

**STUDENT GOVERNMENT MINUTES**

March 29, 1994

- I. ROLL CALL: Kim Harper, Carrie Dean, Kerrie Carnes and Eric Ward were absent. Christine Brassil, Jen Corsac, Josh Dutra, Shane Woodson and Karen Guistina were excused. Karen Kirby and Kevin Cross sent alternates.
- II. APPROVAL OF MINUTES OF MARCH 22, 1994: The Minutes were approved.
- III. PRESIDENT'S REPORT: *Ted Christ*
- A. Constitution Committee: No Report
- B. Ted Christ moved that Walter Francis be accepted to SGA as a representative from the Third World Organization. The Motion was accepted.
- C. Ted Christ recognized Maureen Fitzgerald, Director of Alumni Affairs, who spoke to SGA regarding a Phone-A-Thon initiated through the Alumni Office. The Phone-A-Thon would involve approaching parents of WSC students to call other parents of WSC students in order to continue raising funds for WSC through the Alumni Office:  
*The following dialogue in the President's Report is an adaptation and statements may be paraphrased.*
1. *Ted Christ* - How are these parents contacted?  
*Maureen Fitzgerald* - One of the approaches we took was asking Barbara Hand, if possible, to provide us with a list of student leader addresses in order to ask local parents to help us. They are not the only parents targeted.
  2. *Ted Christ* - How will this happen?  
*Maureen Fitzgerald* - This will happen within the next couple of weeks. We realize it's not a job for everyone.
  2. *Dan Szenda* - Is the Wellness Center the primary focus or will you be listing other projects?  
*Maureen Fitzgerald* - The prime goal of solicitation to parents this year will be the Wellness Center. That is not the only purpose.
  3. *Dan Szenda* - What is the duration of the phone-a-thon?  
*Maureen Fitzgerald* - We are going to continue the phone-a-thon for another three weeks.
- D. I have sent a memo to Hal Gibson, Director of the Library, regarding the change in the Library hours. I will report further on this next week. The all campus mailing concerning the infotrack system was not written by me although the author signed my name to it. Please inform your constituents.
- E. I was contacted by a graduate of WSC with respect to conducting a Senior Survey each year. I can report more at a later time. We will working cooperatively with Career Services on this:
1. *Vice President Mazza* - We are in the final stages of putting a comprehensive survey out. We anticipate a survey every first, third, fifth year and so on.
- F. An increase in the Commencement Fee will be presented for approval at the April 4 Board of Trustees meeting. Funds have been depleted from the reserve account which Dr. Martin has been drawing from to pay for increased commencement costs during the last few years. If we would like to keep the fees down, we will have to move our

**STUDENT GOVERNMENT MINUTES**

March 29, 1994

Page Two

graduation ceremony off campus:

1. *Linda Stake* - I would prefer to graduate on the campus. We go here for four years. I think it's worth the extra cost.
2. *Johanna MacAllister* - One of the main issues I was talking about is parking. I don't know if it would be better or worse in Springfield.
3. *Erik Whynot* - Wouldn't it cost more to rent out the Civic Center?  
*Steve Dailey* - It is cheaper to rent the Civic Center.
4. *Dr. Applbaum* - We have signed a contract with a new vendor for the tent. It is cheaper to go to the civic Center than it is to stay on campus. My understanding is that it was moved on campus for a variety of reasons. One of which is that the Springfield Civic Center is impersonal. It is felt that the tent will be more accommodating this year.
5. *Erik Whynot* - It is impersonal but we have the turf with bleachers and Stanley Park. Why can't we have it at one of these locations?  
*Dr. Applbaum* - The reason is simple, it's called rain. There's no alternative because there's no area on campus that can accommodate 9,000 people.
6. *Tom Stewart* - As one who has graduated at the Springfield Civic Center, it is definitely a better deal. You're much better off at the Civic Center.
7. *Todd Audyatis* - I was here working for the graduation ceremony last year. It was an all day event saying goodbye to friends, parents, packing, etc. You would have this if it was held at the Civic Center.
8. *Ted Christ* - Even if the Commencement Fee is increased, I would think that having the ceremony at the Civic Center would still be an option.

Ted Christ moved that SGA *regretfully* accept supporting the increase in the Commencement Fee. The Motion was accepted with three absentions (*Angie Nydam, Todd Dorman and Becky Fic*).

- G. Ted Christ moved that SGA accept the Constitution for the second consecutive week. Ted Christ moved to amend the Constitution to include the following word changes to Article IV Section 3 Letter E Number 5: **May name** a Secretary of the Legislature from either the Legislature or the student body with the majority approval of the Executive Council and a two-thirds (2/3) approval of the Legislature **in accordance with the Bylaws**. The Motion to Amend was accepted. The Main Motion stood on the floor that SGA accept the Constitution for the second consecutive week with the changes to Article IV Section 3 Letter E Number 5. The Motion was accepted with one abstention (*Amy Corcoran*).
- H. Ted Christ moved that SGA accept the Election Bylaws:
  1. *Todd Dorman* - I don't think that your student I.D. number should have to be used when signing a signature paper.  
Todd Dorman moved to strike Letter I from Number 1 of the Election Bylaws. The Motion was accepted with one abstention (*Steve Dailey*).

**STUDENT GOVERNMENT MINUTES**

March 29, 1994

Page Three

Christina Meriano moved to amend Section III Letter K to state that the campus community be notified of election results within 48 hours. The Motion to amend was accepted with one abstention (Tricia Rocco). The Main Motion stood on the floor that SGA accept the Election Bylaws with said amended changes. The Motion was accepted with one abstention (Tricia Rocco).

- I. Signature Papers are available for elections. I encourage you to consider running for a position for 1994/95!!!

The President's Report was accepted.

IV. VICE PRESIDENT'S REPORT-STUDENT LIFE: Steve Dailey

A. Student Life Advisory Committee: Steve Dailey

1. SLAC meets on Wednesday evenings at 6:00 p.m. in the SGA Room.

B. Student Life Committee: No Report

C. Parking Control Board: Todd Dorman

1. Parking Control Board will meet on March 31 at 2:30 p.m. in Ely 232.

D. Alcohol Review Board: Johanna MacAllister

1. Vice President Mazza has given his approval for the 1994 Senate Banquet with no modifications.
2. Due to short notice, I am attempting to send a proposal for the Class of 1994's Countdown - No More Lines event which will be held on April 7 in the Owl's Nest directly to Vice President Mazza for approval (granted that he has ample time). I have spoken to certain members of the Board about this and received input on the event. I don't foresee any problems with this.

E. Health Committee: No Report

F. Food Services Committee: Lori Potter

1. There is a change in the hours of the Corner Cafe. It will stay open until 8:30 p.m. on Monday through Thursday and will not be closing at 6:30 p.m. as suggested earlier.
2. On April 1 breakfast will not be served. On that day brunch and dinner will be served. The reason is that the contract we have with Sodexo states that only two meals will be served on that day. If you need a boxed breakfast, please contact Sodexo.
3. On April 3 Sodexo will be having an Easter Brunch from 10:30 a.m. - 1:30 p.m.
4. On April 9 Brunch will be served at noon for students due to the breakfast event being held for prospective incoming Freshman students.
5. Surveys will begin on April 11.
6. April 18 is a holiday and Brunch and Dinner will be served. The Corner Cafe and Express Grill will be closed.
7. The Earth Day Picnic will be held on April 22.
8. The Food Services Committee will meet on April 7 at 5:30 p.m. in the Private Dining Room.

**STUDENT GOVERNMENT MINUTES**

March 29, 1994

Page Four

- G. Neighborhood Association Committee: No Report
- H. Student Affairs Committee: No Report
- I. Residential Life will review and hopefully revise the situation in Dickinson Hall on March 31 during the central staff meeting. I have requested that Residential Life at least consider withdrawing the sanctions regarding sign in and bag checks. On behalf of the Executive Council, I would like to apologize for the sanctions which are in effect at Dickinson Hall:
- The following dialogue is an adaptation and statements may be paraphrased.*
1. *Dave Kroon* - If these sanctions were put through because of the bombing and since someone has been arrested, what reason does Residential Life have for keeping the sanctions?  
*Kathi Bradford* - The decision to put the sanctions on Dickinson Hall did not happen solely because of the bomb. We are looking at the total picture just like when we put the sanctions in place.
  2. *Christina Meriano* - What is going to happen with Spring Weekend and Dickinson Hall?  
*Kathi Bradford* - My assumption is that we'll enforce the same rules as we have for all the Halls as long as they are on their very best behavior.
- J. I will be meeting with Sue Basque on March 30 to discuss some technicalities about the sign in proposal. Once these are straightened out, I will draw up questionnaires and the Hall Council representatives will distribute them to their residents for responses.
- K. Just a reminder that Kerri McQueston, Kim Harper and I are working with the Substance Advisory Committee (SAC) to review the alcohol policies and sanctions on campus.
- L. Thank you to all those who showed up for the Dickinson "Gripe Session."

The Vice President's Report-Student Life was accepted.

- V. VICE PRESIDENT'S REPORT-PROGRAMMING: *Yvette Edwards*
- A. This Week: Tuesday  
Just A Reminder - Dr. Applbaum is available to meet with students  
3:30 p.m. Ely 232  
Club 21 8:00 p.m. Owl's Nest
- Wednesday  
A Taste Of Asia (Sponsored by CAB)  
8:00 p.m. Owl's Nest FREE!!!
- Thursday  
Club 21 8:00 p.m. Owl's Nest
- Friday  
No T.G.I.F. due to the Easter holiday weekend.
- Saturday  
Movies in the Owl's Nest 8:00 p.m.  
"Young Frankenstein" and "Spaceballs"

**STUDENT GOVERNMENT MINUTES**

March 29, 1994

Page Five

Sunday

Sunday Night Flicks 8:00 p.m. Ely Lab Theatre  
"Oh God" and "Heaven Can't Wait"

Monday

Annie Wenz and the Gypsy Moon Band (Sponsored by CAB)  
8:00 p.m. Ely Main Lounge

B. Upcoming Attractions:

April 6

Jim Karol "The Psychic Madman" will be visiting us  
again to do his Casino Night FREE!!! 8:00 p.m.

April 7

Coffeehouse with Eva Sklar 8:00 p.m. Ely Main Lounge

April 8

The Band "Infinity" for T.G.I.F.

April 16

WSC will be hosting the National Association for  
Campus Activities Comedy Coffeehouse  
(We need volunteers!!! Please see me!!!)

C. Spring Weekend Update:

1. We are still discussing policy and procedures for Spring Weekend '94. Today I started, and I urge all of you as student leaders, to promote social responsibility before, during and after Spring Weekend.

D. The Campus Activities Board meets on Wednesday afternoons at 4:00 p.m. in the Third World Room.

The Vice President's Report-Programming was accepted.

VI. TREASURER'S REPORT: No Report

VII. SECRETARY'S REPORT: Kelly O'Neill/Angie Nydam

A. Election Committee: No Report

B. Publicity Committee: Kelly O'Neill

1. The Publicity Committee will meet on March 30 at 6:00 p.m. in the SGA Room.

C. Senate Banquet Committee: Kelly O'Neill

1. Senate Banquet Tickets are now on sale for \$21.00 at the Teller Window. All Senators who have not purchased their discounted ticket, please see me after Senate. This is your last chance to do so.

D. Signature Papers are available for elections. Please spread the word! Elections will be held on April 12 and 13. I need Senators to help out at the election tables. Please see me after Senate if you can help.

The Secretary's Report was accepted.

VIII. BOARD OF TRUSTEES' REPORT: Dan Szenda

A. All College Committee: No Report

B. Academic Policies Committee: Bryan Walsh

**STUDENT GOVERNMENT MINUTES**

March 29, 1994

Page Six

1. The Academic Policies Committee will meet on March 31 at 3:30 p.m. in Wilson 114.

C. Curriculum Committee: *Dave Kroon*

1. The Curriculum Committee will meet on March 31 at 3:30 p.m. in Parenzo 202:

- a. *Ted Christ* - I've heard rumors regarding a coalition against the Core.

*Dave Kroon* - It doesn't surprise me. We haven't discussed a coalition but I don't doubt that it exists.

D. Long Range Planning Committee: No Report

- E. The Board of Trustees will meet on April 4 in the Scanlon Living Room. Action Items have been submitted from the Personnel Committee and the Finance Committee:

Personnel Committee

Promotions - Faculty - Effective September 1, 1994

Retirement - Faculty - Effective May 31, 1994

Resignation - Administration - Effective February 23, 1994

Finance Committee

Placement Fee Increase

Commencement Fee Increase

Graduate and Continuing Education Tuition and Fees

The Board of Trustees will also vote to accept a Bomb Threat Policy. Dr. Applbaum will be delegated the authority to accept letters of resignation and letters of retirement from Faculty, Staff and Administration.

- F. The Student Advisory Council (SAC) will meet on April 9 at Worcester State College. I am in the process of doing the planning that will surround the Lobby Day scheduled for the week of April 19. This date is still tentative.

The Board of Trustees' Report was accepted.

IX. BOARD OF GOVERNORS' REPORT: No Report

X. COMMITTEE REPORTS:

A. Bookstore Committee: *Bryan Walsh*

1. The Bookstore Committee will meet on April 6 at 4:00 p.m. in the SGA Room.

B. Rules and Regulations Committee: *Dave Gallagher*

1. The Rules and Regulations Committee has tabled constitutions from the Ice Hockey and Dance Clubs.

C. Exchange Committee: No Report

D. Athletic Council: No Report

The Committee Reports were accepted.

XI. ADVISORY COMMITTEE REPORTS:

A. Affirmative Action Advisory Committee: No Report

B. Health and Wellness Center Advisory Committee: No Report

C. Campus Sign Advisory Committee: No Report

**STUDENT GOVERNMENT MINUTES**

March 29, 1994

Page Seven

- D. Computer Advisory Committee: No Report
- E. Food Services Advisory Committee: No Report
- F. Human Relations Advisory Committee: No Report
- G. Registration Advisory Committee: Steve Pratt
  - 1. Registration options for WSC were discussed. Some possible systems that we reviewed include:
    - a. Arena Registration with on-line data entry (similar to present system).
    - b. Arena with barcoded documents.
    - c. On-line by Faculty during advising periods which would eliminate the need for a registration day but would involve much more Faculty involvement.
    - d. On-line registration by students. We have done this in the past with some uncertainty.
    - e. Voice response which requires an investment of \$83,000 for implementation only. This does not include maintenance.
    - f. The Computer Center also has Some options that look promising.
- H. Substance Advisory Committee: No Report
- I. Student Retention Advisory Committee: No Report

The Advisory Committee Report was accepted.

XII. COMMUTER COUNCIL, THIRD WORLD, CLASSES AND HALLS:

- A. Commuter Council: Todd Dorman
  - 1. Commuter Council meets on Tuesdays at 4:00 p.m. in the SGA Room.
- B. Third World: No Report
- C. Senior Class: Johanna MacAllister
  - 1. The Class of 1994 met with Dr. Martin regarding graduation photographers. We chose Chappel Photography Company. We also discussed seating for graduates. Right now Seniors sit where they want within their degree. We would like to arrange graduates by majors.
  - 2. We also discussed Senior Week concerns such as price and informative letters to Seniors concerning rules and procedures.
  - 3. A member of our class is working on a design for our Spring Weekend T-Shirts. The T-Shirts will be \$10.00.
- D. Junior Class: John Dolan
  - 1. Tickets for the April 5 Fashion Show sponsored by the Class of 1995 are \$2.00. Please see me if interested.
- E. Sophomore Class: Mary Kate Keough
  - 1. We are considering selling Glo-sticks at the Laser Light Show during Spring Weekend.
- F. Freshman Class: Corey Brackett
  - 1. The Class of 1997 discussed fund raisers and events for the remainder of the year. These include: a car wash, volunteering at the Soup Kitchen, a Red Sox Game, a Hair

**STUDENT GOVERNMENT MINUTES**

March 29, 1994

Page Eight

Wrap Booth at Spring Weekend and we will begin selling candy next week.

2. The Class of 1997 will meet on March 5 at 3:30 p.m. in the Ely Main Lounge.

G. Apartment Complex: No Report

H. Courtney Hall: *Melissa Reilly*

1. A tentative date of May 11 has been set for a Coffeehouse in the Courtney Hall Main Lounge from 7:00 - 9:00 p.m.
2. Hall Council will be sponsoring a barbecue for residents in the Courtney Hall Courtyard on May 4 from 4:00 - 6:00 p.m.
3. The Courtney Hall Council will meet on April 4 at 9:00 p.m. in the Hall Council Room.

I. Davis Hall: No Report

J. Dickinson Hall: No Report

K. Lammers Hall: No Report

L. Scanlon Hall: No Report

The Commuter Council, Class and Hall Reports were accepted.

XIII. UNFINISHED BUSINESS: None

XIV. NEW BUSINESS:

- A. Dave Gallagher moved to open New Business. The Motion was accepted. He addressed overturning parking tickets given to members of the Faculty and Staff when they receive a ticket for parking in an unauthorized area:

*The following dialogue is an adaptation and statements may be paraphrased.*

1. *Ted Christ* - One of the reasons that may be is because in their contract it states that they are guaranteed a parking spot. If there are no Faculty/Staff spots, they can park elsewhere.
2. *Christina Meriano* - Then that's not fair because if they park in a student's spot, we have to find another place to park. That's not fair.
3. *Todd Dorman* - We need more student representation on the Parking Appeals Board.
4. *Dave Gallagher* - I recommend informing George Sicaras about this issue because apparently Public Safety doesn't know about this issue.

Dave Gallagher moved to close New Business. The Motion was accepted.

XV. ANNOUNCEMENTS:

- A. *Yvette Edwards* - Pizza Night is on Thursdays. All you can eat for \$2.00. Also, anyone interested in my position, please see me after Senate or start coming to our CAB meetings.
- B. *Steve Dailey* - Daylight Savings begins on April 3!
- C. *Bryan Walsh* - Can I see Ted, Jen and Yvette after the meeting.
- D. *Maegen Moore* - 60 days left until Graduation!



**STUDENT GOVERNMENT MINUTES**

March 29, 1994

Page Nine

E. *Steve Dailey* - The SLAC March 30 SLAC Meeting has been cancelled.

F. *Ted Christ* - Anyone interested in an Executive Council position, please contact the current representatives.

G. *Christina Meriano* - The Class of 1995 will sponsor a Fashion Show on April 5 at 8:00 p.m. in Dever Auditorium. Tickets are \$2.00.

XVI. ROLL CALL: Kim Harper and Kerrie Carnes were absent. Christine Brassil, Jen Corsac, Josh Dutra, Shane Woodson, Erik Whynot and Karen Guistina were excused. Karen Kirby and Kevin Cross sent alternates.

XVII. ADJOURNMENT: The Meeting was adjourned at 7:10 p.m.

Respectfully Submitted,

Kelly M. O'Neill  
Secretary

Angela R. Nydam  
Assistant Secretary

KMO/ARN/bh

cc: Peter Mazza  
Peg Civello  
Daryl Hendery  
Jon Conlogue  
George Sicaras  
Andy Johnson  
Kathi Bradford  
Dr. Hanrahan  
Tom Stewart  
Adrene Adams  
Maureen McCartney  
Chris Mongeon  
Dorothy Phelps  
William Freeman  
Edna Wilander  
Paul Bogan  
Pat Rix  
Sue Basque  
Joan Fuller

**STUDENT GOVERNMENT ASSOCIATION CONSTITUTION**

**ARTICLE I**  
**NAME**

**ARTICLE II**  
**PURPOSE**

**ARTICLE III**  
**MEMBERSHIP AND STRUCTURE OF SGA**

**SECTION 1 - MEMBERSHIP**

**SECTION 2 - STRUCTURE**

- A. PRESIDENT**
- B. EXECUTIVE COUNCIL STRUCTURE**
- C. LEGISLATIVE COUNCIL STRUCTURE**
- D. RULES AND REGULATIONS BOARD**

**ARTICLE IV**  
**EXECUTIVE COUNCIL DUTIES**

**SECTION 1 - FUNCTIONING**

**SECTION 2 - COLLECTIVE DUTIES**

**SECTION 3 - INDIVIDUAL DUTIES**

**ARTICLE V**  
**LEGISLATIVE COUNCIL DUTIES**

**SECTION 1 - FUNCTIONING**

**SECTION 2 - COUNCIL RIGHTS AND RESPONSIBILITIES**

**SECTION 3 - EXECUTIVE COUNCIL RECALL PROCEDURE**

**ARTICLE VI**  
**RULES AND REGULATIONS COMMITTEE**

**SECTION 1 - PURPOSE**

**SECTION 2 - RIGHTS AND RESPONSIBILITIES**

**ARTICLE VII**  
**AMENDMENTS TO THE CONSTITUTION OR BYLAWS**

**SECTION 1 - GENERAL GUIDELINES AND RESTRICTIONS**

**SECTION 2 - CONSTITUTIONAL AMENDMENT PROCESS**

**SECTION 3 - BYLAW AMENDMENT PROCEDURES**

**WESTFIELD STATE COLLEGE**

**STUDENT GOVERNMENT ASSOCIATION CONSTITUTION**

**ARTICLE I**

**NAME**

The name of this organization shall be the Student Government Association (and shall hereafter be referred to as the SGA).

**ARTICLE II**

**PURPOSE**

The purpose of the SGA shall be to provide and promote a partnership in governance among all segments of the college community and to ensure opportunities for all students to fully participate in campus-wide activities and organizations.

**ARTICLE III**

**MEMBERSHIP AND STRUCTURE OF SGA**

**SECTION 1 - MEMBERSHIP**

- A. All members of the SGA must be enrolled at Westfield State College as full-time or part-time students and have paid their current Student Activities Fee:
  - 1. Except for those applying for the Continuing Education position.
- B. All representatives must be elected from, and be part of, their respective constituency.
- C. All members of the SGA shall serve in their positions for a period of one (1) year beginning June 1 and ending on June 1 of the following year.
- D. All members of the SGA are required to abide by all membership rules as designated in the Constitution and Bylaws. Members accepting ex officio status assume all the rights and responsibilities of membership unless otherwise specified.

**SECTION 2 - STRUCTURE**

**A. PRESIDENT**

**B. EXECUTIVE COUNCIL STRUCTURE:**

- 1. The President of the SGA shall be an ex officio member of the Executive Council.
- 2. Vice Presidents:
  - a. Vice President of Student Life
  - b. Vice President of Finance
  - c. Vice President for Programming Affairs
- 3. Trustee
- 4. Treasurer
- 5. Executive Secretary
- 6. Secretary of the Legislature

**C. LEGISLATIVE COUNCIL STRUCTURE:**

- 1. All members of the Executive Council and the President

## **SGA CONSTITUTION**

Page Two

- are ex officio members of the Legislative Council.
2. Four (4) Class Presidents are ex officio members. One (1) from each Class.
  3. Six (6) Hall Council Presidents as ex officio members. One (1) from each Residence Hall.
  4. One (1) Commuter Council Chair as an ex officio member.
  5. One (1) Board of Governors' Chair as an ex officio member (or designee).
  6. SGA Representatives:
    - a. One (1) All College Representative per 500 full-time day students.
    - b. Sixteen Class Representatives. Four (4) from each Class.
    - c. One (1) Hall Council Representative per 100 students for each Residence Hall.
    - d. One (1) Commuter Council Representative per 100 students from the commuting segment of the student body.
  7. One (1) Multicultural Student Representative to represent multicultural interests in the college community who shall be elected by the student body. This Representative does not necessarily have to be a minority student. This position shall be eliminated if the minority population equals or exceeds 30 percent.
  8. One (1) ex officio nonvoting Continuing Education Student appointed by the Continuing Education Department and approved by the Legislative Council.

### **D. RULES AND REGULATIONS BOARD:**

1. The Parliamentarian of the SGA shall be an ex officio member of the Rules and Regulations Board and act as Chair.
2. The President of the SGA shall be an ex officio member or send a designee.
3. The Vice President of Student Life shall be an ex officio member or send a designee.
4. The Vice President of Finance shall be an ex officio member or send a designee.
5. One (1) member of the Legislature from each Class, but not necessarily Class Officers, shall be nominated and elected by the Legislature.

## **ARTICLE IV EXECUTIVE COUNCIL DUTIES**

### **SECTION 1 - FUNCTIONING**

- A. The Executive Council is to work with the Legislative Council in order to guide and carry out SGA business in the interest of the student body.

### **SECTION 2 - COLLECTIVE DUTIES**

- A. Shall have regularly scheduled meetings at least once a week while classes are in session:
  1. The President or any four (4) voting members of the

## **SGA CONSTITUTION**

Page Three

Executive Council may call a special Executive Council Meeting.

- B. Agendas for the regularly scheduled Executive Council Meetings shall be set by the President:
  - 1. All Executive Offices must be given the opportunity to report on office activity.
- C. Shall not work against the interest of the Executive Council and the SGA.
- D. Shall work to guide the Legislature properly, fairly and informatively.
- E. Shall make regular reports to the Legislature.
- F. Shall be collectively and individually responsible for the execution and follow-up of acts passed by the Legislative Council.
- G. Shall work on all Agendas for the Legislative Council Meetings.
- H. Shall work cooperatively and in consultation of one another.

### **SECTION 3 - INDIVIDUAL EXECUTIVE COUNCIL OFFICERS**

#### **A. PRESIDENT:**

- 1. Shall call and preside over the Executive Council.
- 2. Shall work to ensure that all Executive Council members are attending to their duties as assigned by the Constitution and Bylaws.
- 3. Shall call and preside over the Legislative Council Meetings unless a Chairperson is otherwise elected by the Legislative Council:
  - a. Must act impartial while in the role of Chair.
  - b. May delegate Chairmanship to any member of the Legislative or Executive Council if he/she deems it necessary, or may share duties of Chair with a member of the Legislative or Executive Council, usually to be the Parliamentarian.
- 4. Shall appoint or approve Chairpersons and members of all Committees with the approval of the Legislative Council unless the Constitution or Bylaws specify otherwise.
- 5. May remove a Committee member or Chairperson if he/she is not performing duties as set by the Bylaws.
- 6. Shall be an ex officio voting member on all SGA Committees.
- 7. Shall have the right to make a final statement on all questions before the Legislature, previous to the final vote.
- 8. Shall act as the official liaison for the SGA in all matters.
- 9. Shall make appointments to fill any vacancies on the Executive Council or All College Representative positions within three (3) weeks:
  - a. All appointments must be approved by a majority vote of the Legislative Council.
- 10. Shall have the power of veto over any action taken by the Legislature:
  - a. If a Presidential Veto is exercised after the close

of a Legislative meeting, it must be posted on the door of the President's Office and must remain there until the veto has been announced to the Legislature at the beginning of the next Legislative meeting.

- b. Shall report any veto to the Executive Secretary within 24 hours (refer to Article IV Section 3 Letter E Number 4).
  - c. Veto power shall not be handed down to any other member acting in the place of the President.
11. Shall establish, post and spend a minimum of five (5) hours per week in the SGA Office and be knowledgeable of all office procedures.
  12. Shall set the Agenda for all regularly scheduled Legislative Council Meetings with the approval of the Executive Council.

**B. VICE PRESIDENT OF STUDENT LIFE:**

1. Shall assist the President in all duties.
2. Shall assume the duties of the President in his/her absence.
3. Shall monitor and report all issues relevant to students in the areas of the Judicial Affairs, Residential Life, Academics, Commuter Concerns and Public Safety to both the Executive and Legislative Councils.
4. Shall chair the Student Life Advisory Committee.
5. Shall approve and help set agendas to all SGA Committees falling under the Vice President of Student Life (refer to Bylaws).
6. Shall monitor the work of all Committees falling under the Vice President of Student Life.
7. Shall be an ex officio nonvoting member of all SGA Committees.
8. In the event that the position of President is vacant, the Vice President of Student Life shall, within three (3) Legislative Meetings, fill this position himself/herself and appoint a Vice President of Student Life or announce an appointment of a new President. All changes must be approved by a two-thirds vote of the Legislature.
9. Shall establish, post and spend a minimum of four (4) hours per week in the SGA Office.

**C. OFFICE OF FINANCE:**

**SECTION 1:** Joint responsibilities of the Vice President of Finance and the Treasurer of the SGA will include but not be limited to the:

1. Adherence to ethical standards in the allocation of any SGA funds.
2. Preparation of the budget for the next fiscal year.
3. Interactions and consultations with SGA Clubs, Organizations, and constituencies for all financial matters as needed to perform said duties.

**SECTION 2 - VICE PRESIDENT OF FINANCE:**

1. Shall assist the President in all duties.
2. Shall assume the duties of the President in his/her absence and in the absence of the Vice President of Student Life.
3. Shall be responsible for all transactions including expenditures, transfers and deposits having to do with the Student Senate Trust Fund.
4. Shall abide by all policies dealing with the allocations of SGA funds as set in the Bylaws.
5. Shall be Chair of the Finance Committee.
6. Shall be responsible for processing all transactions having to do with the operations, contingency and reserve accounts.
7. Shall report all relevant transactions having to do with the Student Senate Trust Fund to the SGA.
8. Shall report all transactions, proposals and reports to the Executive Council.
9. Shall oversee the Office of the Treasurer.
10. Shall be an ex officio nonvoting member of all SGA Committees.
11. Shall make an effort to look into and keep records on other monetary transactions going on at WSC.
12. Shall establish, post and spend a minimum of four (4) hours per week in the SGA Office.

**SECTION 3 - TREASURER:**

1. Shall have the responsibility for processing all daily transactions having to do with the programming and club accounts.
2. Shall be the Assistant Chair of the Finance Committee.
3. Shall keep the Vice President of Finance updated on all transactions, requests for money or proposals relevant to the SGA.
4. Shall work in cooperation with the Vice President of Finance on all necessary projects.
5. Shall establish, post and spend a minimum of two (2) hours per week in the SGA Office.

**D. VICE PRESIDENT FOR PROGRAMMING AFFAIRS:**

1. Shall assist the President in all duties.
2. Shall assume the duties of the President in the absence of the President, the Vice President of Student Life and the Vice President of Finance.
3. Shall monitor and report all issues relevant to students in the area of programming such as advertising for programs, attendance at programs, time of programs, etc.
4. Shall be the Chairperson of the Student Government Programming Council and/or the Campus Activities Board.
5. Shall be responsible for programs funded with money from the SGA Programming Account.
6. Shall be an ex officio nonvoting member of all SGA Committees.

7. Shall report all relevant information to the Executive Council.
8. Shall establish, post and spend a minimum of four (4) hours per week in the SGA Office.

**E. EXECUTIVE SECRETARY:**

1. Shall be responsible for the Minutes of all Legislative Council Meetings. These responsibilities include:
  - a. Shall record the Minutes or be responsible for the supervision of any person taking Minutes.
  - b. Shall be responsible for the typing of or the delegation of this duty to a professional secretary or professional typist.
  - c. File and organize the Minutes so that accurate records are maintained of the Legislative Meetings.
  - d. Shall ensure that the Minutes of all Legislative Meetings are distributed or available 12 hours in advance of approval (refer to Bylaws).
2. Shall be Chairperson of all the secretarial committees as designated by the Bylaws.
3. Shall be responsible for the distribution of a Legislative Council packet which shall include:
  - a. The SGA Constitution.
  - b. The SGA Parliamentary Reference Guide.
  - c. Summary of Responsibility Sheet.

This packet must be distributed at or before the first full SGA Meeting and must be distributed to all members of the SGA at the time of their acceptance into the SGA henceforth (not to include members elected in the SGA Spring Elections).

4. Shall be responsible for informing all members of the Legislature of any Presidential veto that may occur after a Legislative Meeting has convened. This shall be done within two (2) days of said veto.
5. May name a Secretary from either the Legislature or the student body with the majority approval of the Executive Council and a two-thirds (2/3) approval of the Legislature in accordance with the Election Bylaws.
6. Shall establish, post and spend a minimum of four (4) hours per week in the SGA Office.

**F. SECRETARY OF THE LEGISLATURE:**

1. Shall be part of the Executive Council and is to have all privileges and responsibilities.
2. Shall assist in the responsibilities of the Minutes.
3. Shall either assist or be Chairperson, as designated by the Executive Secretary, of any or all Committees which are the responsibility of the Executive Secretary:
  - a. The Secretary of the Legislature is not bound to be Chairperson of more than two Committees.
4. Shall be responsible to oversee the office half-hours of the Legislature.
5. Shall be responsible for the maintenance of the attendance



at all Legislative Meetings and the attendance records of all Committee Meetings.

6. Shall be responsible to inform the Executive Secretary of any necessary procedures for the removal of any member of the SGA who violates the attendance policy.
7. Shall establish, post and spend a minimum of four (4) hours per week in the SGA Office.

**G. STUDENT REPRESENTATIVE TO THE WESTFIELD STATE COLLEGE BOARD OF TRUSTEES:**

1. Shall attend all regular, annual and special meetings of the Board of Trustees.
2. Shall serve on all standing committees assigned to him/her by Chairperson of the Board of Trustees.
3. Shall report all relevant information to the Executive and Legislative Councils in a timely manner:
  - a. Review and consult with the Executive Council on all agendas for upcoming Board of Trustees' Meetings and other Trustee duties as to the best of his/her ability.
4. Shall represent WSC at all state meetings as deemed necessary by the Student Trustee and in conjunction with the Executive Council.
5. Shall be responsible to keep Westfield State College students informed of issues on the state level.
6. Shall represent the interests of the student body and Westfield State College in all dealings as Trustee.
7. Shall disseminate information among reporting student members of the Governance Committees.
8. Shall adhere to the Bylaws of the Board of Trustees of Westfield State College.
9. Shall establish, post and spend a minimum of five (5) hours per week in the SGA Office.

**SECTION 4 - REPRESENTATIVE REMOVAL BY THE EXECUTIVE COUNCIL**

- A. A representative will be removed from the Student Government Association by accumulating a total of four (4) absences during the academic year if an excuse has not been registered with the Secretary of the Legislature or the President. The following items constitute a half absence:
  1. Missing a roll call.
  2. Missing a committee meeting.
  3. Missing an office half-hour.
- B. It will be the responsibility of the Secretary of the Legislature of the SGA to notify the Senator prior to removal.

**ARTICLE V  
LEGISLATIVE COUNCIL**

**SECTION 1 - FUNCTION**

- A. The Legislative Council is to represent their constituents to ensure the welfare of Westfield State College as an institution, and the student body as a whole.

**SECTION 2 - COUNCIL RIGHTS AND RESPONSIBILITIES**

- A. Shall meet a least once per week as long as classes are in session. Special meetings may be called by the President of the SGA and/or twenty-five percent (25%) of the Legislature by way of a floor vote or petition:
1. If a vote is taken it must take place during a scheduled SGA Meeting.
- B. Shall run all meetings by the current volume of Robert's Rules of Order.
- C. Shall elect a Parliamentarian who shall advise the Legislature on parliamentary rule and Chair the Rules and Regulations Committee.
- D. Quorum for all SGA Legislative Meetings shall be fifty percent (50%) plus one of the total membership.
- E. All meetings shall be open to the public unless the Legislative Council exercises the right to close the doors by a two-thirds (2/3) vote of members present (refer to Bylaws).
- F. The Legislative Council reserves the right to remove an inadequate Chairperson by a two-thirds (2/3) vote for nomination and election procedures (refer to Bylaws).
- G. The Legislative Council shall make all final decisions for allocation of SGA funds to SGA recognized Clubs after receiving a recommendation, whether it be positive or negative, from the Vice President of Finance on behalf of the Finance Committee.
- H. The Legislative Council, upon the recommendation of the Rules and Regulations Committee, shall agree to recognize or revoke SGA's acceptance of a student club or organization by way of a two-thirds (2/3) vote.
- I. The Legislative Council may direct the Executive Council, or any member thereof, to take any action deemed necessary for the proper conduct of business.
- J. The Legislature may enact all legislation necessary and proper for the fulfillment of its aforementioned duties, as long as it is consistent with their function.
- K. A Senator who has been removed may petition for review before the Legislative Council within the time of two regularly scheduled Legislative Meetings. The Legislative Council may reinstate the removed Senator by a three-fourths (3/4) vote. This question may not be reconsidered or vetoed.
- L. The Legislature may override a Presidential Veto by a two-thirds (2/3) vote.

**SECTION 3 - EXECUTIVE COUNCIL RECALL PROCEDURE**

- A. Any member of the Executive Council may be recalled by a

three-fourths (3/4) vote of the Legislature. In this event, a general election must be held within two (2) weeks to elect a new officer. The recalled officer, and any members of the Legislative Council, may run in the new election.

- B. All Executive Council Officers must be elected from the total campus student population except in the cases of a vacancy.

**ARTICLE VI  
RULES AND REGULATIONS COMMITTEE**

**SECTION 1 - PURPOSE**

- A. To uphold and interpret the Constitutions and Bylaws of the SGA and all those groups, organizations, associations and societies recognized by it.

**SECTION 2 - RIGHTS AND RESPONSIBILITIES**

- A. No individual member of the this Committee may speak on behalf of this Committee other than the Parliamentarian.
- B. The Parliamentarian may only speak on behalf of the Committee after a vote has been taken within the Rules and Regulations Committee:
  - 1. The Parliamentarian may only give the tally of votes unless the Committee votes to release a statement with an additional explanation.
- C. The Committee shall be responsible for all necessary interpretations of the SGA Constitution as requested by the Executive or Legislative Council.
- D. The Committee may not work on items unless they have been approved by the Legislative or Executive Council.
- E. The Parliamentarian shall keep an updated log of all decisions and/or statements (refer to Article VI Letter B Number 1) which shall be used as an official log when future decisions are made.
- F. No decisions shall be made by the Committee without the Parliamentarian, and any other member who desires, first looking in the official log for previous decisions that may relate to the present issue.
- G. The Parliamentarian is responsible to report all relevant information to the Rules and Regulations Committee.
- H. All decisions made by the Rules and Regulations Committee are final. However, the Legislative Council may request that the Rules and Regulations Committee reconsider a decision:
  - a. While a decision is being considered or reconsidered, the present policy is followed or if no policy presently exists, no action is taken.

**ARTICLE VII  
AMENDMENTS TO THE CONSTITUTION OR BYLAWS**

**SECTION 1 - GENERAL GUIDELINES AND RESTRICTIONS**

- A. Any change to the SGA Constitution or Bylaws must have a reference at the end of the Constitution with respect to the date in which it has been approved.
- B. No amendment shall be made to the SGA Constitution or Bylaws unless they are in line with the function and spirit of the SGA as a whole.

**SECTION 2 - CONSTITUTIONAL AMENDMENT PROCESS**

- A. The SGA Constitution may only be revised, amended or appealed as designated by the following process:
  - 1. All Amendments must be presented to the Rules and Regulations Committee previous to the review by the Legislature. The Rules and Regulations Committee may offer suggestions to the initiating party of Amendments.
  - 2. The Rules and Regulations Committee shall make a recommendation to the Legislative Council as to the constitutionality of the Amendment proposed within two (2) weeks.
  - 3. The Legislature is required to allow the initiating party of the proposed Amendment to speak on the Amendment.
  - 4. To end discussion on the Legislative floor by means of a motion, such as to Call the Question or Limit Debate, shall take a three-fourths (3/4) vote.
  - 5. The Legislature may tentatively approve the proposed Amendment by a two-thirds (2/3) vote, table the proposed Amendment with a majority vote or defeat it. If an amendment is placed on the table, it must appear on the minutes each week until it is properly dealt with.
  - 6. The Legislature may, at the next regularly scheduled meeting, implement the proposed amendment by a three-fourths (3/4) vote after a tentative approval of two-thirds (2/3) (refer to Article VII Section 2 Number 4).

**SECTION 3 - BYLAW AMENDMENT PROCEDURES**

- A. The SGA Bylaws may only be revised, amended or repealed as designated by the following process:
  - 1. All Amendments must be presented to the Rules and Regulations Committee previous to the review by the Legislature. The Rules and Regulations Committee may offer suggestions to the initiating party of the Amendments.
  - 2. The Rules and Regulations Committee shall make a recommendation to the Legislative Council as to the constitutionality of the Amendment proposed within two (2) weeks.
  - 3. The Legislature is required to allow the initiating party of the proposed Amendment to speak on the Amendment.
  - 4. The Legislature may approve and implement the proposed amendment with a two-thirds (2/3) vote.

## ELECTION BYLAWS

### I. SIGNATURE PAPERS:

- A. There will be no Nomination Papers, only Signature Papers.
- B. Signature Papers will be available on the last Monday in March at 9:00 a.m. in the Student Government Association Room which is located in the basement of the Ely Campus Center.
  - 1. In the event that the last day of March is a Monday, the Signature Papers will be released one week earlier.
- C. One will obtain no less than twenty-five (25) signatures from full-time Westfield State College students from their respective constituencies.
- D. Prospective candidates may not sign their own Signature Paper.
- E. Students signing Signature Papers must supply their Westfield State College I.D. number.
- F. Each student is allowed to sign one Signature Paper for each representative position available. For example: four class representative positions equals four signatures - one Student Government Association President position equals one signature.
- G. Signature Papers must be returned to the Student Government Association Room by the first Tuesday in April at 5:00 p.m.
- H. Campaign material may begin circulating after 5:00 p.m. on that day.
  - 1. No chalk will be used for campaign purposes.
  - 2. Tape will be used only to hang posters.
- I. Each Signature Paper will state the following clause: I have read, understand, and agree to follow the Election Committee Bylaws.

### II. RESPONSIBILITIES OF THE ELECTION COMMITTEE INCLUDE:

- A. Meeting at least one month prior to the beginning of the election process, i.e., Signature Papers.
- B. Providing proper notification in *The Owl*, at W.S.K.B., at the Campus Center, at the Dining Commons and on the Student Government and Commuter Bulletin Boards of the availability of Signature Papers. This notification must include the date, time and location, as well as the specifications required for completion of Signature Papers.
- C. Providing proper notification in *The Owl*, W.S.K.B., at the Campus Center, at the Dining Commons and on the Student Government and Commuter Bulletin Boards of the election dates. This notification must include the date, time and location of the election.
- D. Organizing and implementing a forum at which all candidates for Class President, Executive Council positions and All College Representative positions

## ELECTION BYLAWS

Page Two

must speak and participate (withstanding extenuating circumstances). Strong attempts must be made to coordinate this program with all forms of campus media, i.e., Cable, *The Owl*, W.S.K.B., The Commuter Bulletin Board.

### III. ELECTION PROCEDURES:

- A. Elections will be held on the third Tuesday and Wednesday in April.
- B. Time and location of voting will be determined at the discretion of the Election Committee.
- C. Ballots will be prepared utilizing the lottery system.
- D. Only full-time students will be eligible to vote.
- E. Student identification must be checked before voting.
- F. One official student list must be provided and each student's name must be crossed off to ensure that duplicate voting does not occur.
- G. A candidate may be disqualified if seen loitering or soliciting votes at polling areas during elections. In addition, no other students will be allowed to loiter or solicit.
- H. All ballots must be locked (preferably in an Advisor/Administrative Office) overnight prior to the second day of elections.
- I. One or more Student Government Association Advisors must be present when ballots are counted at the completion of elections.
- J. In an election where there are no names on the ballot for a specific office, write-in candidates will be accepted and announced winners if they have received at least 25% of the votes which were cast in said election.
- K. The Election Committee will notify the campus community of the results of the election within 48 hours.
- L. Candidates will not slander or discredit qualifications of any other candidate.
- M. No propaganda materials will be within the polling areas during elections.
- N. No candidate may use Student Government Association materials for campaign promotions.
- O. In the case that a candidate fails to adhere to the Election Bylaws, said candidate will be subject to removal from the ballot and/or dismissal from the position from which their candidacy was derived after the investigation and decision of the Rules and Regulations Committee.
- P. Election results may be contested if it can be proven before the Rules and Regulations Committee and the Student Government Association that violations of election procedures have occurred.

**ELECTION BYLAWS**

Page Three

**IV. ELECTION OF SECRETARY'S OFFICE:**

A. A Potential candidate for Executive Secretary may run on a single or dual ticket:

*Dual Ticket*

1. Both potential candidates must individually adhere to items listed in Section 1 of the Election Bylaws.
2. Potential candidates must inform the Chair of the Election Committee of a dual ticket decision by handing in the Signature Papers together with the following information on each signature paper:
  - a. Who is to be Executive Secretary.
  - b. Who is to be Legislative Secretary.
3. Both names shall appear on the Ballot, the candidate for Executive Secretary listed first before the candidate for Legislative Secretary.
4. The two candidates for the two Secretarial positions are to receive a maximum of one vote for the ticket per voter.

*Single Ticket*

1. Shall run for the position of Executive Secretary with the intention of naming a Legislative Secretary in the fall semester during the first full SGA Meeting after the Residence Hall and Freshman Class Elections. Please refer to Article IV, Section 3 Letter E Number 5 of the SGA Constitution.
2. Shall receive a maximum of one (1) vote per voter for the ticket.

**Amended and accepted at the**

**March 29, 1994 SGA Meeting**

**Ted Christ, SGA President**

**Dave Gallagher, SGA Parliamentarian**

**and Chair of 1993/94 Rules and Regulations Committee**

2

Saturday

**National Safety Driver Retraining**  
6:00 p.m., P-04

**Owl's Nest Movies "Young Frankenstein" & "Spaceballs"**  
8:00 p.m., Owl's Nest  
Admission is free.

3

Sunday

Easter Sunday

**Sunday Night Flicks "Oh God" & "Heaven Can Wait"**  
8:00 p.m., Ely Lab Theatre  
Admission is free.

4

Monday

**14k/Sterling Jewelry—Vendor**  
8:00 a.m., Ely Lobby

**Annie Wenz & The Gypsy Moon Band**  
7:30 p.m., Ely Main Lounge

5

Tuesday

**Meet With President Applbaum**  
3:30 p.m., Ely, room 232

**National Safety Driver Retraining**  
6:00 p.m., P-04

**Class of 1995 Fashion Show**  
8:00 Dever Auditorium

8

Friday

**T.G.I.F. - Band Infinity**  
7:00 p.m., Owl's Nest  
Admission is \$2.  
"Over 21 Only."

9

Saturday

**National Safety Driver Retraining**  
6:00 p.m., P-04

**Owl's Nest Movies "Demolition Man" & "Striking Distance"**  
8:00 p.m., Owl's Nest  
Admission is free.

**Saturday Admission Presentation**  
1:00 p.m., Wilson Auditorium

10

Sunday

**Sunday Night Flicks "Undercover Blues" & "Fatal Attraction"**  
8:00 p.m., Ely-Lab Theatre  
Admission is free.

11

Monday

**Hanna Jewelry—Vendor**  
8:00 a.m., Ely Lobby

**Campus Center CAS Assessment**  
4:00 p.m., Scanlon Living Room

**Trustee Meeting**  
5:00 p.m., Scanlon Living Room

**Monday Jazz Group**  
7:00 p.m., Ely Main Lounge  
Admission is free.

behavior, etiquette & Dress  
4:00 p.m., Scanlon Living  
Room, tickets are \$2 at the  
Campus Center Box Office.

**21 Club 21, "Miller Night"**  
8:00 p.m., Owl's Nest  
Admission is free.

**MTG Production "Sound of Music"**  
8:00 p.m., Dever Auditorium  
Admission is free.

15

Friday

**MTG Production "Sound of Music"**  
8:00 p.m., Dever Auditorium  
Admission is free.

16

Saturday

**NACA Comedy/ Coffeehouse Conference**

**National Safety Driver Retraining**  
6:00 p.m., P-04

17

Sunday

**Baptist Fellowship**  
10:00 a.m., Interfaith Center

18

Monday

☆☆☆ Patriots Day ☆☆☆

19

Tuesday

**Student Government Awards Ceremony**  
5:30 p.m.  
Scanlon Banquet Hall

**Owl's Nest Movies "The Good Son" & "Judgement Night"**  
8:00 p.m., Owl's Nest  
Admission is free.

**Music & More Series Jeff Holmes Big Band**  
8:00 p.m., Dever Auditorium  
General admission, \$8  
WSC Students, \$3

24

Sunday

**Sunday Night Flicks "Gettysburg"**  
8:00 p.m., Ely Lab Theatre  
Admission is free.

25

Monday

**Monday Jazz Group**  
7:00 p.m., Ely Main Lounge  
Admission is free.

**Housing Sign-up 1994-95**  
4:00-9:00 p.m.  
Scanlon Activities Room

26

Tuesday

**Meet With President Applbaum**  
3:30 p.m., Ely, room 232

**National Safety Driver Retraining**  
6:00 p.m., P-04

**Housing Sign-up 1994-95**  
4:00-9:00 p.m.  
Scanlon Activities Room

**21 Club 21**  
8:00 p.m., Owl's Nest  
Admission is free.

Private Dining Room

☆☆☆☆☆☆

**70's Night**  
10:00 p.m., Ely Main Lounge  
Admission is free.  
☆☆☆☆☆☆

**T.G.I.F. - Sean & Jamie**  
10:00 p.m., Owl's Nest  
Admission is \$2.  
"Over 21 Only."

30

Saturday

**National Safety Driver Retraining**  
6:00 p.m., P-04

**Spring Weekend Line Up**  
12:00- 7:00 p.m.  
Spring Weekend Concert  
Bands TBA.

**Chucklehead**  
9:00 p.m., Ely Main Lounge  
Admission is free.

**T.G.I.F. - John Renos Jimmy Buffet Show**  
10:00 p.m., Owl's Nest  
Admission is \$2.  
"Over 21 Only."



WESTFIELD STATE COLLEGE

If you have any questions about any activities, please call extension 5449.

Don't forget the CAB hotline, call extension 5840 for your program news