary faculty and administration, and to Mount St. Mary’s University, when appropriate.

3. Under the authority of the Rector and with the participation (including but not limited to consent, advice, voting, discussion, etc.) of the governed, the SGA serves the community by legislating for the common good concerning issues which affect the whole community of the student body or its subsidiary parts, and which legislation is therefore binding upon each member.

4. The SGA responds to the needs and concerns of the community through necessary governance and discipline; the management of communal funds and financial affairs; and the organization and coordination of subsidiary functions, such as fund-raising, house committees, and house jobs.

5. The SGA levies dues from its members each year in the amount of $25.00. If and when an increase of dues seems advantageous, it will have to beapproved by a majority vote in the General Assembly.

Article II

Executive Bodies and Meetings

“If I, then, your Lord and Teacher, have washed your feet, you also ought to wash one another’s feet. For I have given you an example that you also should do as I have done to you. Truly, truly, I say to you, a servant is not greater than his master; nor is he who is sent greater than he who sent him.” (John 13:14-16)

I. The Executive Bodies of the SGA work in harmony for the benefit of the whole body of the community by accomplishing their individual and subsidiary tasks under a common coordinating authority. A simple majority of voting members found present passes all motions, except under extraordinary circumstances and as provided for in the by-laws. Robert’s Rules of Order is the basis for resolution of conflicts about points of order at these meetings. Minutes of all meetings are taken and archived by each body.
The Executive Bodies comprise the following:

A. **The Executive Committee** is the governing committee of the SGA, including:

1. **President**
   Under the Rector’s authority, the President acts as the chief elected representative of the seminary student body in official matters. He has the duty and power to implement the constitution and by-laws; to call meetings of the student Executive Committee, the Executive Board, and the General Assembly, and to establish committees. He makes *ad hoc* decisions when necessary, after prudent consultation with appropriate persons/bodies which might include: members of the student Executive Committee or Executive Board, the Rector or his designees, or resources outside of the immediate seminary community.

2. **Vice President**
   The Vice President acts as an elected representative of the seminary student body, governing the student Executive Board in the absence of the President; succeeding to his office upon his untimely resignation or removal; and fulfilling such other duties as the President may assign or delegate.

3. **Treasurer**
   The Treasurer acts as an elected representative of the seminary student body, manages and reports the financial affairs of the student Executive Committee, prepares its budget, and coordinates the budgets of all the subsidiary groups within the SGA. He records all financial transactions using the house-wide standard financial records log.

   Members of the seminary student body may ask to review but not keep or copy the financial activity of receipts and expenses during or at the end of each semester. Each deposit to the checking account will be reviewed and initialed by the SGA Secretary, prior to the deposit being made to the checking account.

   a) Members of the student body may request a financial report from the SGA Treasurer with prior permission from the SGA President.

   i) If the SGA President denies permission for the financial report, then the student(s) may seek permission from the Rector or his delegate to Student Government.

   ii) The financial report is to be reviewed in the presence of the SGA Treasurer so that questions may be readily answered.

   iii) The financial report may only be reviewed, and it may neither be kept nor copied.

4. **Secretary**
   The Secretary acts as an elected representative of the seminary student body, manages all minutes, records, archives and correspondence of the student Executive Committee, and ensures appropriate public notice of its affairs and positions.
The Secretary will take the minutes at all meetings. These minutes will be given to those in attendance at the meeting who request a copy. The Secretary will keep copies of all minutes of all meetings, and a copy will be given to the President.

These minutes will not be posted for general review; however, individuals of the seminary student body may ask to review them, but cannot duplicate them. Any seminarian wishing to see these minutes must speak to the President and make a request. The Secretary will show the minutes to the seminarian wishing to see them.

The Secretary will review and initial each deposit to the SGA checking account, prior to the deposit being made by the SGA Treasurer.

B. **The Executive Board** is the official voice for the ordinary expression and representation of student opinion concerning community living, discipline and legislation. The Executive Board meets no less than every two months and no more than two times each month. It includes the following voting members:

1. The student Executive Committee
2. The Class Presidents (Pre-Theology through IV Theology) and
3. Non-voting guests of the President, including but not limited to:
   a. The Dean of Students or other designee of the Rector;
   b. A representative from each religious order which forms part of the seminary student body;
   c. Other guests or members of the General Assembly whose presence in an advisory capacity is judged helpful by the President.
4. At one of these meetings during the academic year, the seminary’s *Directives for Community Living* are to be reviewed. The SGA Secretary will distribute these directives well in advance so that they can be discussed and the SGA President can bring suggested changes to the Rector or his designee.

C. **The General Assembly** is the present and actual voice of the entire seminary student body in all of its members.

1. The General Assembly is ordinarily advised about house affairs by the SGA president at appropriate times. The executive body and board should be consulted and take an active role in these meetings.
2. An executive or legislative meeting of the General Assembly is called by the President under extraordinary circumstances. As provided for in the by-laws, there is to be adequate time to consider the matters at hand.

II. **Subsidiary Bodies of the SGA** are the organs of the whole community, which serve the everyday needs of the seminary and students, promoting priestly formation and growth in fraternal charity, and reaching out to the communities beyond the seminary. They include:
A. **Class Assemblies:** These are called at least once per semester and as needed by their respective President. They elect class officers and representatives which include *Class President, Secretary, Treasurer, Spiritual Life Representative,* and *Academic Representative* for each class from Pre-Theology to IV Theology.

B. **Class Officers and Representatives:** All five of these class officers and representatives are elected positions from Pre-Theology through IV Theology.

1. **Class President** acts as the chief elected representative of the class in official matters. He has the power to call meetings consisting of the Class Secretary and the Class Treasurer, as well as calling meetings of the entire class. He can also establish committees and make *ad hoc* decisions when necessary after prudent consultation with those concerned/affected, such as the other two class officers, the two class representatives, as well as the whole class.

2. **Class Secretary** is an elected representative of the class and manages all of the minutes, records, archives, and correspondence of both the three class officers and the two class representatives.
   
   a. The Class Secretary will take the minutes at all meetings and give a copy to the Class President.
   
   b. Any member of the class may ask the Class President to see the minutes from any meeting. This request must be made prior to the review of the minutes. These minutes will be shown to the person making the request, but they cannot be duplicated in any way.
   
   c. If the Class President should resign or be removed, then the Class Secretary would succeed the Class President pending a class election of a replacement.

3. **Class Treasurer** is an elected representative of the class and manages and reports the financial affairs to both the class officers and the class.
   
   a. The treasurer prepares a budget based on expected revenues from fundraising and expenditures; for example, fundraisers, dinners, photocopying, gifts, etc.
   
   b. Each deposit to the checking account will be reviewed and initialed by the class secretary, prior to the deposit being made to the checking account.
   
   c. The treasurer records all financial transactions using the house-wide standard financial records log.
   
   d. An oral report by each Class Treasurer will be given to both the class officers and the class once per semester.
   
   e. A request by a class member to review the financial report may be made to the Class President, who will ask the Class Treasurer to provide the class member with the financial report; however, this report is not to be duplicated in any way.
   
   f. The financial report is to be reviewed in the presence of the Class Treasurer so that questions may be readily answered.

4. **Spiritual Life Representatives** will assist the house Director of Spiritual Formation in planning and evaluating various aspects of the spiritual formation program (i.e., retreats, days of renewal, class spirituality, etc.). They will also organize spiritual exercises according to both the needs and desires of their respective class. They will also schedule class members for liturgical ministries for the Liturgical Ministry Schedule.
5. **Academic Representatives** will assist their classmates by planning and organizing an academic calendar, which will contain the dates and deadlines for exams and papers for each semester as well as other seminary activities and mandatory functions. Each Academic Representative (Pre-Theology through IV Theology) will make up an academic calendar. Three copies of the calendar will be made – one will be placed in the faculty lounge, one on the student bulletin board, and one will be given to the Academic Dean. The representatives will also give input to the professors and assist in resolving conflicts with exams and papers. They will also be aware of and make suggestions to the professors and Academic Dean on a better learning and teaching environment. They will be the ordinary channels for communication with the Academic Dean and the faculty on matters related to the particular academic norms and concerns of their classmates.

C. **House Committees** are composed of a volunteer Chairman accepted by the SGA President, and one or more members from each class, a volunteer elected by the class or appointed *interim* by the Class President pending class acclamation. The committees recruit other members as necessary. All committee members serve under the authority of the President, who may replace them for a serious reason (except the faculty members of the Liturgy Committee).

House Committees promote seminary life and formation and meet monthly, or at least every two months to discuss concerns and improvements. They maintain minutes and report their proceedings to the SGA President. They include the following:

1. **Social Committee** coordinates two house parties per semester, with a total of four house parties per academic year. If the Social Committee wishes to coordinate subsequent house parties beyond these four, the Committee must submit a budget proposal and receive approval from the SGA President and from the Rector. There are to be one representative for each class (Pre-Theology through IV Theology). The Social Committee Chairman and the committee will put together a calendar and a budget for said house parties, which will be submitted in writing to both the SGA President and SGA Treasurer for approval, as well as to the Dean of Students for his consent. The calendar will then be placed into the broader **Seminarian Academic Calendar** which is found in the **Seminarian Handbook** (tab-7).

2. **Academic Committee** is comprised of the Class Academic Representatives in consultation with the Academic Dean. These representatives are to meet as a group, independently or in conjunction with the Academic Dean no less than once per semester. These meetings will be called by the IV Theology Academic Representative, who will determine the time and date of the meetings by consulting with the other representatives and the Academic Dean. The Academic Dean shall be invited to all meetings, but he must come to one meeting per semester.

   a. At these meetings, these representatives should include in their discussion, but not solely, the following topics:
      1) All areas of the intellectual formation program.
      2) Ongoing review of the **Academic Norms**, academic schedules and timetables.
      3) Suggestions and proposals regarding speakers, symposia, workshops, and the like.
      4) To raise matters related to academic support (library, information technology, writing center, learning services, etc.).
      5) Any other matter relating to the intellectual life of the seminary.
b. This committee is also to review both the “Academic Norms” section of the Seminarian Handbook, as well as the Seminary Catalog as a whole.

3. **Athletic Committee** will coordinate and promote intramural athletics and procure and maintain seminary athletic equipment.
   
   a. The SGA President will either ask for a volunteer or appoint a member of the seminary student body to be Athletic Committee Chairman.
   
   b. The Athletic Committee Chairman is to oversee all intramural athletic events and all house equipment.
   
   c. A captain must receive prior verbal approval by the Athletic Committee Chairman before forming a team.
   
   d. The Athletic Committee Chairman oversees the formation of team rosters and the creation of additional teams, if necessary.
   
   e. Each captain will give a copy of the team’s schedule to the Athletic Committee Chairman, who will oversee and correct scheduling conflicts due to required seminary schedule and/or events. The Athletic Committee Chairman will both consult with and seek the permission of the Dean of Students, if necessary, in regard to any conflicts with the seminary schedule and/or events.

4. **Life and Justice Committee** coordinates and promotes the pro-life formation of seminarians and organizes their participation in various pro-life activities.
   
   a. This committee consists of a chairman and a member from each class (Pre-Theology through IV Theology).
   
   b. The chairman and committee members will be responsible for organizing the seminary’s involvement in the Right-to-Life March.
   
   c. This committee will also work in conjunction with the Mount Students for Life in promoting pro-life issues on the Mount campus.
   
   d. The chairman and/or this committee will meet with the Rector’s delegate for pro-life issues at least once per semester and at other necessary times.
   
   e. The chairman and the committee members will draft a budget proposal and submit this to both the SGA President and the SGA Treasurer.

5. **Liturgy/Spiritual Life Committee** is composed of the house Director of Spiritual Formation, Coordinator of Liturgy, Professor of Liturgy, Organist/Director of Liturgical Music, head Master of Ceremonies, head Sacristan, Sexton, Programs Coordinator, Liturgical Ministries Scheduler, and one representative from each class (Pre-Theology through IV Theology) who meet usually once a month.
   
   This committee is an extension of the role of the Rector, to whom the faculty Coordinator of Liturgy reports.

D. **Working Committees** assist in the operations of the seminary that involve more than one man and require more coordination that a simple house job. Their chairman is a volunteer approved by the SGA President, and they (SGA President and the chairman and/or the chairman and his committee) meet and recruit workers as required. **Working Committees** include, but are not limited to the following:

1. Postal Committee
2. Technology Committee
3. Kitchen Committee
4. Orientation Committee

E. **Associated Committee**

1. **House Scholas:** These groups report to the Organist / Director of Liturgical Music
a. Latin Schola  
b. Spanish Schola  
c. Vespers Schola  
d. Contemporary Schola

Article III

Elections and Terms of Office

“Heoffice let another take’ .... And they prayed and said, ‘Lord, who knowest the hearts of all men, show which one of these two thou hast chosen to take the place in this ministry and apostleship from which Judas turned aside, to go to his own place.’ And they cast lots for them, and the lot fell on Matthias; and he was enrolled with the eleven apostles.” (Acts 1:20, 24-26)

A. The Executive Committee is elected in the spring semester.

1. Nominations are taken at a meeting of the General Assembly, either after the Rector’s Conference or at an extraordinary meeting.
   a. Any member of the General Assembly nominates.
   b. The nomination must be seconded by another member.
   c. The nominee must be present and accept the nomination.
   d. Nominations for a given office must be closed by a motion to close, which is seconded.
   e. The office of President should be filled by someone from III Theology, and the office of Vice-President should preferably be filled by someone from II Theology or at least someone from II Theology.

2. The Student Government President places a ballot in the mailbox of each member of the General Assembly, and places a ballot box in a central location.

3. The ballot box is collected within 48 hours. The ballots are counted independently by the President, and then by the Secretary, and then lastly by an independent baloter, with any needed assistants.

4. The results of the election are posted for the entire seminary before noon on the day following the ballot count.

5. One person cannot hold two offices with the SGA Executive Committee, but he may hold a class office or be a class representative. He cannot, however, be a class president, as these are two distinct positions on the Executive Board.

6. Regarding election of SGA Executive committee, 1st Pre-Theology through rising 4th Theology are the voting members of the General Assembly of the Mount St. Mary’s Seminary Student Government Association (SGA).

B. The Class Representatives are elected by their respective classes in the spring semester for the upcoming academic year, except Pre-Theology and I Theology, who will elect officers and representatives in late August or early September. Spacing the time of these elections with those of the Executive Committee provides for continuity in governance while the new Executive Committee members take office.
The SGA President, or his delegate, will explain the election process for officers and representatives to both the Pre-Theology and I Theology Classes and will assist them in these elections.

The SGA President will also ask each Class President if he, the Class President, wants to conduct the new class. If the Class President does not want to conduct the new class elections, then the SGA President will conduct said election.

Elections for Pre-Theology and I Theology, which are held in the fall, are to be conducted by the outgoing Class President. If he does not want to conduct the new class elections, or is otherwise unable, then the SGA President will conduct said elections.

IV Theology elections are for a lifetime appointment. These officers are elected for life and will help organize reunions and other such things for the graduating class.

1. The same procedure is followed by class nominations as for Executive Committee elections, adapted appropriately.

2. Class elections are secured by voice vote or a simple majority at the same class meeting when nominations are made.

3. Class officers and representatives include Class President, Secretary, Treasurer, Spiritual Life Representative, and Academic Representative for Pre-Theology and the Classes of I, II, III, and IV Theology.

4. An officer of the Executive Committee is not eligible to be a class president.

C. Resignation from office occurs when any member of the Executive Board or other Executive Body or class officers or class representatives notifies the President and his resignation is accepted.

1. Class Presidents tender their resignation to the SGA President.

2. The SGA President tenders his resignation to the Rector and the Vice President.

D. Procedures for removal from office of any executive or class officer or class representative for protracted gross negligence or other serious reason occurs upon intervention by the Rector for independent cause, or after receipt of either:

1. For the removal of the

   a. SGA President, there must be a unanimous petition for removal by the Executive Board with the approval of the Dean of Students and the Rector;

   b. Class officer or class representative, there must be a unanimous petition for removal by the class officers and representatives with the approval of the Dean of Students and the Rector.

   or:

2. ____________

   a. For the SGA President, a petition containing the signatures of two-thirds of the General Assembly, accepted by the Rector;

   b. For members of the Executive Committee, a unanimous petition of the Executive Board accepted by the President and approved by the Rector;

   c. For any class officer or class representative, a petition of two-thirds of the class accepted by the SGA President and approved by the Rector.
E. **Succession** to the office of SGA President belongs to the Vice President, who appoints another to serve out his own term. The President appoints successors to positions in the Executive Committee. Class Presidents are succeeded temporarily by the Class Secretary pending class election of a replacement. Presidential appointments are made at subsidiary levels.

**Article IV**

**Amendments and Regular Revision of the Constitution and By-Laws**

“For Christ is the end of the law, that everyone who has faith may be justified.” (Rom 10:4)

1. **Each SGA President**, prior to leaving office, will review the constitution and by-laws and make recommendations to the Executive Board and to his successor regarding changes necessary to keep the constitution and by-laws in harmony with current practice and needs.

2. **Amendments and Revisions** to the constitution and by-laws are secured by either:
   - passage by the Executive Committee;
   - approval by the Rector; and
   - a majority vote in the General Assembly

or:
   - unanimous approval by the Executive Board; and
   - approval by the Rector and the Dean of Students

3. **Ratification** of a new constitution and by-laws is secured by a vote of three-quarters of the General Assembly and the approval of the Rector.

   a. Prior to ratification of the by-laws:

      1) The by-laws will be physically and electronically posted for two weeks, for review by all members of the General Assembly prior to voting on these by-laws at the SGA meeting.
      2) Any legislative meeting of the General Assembly is called to hear concerns about the by-laws before the by-laws are voted on, or it can be done at the same meeting.
Article V

Financial Procedures and Audits

“No one can serve two masters; for either he will hate the one and love the other, or he will be devoted to the one and despise the other. You cannot serve both God and Mammon (a Semitic word for money or riches).” (Mt 6:24)

1. Depositing of funds by SGA Treasurer and Class Treasurer:
   a. Each deposit to the SGA checking account will be reviewed and initialed by the SGA Secretary, prior to the deposit being made to the checking account by the SGA Treasurer.
   b. Each deposit to a class checking account will be reviewed and initialed by that class’ Secretary, prior to the deposit being made to the checking account by the class treasurer.

2. Disbursement(s) of funds (cash or check) by a Class President:
   a. The schema is as follows:
      1) $0.00 - $199.00 Approved by the Treasurer
      2) $200.00 - $500.00 Approved by the Treasurer in conjunction and agreement with both the President and the Secretary
      3) Over $500.00 Approved by the Treasurer in conjunction and agreement with both the President and the Secretary, and also with a two-thirds class approval by vote during a class meeting
   4) Disbursements are classified as either two kinds: ordinary or extraordinary
      a) Ordinary disbursements are defined as either for expenses or for fund-raising.
      b) Extraordinary disbursements are defined as examples such as making a donation, expenditures for Deacon Night, etc.
   5) If the Class President is away, then the Secretary and the Treasurer will both approve disbursements from $0.00-$500.00. If the disbursement(s) is(are) greater than $500.00, then a two-thirds class approval by vote during a class meeting is required.

3. Disbursement(s) from the Student Government Association (SGA):
   a. Individuals or committees seeking disbursement(s) (cash or checks) must seek prior approval of the SGA Treasurer is according to the following schema:
      1) $0.00 - $499.00 Approved by the Treasurer alone
      2) $500.00 - $899.00 Approved by the Treasurer and the Executive Committee
      3) Over $900.00 Approved by the Treasurer, with the approval of the Executive Committee, and Executive Board
   4) If the Treasurer is away, then the President can approve disbursements by having the unanimous agreement of the Executive Committee.
4. Seeking reimbursement from the Student Government Association (SGA)

a. The SGA is not obligated to reimburse an expense if the SGA President and/or SGA Treasurer did not authorize the expenditure.

b. If an expense does not pertain to an event which is open to all seminarians, or does not pertain to all seminarians in an overt and obvious manner, then prior approval from the Rector is required or, in the Rector's absence, from both the Vice Rector and the Dean of Students.

c. If an expense exceeds an approved budget by more than $25.00, the SGA President must consult with the SGA Treasurer in order to authorize an over budgeted reimbursement.

d. SGA is not obligated to reimburse any expense which is not proven with a receipt, even if the expense was previously budgeted.

e. In the absence of a valid receipt, the SGA may approve reimbursement after consulting with the SGA Treasurer, with the following stipulations:
   1) If the expense(s) is(are) greater than $299.00, then the SGA President will consult with both the SGA Vice President and the SGA Treasurer to decide whether to disburse monies to pay the expense(s).
   2) If they either cannot unanimously agree, or refuse to disburse monies to pay the expense(s), they will seek the advice of the Rector or, in his absence, the Vice Rector and the Dean of Students or the delegate of the Rector to Student Government, if he is not the Vice Rector or the Dean of Students.

f. If, in any given month, the monthly ending balance of the SGA checking account falls below $1,000.00, or the checking account balance is projected to fall below $1,000.00, then the SGA Treasurer must inform the SGA President.
   1) This same procedure holds true for any class where their checking account balance either falls below or is projected to fall below $300.00.

5. The procedures for a class to borrow monies (a loan) from the Student Government Association are:

1) A class may borrow monies from the SGA in the following manner:
   a) The class must hold a meeting and obtain a two-thirds vote in order to borrow the monies.
   b) The Class President and Class Treasurer will submit their request in writing to the SGA President and SGA Treasurer.
      • The SGA Treasurer and the SGA President will consider the request with regard to the SGA projected budget.
   c) A document must be submitted to the SGA President and the Rector for approval, which must contain the following criteria
      i) The reason(s) for the loan
      ii) The amount to be borrowed
      iii) The approximate date that the monies will be returned
      iv) A place for the signatures of the following:
         • Class President
         • Class Treasurer
         • SGA President
• SGA Treasurer Rector or his designee, if the Rector is away.
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v) Two copies of the document are to be made. The Class Treasurer keeps one and the second copy is kept by the SGA Treasurer. A copy of the check is to be attached to both documents.

b. No interest is to be charged on any loans.

b. The borrowing class, within the stated time frame, makes the repayment of a loan.

1) If an extension is needed, then the Class President and Class Treasurer request an extension from the SGA President and SGA Treasurer.
2) The Rector, or in his absence his designee, is to be notified.
3) An extension can be either given or denied.
   a) The SGA President and SGA Treasurer in agreement with the Rector can either grant or deny the extension.
   b) All three must consent for the extension to be granted.

c. The repayment of a loan must be documented in the form of a letter from the Class President and Class Treasurer stating that the monies borrowed have been paid in full to the SGA President and SGA Treasurer.

2) One copy will be kept by the Class Treasurer and
3) The SGA Treasurer will keep a second copy.
4) A copy of the check for repaying the loan is to be attached to both documents.
5) The Rector, or in his absence his designee, is orally notified that the loan has been repaid.

6. Internal auditing of the financial books and records will be done in the following manner:

a. There will be two independent auditors, appointed by the SGA President, who will audit all of the accounting and financial records of all classes (Pre-Theology through IV Theology) as well as those of the Student Government Association.

b. The SGA President will choose two men from the seminary student body who have either a great deal of work-related experience or degree(s) in the areas of accounting and finance.

1) If no men in the seminary student body can be found who have accounting/finance expertise and are also willing to undertake such a position, then the SGA President will search for two men of strong, trustworthy and competent character within the seminary student body.
2) These two independent auditors are appointed (not voluntary) house jobs. The auditors should have two-year terms, alternating years of appointment.

b. The SGA President will choose two men from the seminary student body who have either a great deal of work-related experience or degree(s) in the areas of accounting and finance.

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2) These two independent auditors are appointed (not voluntary) house jobs. The auditors should have two-year terms, alternating years of appointment.

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b. The SGA President will choose two men from the seminary student body who have either a great deal of work-related experience or degree(s) in the areas of accounting and finance.
3) The two independent auditors may request to the SGA President a change in the time frames to conduct the audits. The SGA President can either accept or refuse the request to the change in the time frames.

d. All audits of accounting procedures and financial records of each class will be completed and then reported orally to their respective Class Presidents and Class Treasurers.

1) These oral reports will also be made to both the SGA President and SGA Treasurer.

e. The audit of the SGA accounting procedures and financial records will be made by the independent auditors and reported directly to both the SGA President and the SGA Treasurer.

1) These two independent auditors will then seek the permission of the SGA President to make a brief oral presentation to the seminary student body at a Student Government Association meeting to inform the whole student body of their findings from the audit.

a) This is to be neither a written nor an oral financial report, but an affirmation that the audit was conducted and that there were no problems with the accounting process and financial records.

f. If there is a major finding by these two independent auditors, then this finding will be reported in writing to the following in the proper sequence:

1) First, to both the Class President and Class Treasurer.
2) If the issue is not resolved at this level within one week, then it is reported by the two independent auditors to the following:
3) Second, to both the SGA President and SGA Treasurer. If the issue is not resolved at this level within one week, then it is reported by the two independent auditors, the SGA President, and the SGA Treasurer to the following:
4) Third, to the Rector and his delegate to Student Government whose responsibility it is to resolve the matter in a timely fashion. In the absence of the Rector and/or his delegate, the report is made to both the Vice Rector and the Dean of Students.

7. If Mount St. Mary’s University requests or notifies either a Class or the SGA that they will be audited, then the following procedure will be followed:

a. Both the Class President and Class Treasurer will submit to and attend the audit if the audit is for the class.

b. If the audit is for the Student Government Association, as such, then both the SGA President and the SGA Treasurer will submit to and attend the audit.

c. In both cases, the Rector (or in his absence his delegate to Student Government, and in his absence the Vice Rector and the Dean of Students) is to be notified and invited to attend the audit with the respective officers.