

STUDENT GOVERNMENT MINUTES

September 21, 1993

- I. ROLL CALL: Dexter Turner, Christina Meriano and Andrea Wynn were absent. Karen McManus, Johanna MacAllister, Kerri McQueston and Kristin McQueston were excused. Karen Kirby, Paul Marquez and Kevin Cross sent alternates.
- II. APPROVAL OF MINUTES OF SEPTEMBER 14, 1993: The Minutes were accepted.
- III. PRESIDENT'S REPORT: *Ted Christ*
 - A. On July 19, 1993, Governor Weld signed into law a provision that would outlaw the collection of student elected waivable fees on public college campuses in Massachusetts for organizations that conduct lobbying. Ted recognized Kerry Smith, Westfield State College's MASSPIRG Coordinator, to discuss the provisions of this law with SGA:
 1. *Ted Christ* - They are taking away student rights to lobby the legislature in an organized way.
 2. *Dave Gallagher* - I was under the impression that they changed the question from waive the fee to access the fee?
Kerry Smith - The waivable fee was established at WSC in 1974. They are saying that students no longer have this right. (Kerry then read a letter which will be submitted to *The Owl*.)
 3. *Todd Audyatis* - You seem to be relating your issue to many important movements of the '60's, i.e., the Civil Rights Movement. You're pulling on emotional heart strings. This is no doubt your intention, however, I think it should contain more facts pertinent to the issue. The students deserve that. Otherwise, it's a good letter.
 4. *Ted Christ* - Students will no longer have the right to put waivable fees on our bills to support lobbying groups.
 5. *Bob Stone* - On behalf of my constituents, we would like to see more done on campus before we support you, i.e. recycling.
Kerry Smith - There is a lot of work that needs to be done here are WSC. If we want to organize recycling - great! The issue here tonight is state-wide environmental issues and that we no longer have the right to vote on it
 6. *Ted Christ* - Kerry is here this evening to obtain an endorsement of her letter to *The Owl*. Ted Christ moved that SGA endorse the letter being submitted to *The Owl* by MASSPIRG. The Motion was accepted with six abstentions: Amy Corcoran, Yvette Edwards, Karen McManus, Laura MacWhinnie, Johanna MacAllister and Kristin Grover.
 - B. Ted Christ moved that SGA accept Jim Heffernan as an intern for Judicial Affairs. Todd Audyatis stated that he will be assuming responsibilities which were associated with the position of Student Attorney General. The Motion was accepted with seven abstentions: Tricia Rocco, Bob Stone, Brian Person, Dexter Turner, Becky Fic, Karen McManus and Carlos Santana. Ted also informed SGA that there is one more student intern for the Judicial Affairs Office whose appointment needs to be accepted through SGA but that Executive Council would wait on this appointment until they have an opportunity to meet with her.

STUDENT GOVERNMENT MINUTES

September 21, 1993

Page Two

- C. There are still seats which need to be filled on the Student Affairs Committee and one student is needed for the Curriculum Committee. Student representation is very important on these Governance Committees and these seats should be filled as soon as possible. Karen McManus offered to be the student representative on the Curriculum Committee.
- D. The Executive Council investigated the possibility of purchasing a sorter/feeder attachment for the copy machine. After meeting with a sales representative from H.L. Dempsey, we decided that these attachments would not alleviate enough work for SGA to warrant its expense. This option would cost SGA between \$1,600 to \$2,000 and would only be able to accommodate 20 copies of a document at a time and would not be able to make double sided copies. The information on these options is in my office if anyone would like to review it.
- E. We currently have six members of the faculty, staff and administration interested in becoming an Advisor for SGA. At the September 28 SGA meeting, we will give each candidate an opportunity to address SGA and then encourage a question and answer session from the Legislature. Advisors will then be elected for the 1993/94 academic year. Candidates interested in becoming Advisors to SGA are:
- Andy Johnson/Associate Director of the Campus Center
 - Dr. Joe Hanrahan/Professor from the Criminal Justice Department
 - Kathi Bradford/Assistant Director of Residential Life
 - Tom Stewart/Student Activities Coordinator
 - Chris Mungeon/Director of Dining Services
1. *Jen Dennis* - Is there a limit to the number of Advisors which SGA may elect?
- Ted Christ* - In the past it has stayed between three and four; however, there is no limit according to the Constitution.
- F. On Sunday, September 26, SGA will sponsor a Senator Orientation from 1:30 - 5:00 p.m. in the SGA Room. Please try and attend! This Orientation will allow new Senators and Senators currently serving on SGA to familiarize, or better familiarize, themselves with the function of SGA and the ways by which this organization works. An Orientation Packet will be distributed to all attending members. Once again, please come! It is best if we all hear the new changes and discuss any unclear areas of procedures and protocol. It is essential that we are good examples for incoming Senators!
- G. Per your request, I have prepared for you a reference guide on parliamentary procedures taken from Robert's Rules of Order. I worked on this over the summer and feel that it adequately summarizes our needs. I will be happy to review it with you as well as relay information which I learned at the Parliamentary Workshop on September 18 (CCGS Education Leadership Workshop).
- H. We need to ratify our SGA Constitution in order to have a record and be certain as to how we are established and need to be run on this campus. We need a two-thirds vote to ratify this Constitution. Ted Christ moved to recind the Constitution by which SGA now runs

STUDENT GOVERNMENT ASSOCIATION

September 21, 1993

Page Three

and to approve the 1992 version. The Motion was accepted with one abstention: Bob Stone. If all goes well, we will have a completely revised Constitution by February 1994 and until then, we will use and amend the 1992 version of our Constitution.

(Amendments being proposed will run through the Rule and Regulations Committee and then return to the Legislature in about a month.)

- I. Our first full SGA Meeting will be held on September 28. There will be refreshments served before the Meeting.

The President's Report was accepted.

IV. VICE PRESIDENT'S REPORT - STUDENT LIFE: *Todd Audyatis*

- A. Todd Audyatis moved that SGA appoint the following students as members and alternates of the 1993/94 Student Judicial Board:

Laura MacWhinnie
Christopher Hurley
Christa Staples
Jason C. Niles
Maria Garcia
Erik Whynot (Alternate)
Dave Forrester (Alternate)

The Motion was accepted.

- B. Jon Conlogue and I discussed the fire door policy. I gave him the suggestions which I received last week and he seemed very receptive. We agreed to extend the time requirement on weekends to 1:00 a.m. (this time is being changed from 10:00 p.m.) and the fire doors will continue to be secured at 10:00 p.m. on weekdays. The doors will be closed until 10:00 a.m. all seven days.
- C. Jon Conlogue and I also discussed extending the Sign In Policy time until 10:00 p.m. for the entire week. The warning announcement will occur around 9:30 - 9:45 p.m. These policies need to be approved by the Residential Life Staff and they will be confirmed by Jon sometime next week.
- D. ACC (the telephone company used by WSC) will be supplying the college with a telephone directory of all student names and numbers on campus who are under their service. Jon Conlogue and I discussed the privacy and security issues and agreed that a memo should go out to inform students of the new service. This would allow students who don't want their names published to opt out of the program. The alphabetical listing would then be printed and made available to students. A supplement to the directory would include faculty, staff and administrator's on campus numbers for student use. This program will take sometime and results will, most likely, not be available this month.

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

V. VICE PRESIDENT'S REPORT-PROGRAMMING: *Yvette Edwards*

- A. This Week:

STUDENT GOVERNMENT MINUTES

September 21, 1993

Page Four

Tuesday

Club 21 Owl's Nest 8:00 p.m.

Wednesday

Relationship Lecture by Ellen Gootblatt "Dating, Mating and Relating"

Wilson Auditorium 7:00 p.m.

Thursday

Club 21 Owl's Nest 8:00 p.m

Friday

"Fancy Friday Dinner" (hosted by Seilers and CAB)

Sign up in the Dining Commons!!!

T.G.I.F. with Jim Moses \$3.00 Owl's Nest 21 and Over Only!!!

Saturday

New Student Orientation Reunion Dance 9:00 p.m.

B. On Saturday, September 18, only eight students from WSC (including myself) attended the CCGS Student Development Workshop. I would like to air my disappointment in the lack of students that attended from WSC. This Workshop was designed for all student leaders of the Cooperating Colleges of Greater Springfield. WSC hosted this event and I find it sad that Elms College had more participants than ours. The Workshop, however, was as successful as it could have been and at this time I would like to recognize and thank Tom Stewart for his hard work, time and effort as one of the Coordinators of this Workshop.

1. *Ted Christ* - It is sad that we held a Conference here on our campus and no one showed up but students are more than willing to sign up for a Conference held in Indianapolis.

C. CAB meets on Wednesdays at 4:00 p.m. in the Third World Room.

The Vice President's Report-Programming was accepted.

VI. TREASURER'S REPORT: *Jen Salmon/Erin Griffith*

A. Finance Committee: *Jen Salmon*

1. Jen Salmon moved that SGA allocate \$500.00 to the Karate Club to pay for their coach. The Motion was accepted.
2. Jen Salmon moved that SGA allocate \$90.00 to the Biology Club to pay for a cookout. The Motion was accepted.
3. Jen Salmon moved that SGA allocate \$3,770.00 to the WSC-TV Club (WSC's student-run cable television station) for equipment.

a. *Laura MacWhinnie* - Can only members of the Club sign out the equipment?

Jen Salmon - Student money is being used, therefore, technically it is open to all students.

b. *Laura MacWhinnie* - Where will the equipment be kept?
Jen Salmon - The TV Studio.

c. *Bob Stone* - Is this the best equipment you can buy?
I'd hate to think you would sacrifice quality for fear of not being funded.

Mark St. Jean - This is the top of the line grade equipment used by a large number of public access cable networks.

STUDENT GOVERNMENT MINUTES

September 21, 1993

Page Five

d. *Dave Gallagher* - The TV Station wants to relocate the SGA TV equipment to the TV Station. Is this part of the proposal?

Jen Salmon - Right. We spoke to Bob Culkeen and he has no problem with it.

The Motion was accepted with two abstentions: *Carlos Santana* and *Dan Szenda*. *Jen Salmon* moved to relocate the SGA TV equipment from media services to the TV Station. The Motion was accepted.

4. The Finance Committee meets on Monday evenings at 6:00 p.m. in the SGA Room.
- B. The SGA Treasury Office will hold a Workshop for all SGA Clubs on September 27 at 4:00 p.m. in the Private Dining Room. We strongly recommend that Club Presidents or representatives be present to be aware of the SGA guidelines and procedures necessary to secure SGA funding.

The Treasurer's Report was accepted.

VII. SECRETARY'S REPORT: *Kelly O'Neill/Michelle Costa*

- A. The Attendance Policy for Senators is as follows:
 1. Senators are allowed four absences per year.
 - a. *MISSING A SENATE MEETING WILL RESULT IN A FULL ABSENCE.*
 - b. *MISSING A COMMITTEE MEETING OR A WEEKLY OFFICE HALF HOUR WILL RESULT IN A HALF ABSENCE.*
 2. Senators are allowed to send three alternates per year.
- B. Those Senators who missed their Office Half Hour last week will receive a half absence. These absences can be made up. Senators wishing to make up these half hours should pick up a form which is available describing alternative ways of making them up.
- C. Those Senators who have not yet signed up for Office Half Hours, please see us after the SGA Meeting.
- D. We will need help counting ballots for the elections for the Class of 1997. Anyone who is able to help, please sign the sheet being passed around.

The Secretary's Report was accepted.

VIII. BOARD OF TRUSTEE'S REPORT: *Dan Szenda*

- A. All College Committee: *Amy Corcoran*
 1. Just a reminder that ACC will meet on September 28 at 3:45 p.m. in the President's Board Room.
- B. The Candidate's running for Mayor of Westfield have agreed to hold a debate on campus. I hope that all of you who are registered to vote in Westfield got out and voted in the primary elections!
- C. Through circumstances outside of my control, I will be taking over as President of the Student Advisory Council to HECC for the remainder of the semester. This will still allow me to establish the Comprehensive Student Leader Network but right now emphasis will be placed on funding issues.
 1. *Amy Corcoran* - It's great that you're Chair of SAC, but isn't

STUDENT GOVERNMENT MINUTES

September 21, 1993

Page Six

your first responsibility to WSC? Is that someone else who can fill the position?

Dan Szenda - Yes it is my main responsibility and it will remain as such. There is really no one left in the system that knows what needs to be done.

- C. Next week I will be reporting on the HECC Meeting which took place today as well as the upcoming BOT Meeting.
- D. I would ask all members of Governance Committees to submit Minutes to me from the last meeting of the 92/93 academic year and the first Minutes from meetings held for the 93/94 year.

The Board of Trustee's Report was accepted.

X. BOARD OF GOVERNOR'S: *Laura MacWhinnie*

- A. BOG is looking for members! We still need representation from the Class of 1994 and 1997 and from Courtney, Davis, Dickinson, Lammers and Scanlon Halls.
- B. The Board of Governors will meet on September 27, 1993 at 4:30 p.m. in Ely 232.

The Board of Governor's Report was accepted.

XI. COMMUTER COUNCIL, THIRD WORLD AND CLASSES:

A. Commuter Council: *Todd Dorman*

- 1. Todd Dorman moved that SGA accept Suzy Cook as a Representative to Senate from Commuter Council. The Motion was accepted.
- 2. Todd Dorman moved that SGA accept Laura Moscato as a Representative to Senate from Commuter Council. The Motion was accepted.
- 3. Todd Dorman moved that SGA accept the resignation of Maria Garcia as a Representative to Senate from the Commuter Council. The Motion was accepted with one abstention: *Laura MacWhinnie*.
- 4. Brian Cahillane will be our new Advisor for the Commuter Council.
- 5. On September 28 Commuter Council will sponsor a "Doughnut Give Away."
- 6. Commuter Council meets on Tuesdays at 4:00 p.m. in the SGA Conference Room.

B. Third World: *Yvette Edwards*

- 1. Yvette Edwards moved that SGA accept Maria Garcia as the Representative to Senate from the Third World Organization. The Motion was accepted.

C. Senior Class: *Johanna MacAllister*

- 1. Convocation will be held on September 23 at 4:00 p.m. in Dever Auditorium. Members of the Senior Class should begin lining up at 3:30 p.m. in the Scanlon Grove. Our Faculty Speaker will be Marcia Horne from the Education Department.
- 2. The Class of 1994 will be sponsoring an event in the Owl's

STUDENT GOVERNMENT ASSOCIATION

September 21, 1993

Page Seven

Nest and the Third World Room on October 2 from 9:00 p.m. to 1:00 a.m. for College Weekend. This event will be geared mostly to the Alumni. There will also be entertainment at this time upstairs in the Campus Center which will be open to everyone. We will be selling 50/50 raffle tickets at the football game and at the Owl's Nest in the evening where the winner will be announced.

3. We still have Spring Weekend T-Shirts from 1992/93 on sale for only \$5.00.
4. The Class of 1994 will once again be selling Birthday Cakes for \$15.00 - a full Birthday package!
5. The Class of 1994 will meet on September 27, 1993 at 6:30 p.m. in Ely 147.

D. Junior Class: Christopher Sault

1. Christopher Sault moved that SGA accept the resignation of Andrea Wynn and Christina Meriano as a Representatives to SGA from the Class of 1995. The Motion was accepted with one abstention: Todd Dorman.
2. Elections to fill these positions will be held on October 5 and 6. Signature Papers are available at the counter in the SGA Room and are due back by 5:00 p.m. on October 1. Elections will be from 10:30 a.m. - 2:30 p.m. in the Campus Center Lobby and from 4:30 - 6:30 in the Dining Commons.
3. The Class of 1995 will be selling hot dogs, chili and hot chocolate at the football game on College Weekend.
4. Buy-A-Pal-A-Pumpkin is coming soon!
5. The Class of 1995 will meet on September 23 at 6:00 p.m. in the Courtney Hall First Floor Main Lounge.

E. Sophomore Class: Angie Nydam

1. The Class of 1996 is looking for Advisors. Letters will be sent out this week to prospective candidates for Advisors.
2. We are looking into selling Laundry Bags as a Fundraiser.
3. We are doing work on an informational pamphlet to distribute to our Class that basically tells them who we are and how we can be reached, when our Class Meetings are, etc.
4. The Class of 1996 will meet on September 26 at 7:30 p.m. in the Campus Center.

The Commuter Council, Third World and Class Reports were accepted.

XII. UNFINISHED BUSINESS: None

XIII. NEW BUSINESS:

- A. Dan Szenda moved to open New Business. The Motion was accepted. Todd Audyatis read his letter of resignation to SGA for his position as Vice President of Student Life: Due to numerous circumstances beyond my control, it is with great displeasure that I find it necessary to resign my position as your Vice President of Student Life. I am presently at a time in my college career where my academics, internship and part time employment take precedence

STUDENT GOVERNMENT ASSOCIATION

September 21, 1993

Page Eight

over all else. This would, consequently, leave the vital position of Vice President of Student Life at the bottom of my list of priorities. And rather than cheat the student body, this organization, and myself, I find no other alternative than to step down.

I will offer no excuses. I truly believed when I took this position last spring, that I would be able to balance the rigorous demands of all my obligations. I was wrong, and I failed. I want to make it perfectly clear that this is the only reason I am stepping down. There is no hidden agenda here and this is not a political maneuver. I am not happy with my decision. I don't want to do it but I feel as though it is something I have to do.

I would like to make it known that I still have a genuine desire to serve the students of Westfield State College. I have assessed the possible avenues that would enable me to do this effectively, but yet at a lesser capacity than Vice President. I believe I have found this avenue in the Constitutional Review Committee. The constitutional ambiguities we possess will be the Achilles heel of this organization. We all witnessed the destructive potential of this issue during last week's SGA Meeting.

I believe I can provide the leadership that is needed to produce a working document that will give definition and stability to this organization. I am one of only three returning members of last years committee. I know where we left off, and where we were headed. I am a Political Science major as well and feel that this gives me a educational advantage that would be an asset to the committee. I have experience in both the legislature, as well as on the Executive Council, I know the organization's inner workings but could still be considered an objective outsider. With these facts in mind, Ted has granted me the executive appointment of Chairperson of the Constitutional Review Committee with the charge of producing the best possible Constitution for our Student Government Organization.

This task will tie in well with my academic obligations and allow me an opportunity to continue my service to the student body. I welcome the challenge. However, there are many loose ends to tie up as far as the office of Vice President is concerned. I am prepared to fulfill my duties until such time when someone is appointed and approved to replace me. I am more than willing to assist my replacement in any way possible. I am stepping down; I am not walking out.

I would like to take this time to thank first the students of Westfield for entrusting me with the duties of Vice President of Student Life. It is to them I owe the apology. I am truly sorry, and I honestly tried. I would also like to thank the members of this organization. This is a great group to work with and your dedication is highly commendable. I have the utmost respect for this organization and those who serve in it and I look forward to continuing my contributions to it, at any capacity. Thank you.

1. *Chris Sault* - How long have you been thinking about this?

STUDENT GOVERNMENT MINUTES

September 21, 1993

Page Nine

Todd Audyatis - To tell the truth, when students asked me to run last year, I was apprehensive. Junior year, as we know, is a very demanding year, not to mention my other activities.

2. *Ted Christ* - I will be accepting names of those interested in the position of Vice President of Student Life for interviews.

Ted Christ moved to accept *Todd Audyatis* as the Chair of the Constitution Review Committee. The Motion was accepted.

- B. *Ted Christ* recognized *Chris Mungeon* from *Seilers*. Abiding by the contract is causing problems for some people. After discussion with his Supervisor to see if we can serve cereal and frozen yogurt for every meal, the options available are serving either orange juice or cereal at every meal and serving either frozen yogurt or soft serve ice cream for two meals. These options went over well with the Legislature with the decision, through a vote, to have cereal available at every meal and to have soft serve ice cream available at lunch and dinner.
- C. *Ted Christ* moved to Close the Doors. The Motion was accepted with one abstention: *Tim Souza*. *Ted Christ* moved to Open The Doors. The Motion was accepted. *Amy Corcoran* moved to Close New Business. The Motion was accepted.

XIV. ANNOUNCEMENTS:

- A. *Kelly O'Neill* - I need to see *Kerri* and *Kristin McQueston*, *Chris Sault* and *Laura MacWhinnie* after the meeting.
- B. *Ted Christ* - New Senator Orientation - It is vital that we make a good impression.
- C. *Yvette Edwards* - Don't forget: if you want that great meal from *Seiler's*, sign up for *Fancy Fridays*.
- D. *Chris Sault* - There are two Representative to Senate seats available for the Class of 1995.

XV. ROLL CALL: *Karen Kirby*, *Paul Marquez* and *Kevin Cross* sent alternates.

XVI. ADJOURNMENT: The Meeting was adjourned at 7:13 p.m.

Respectfully Submitted,

Kelly M. O'Neill
Secretary

Michelle A. Costa
Assistant Secretary

KMO/MAC/bh

cc: *Peter Mazza* *Pat Rix*
Peg Civello *Tom Stewart*
Daryl Hendery *Kelly Rose*
Jon Conlogue *Paul Bogan*
George Sicaras
Andy Johnson
Kathi Bradford
Adrene Adams
Sue Basque
Maureen McCartney
Dorothy Phelps
Edna Wilander
Chris Mungeon

Parliamentary Reference Guide

"To preserve the interests of a group, the rights of each individual within the group must, of necessity, be somewhat curtailed. Without limited restraints of this kind, the probability of maintaining majority rule is greatly reduced."

-Judith A. Roberts
May, 1978

- 1) To Modify or Amend
 - a) Amend C5
 - b) Commit or Refer C4
 - c) Withdraw or Modify a Motion (by mover) B4
- 2) To Defer Action
 - a) Postpone to a Certain Time C3
 - b) Lay on the Table C1
- 3) To Suppress Debate
 - a) Previous Question C2
 - b) An Order Limiting or Closing Debate
- 4) To Suppress the Question
 - a) Objection to the Consideration B2
 - b) Postpone Indefinitely C6
 - c) Lay on the Table C1
- 5) To Consider a Question a Second Time
 - a) Reconsider D2
- 6) Rules
 - a) Suspension of the Rules B5
 - b) Question of Privilege A1
 - b) Point of Order B1
 - c) Appeal from the Chair B1
- 7) Miscellaneous
 - a) Reading of Papers B3
 - b) Withdrawl of a Motion B4
 - c) Question of Privilege A1
 - d) Call to the House A2

A. Privileged Motions (*relates to the rights of Senators*)

1) Question of Privilege: relates to the rights, or privileges, of the Senate or its members. Procedure: stand and state, "*I rise to a Question of Privilege... (if question requires immediate action a member may interurban the speaker, but must wait to be recognized by the chair to continue)*" (d,a,r,m,2,nf)*

2) Call to the House: by a majority vote the assembly may order a roll call. The absent members may be arraigned by the chairman at an adjourned meeting where he asks for member excuses.

B. Incidental Motions (*arise out of happenings in the assembly*)

1) Appeal (Questions of Order): it is the right of any member of the assembly to insist on the enforcement of parliamentary procedures. Procedure: stand and state, "*I rise to a point of order...(member may interrupt the speaker, but must wait to be recognized by the chair to continue)*" The chair then decides the issue. If a member wishes, an appeal may be made. At this time the decision of the chair stands judgement of the assembly (the chair may justify his/her position before the vote) Procedure: stand and state "*I appeal from the decision of the chair...*" (nd,na,r,m,2,nf)**

2) Objection to the Consideration of a Question: any member may object to the consideration to a principle motion (motion which brings before the assembly a particular subject) before debate has started. If successful the matter is dismissed for the session. Procedure: stand and state, "*I object to the consideration of this question*" (n2, nd, nf,2/3 vote needed)(nd,na,r,2/3,n2,nf)***

3) Reading Papers: any member has the right to have any paper read once before voting on them(without having to make a motion to do so). Any other papers to be read must receive the consent of the assembly by way of a motion. (nd,na,r,m,2,f)

4) Withdrawal(or Modification) of a Motion: once a question is before the assembly the mover may modify or remove the motion only so long as there are no objections from the floor. If objections are made there is a need for the mover to make a motion to withdraw. (nd,na,r,m,2,f)****

5) Suspension of the Rules: rules of the assembly may not be suspended except for a definite purpose. Procedure: "*to suspend the rules which interfere with...*" (nd,na,nr,2/3,2,f)

C. Subsidiary Motions (*help to dispose of questions efficiently*)

1) To Lay on the Table: removes a subject from discussion, by a vote, until the assembly may vote to bring said topic back into discussion, till the assembly may chose to vote the subject back into discussion.

Procedure: "*I move to lay the question on the table*" or "*I move to now consider*" (nd,na,nr,m,2,f)*****

2) Previous Question: cuts off debate and brings the assembly to a vote on the question(this includes votes on all amendments and motions until the floor has been cleared unless specified differently by the mover).

Procedure: "*I move to call the Previous Question*" or "*I move to call the Previous Question on the amendment at hand*" (nd,na,r,2/3,2,f)

3) Postpone to a Certain Day: postpones an entire subject to a time specified(unless taken up by a 2/3 vote before such time) Procedure: "*I move to postpone this question until...*" (ld,a,r,m,2,f)

4) To Commit or Refer: to refer a subject to a committee so it may be better prepared for debate in the assembly. Amendments can be made as to the make up of the committee or to give instructions. Procedure: "*I move to refer the subject to committee.*" The assembly then names the chair to appoint members on the committee or goes through a nomination and voting process.(d,a,r,m,2,f)

5) To Amend: used to manipulate or change a motion. (An amendment to Rules of Order, bylaws or the Constitution requires previous notice and a two-thirds vote for its adoption.) Procedure: "*I move to amend the question by...*" (d,a,r,m,2,f)

6) To Postpone Indefinitely: removes the question from consideration for the remainder of the academic year. Procedure: "*I move to postpone the question indefinitely.*" (d,na,nr,m,2,f)

D. Miscellaneous Motions.

1) Rescind: if the assembly may wish to annul some action it has taken when it is too late to reconsider it. Procedure: "*I move to recind...*" (d,a,r,m,2,f)

2) Reconsider: calls for reconsideration of a vote on a question already decided. This motion also prevents action from being taken on the motion to be reconsidered until a revote has been taken. Motion can only be made by a member on the prevailing side of the motion. Procedure: "*I move to reconsider the vote...*" (d*,na,nr,m,2,f*)

Table

d - debatable

d * is debatable only if the motion being reconsidered is debatable

a - amendable

r - able to be reconsidered

m - needs a majority vote

2/3 - needs a 2/3s vote

2 - needs a second to be considered

f - member needs the floor

f * motion to reconsider can be entered in the minutes; however action on the motion cannot interrupt business on the floor

n - the negation

Additional Information

Chair

Duty:

MAINTAIN ORDER so that the meeting may run efficiently and fairly.

Responsibilities:

- a) call and preside over meetings
- b) recognize members of the assembly
- c) place a question on the floor for debate by reading a presented motion after receiving a second
- d) ensure that all members understand the question on the floor and maintain fair and proper presentation for all sides
- e) ensure no members rights are infringed
- f) be FAIR and as impartial as position will allow
- g) know Robert's Rules of Order so that he may preserve order and decorum

Rights (given to carry out duties):

- a) may speak at any time to clarify rules or an issue on the floor; although, he/she may not interrupt a speaker who is in order
- b) may rule a motion or member out of order
- c) may Call the Question, when discussion becomes repetitious, but may not do so to promote his/her own agenda

Speaking

Obtaining the Floor: Before a member may address the assembly or submit a motion it is necessary to obtain the floor (if a Privileged Motion is in question the speaker must also be recognized before he/she may state a case). Procedure: raise your hand and wait for the chair to recognize you by stating your name (if there is a long list of speakers you will have to wait until everyone before you has spoken).

Maintaining the Floor:

- a) The member who brought discussion by way of a motion is entitled to the floor (if he has not already had it during that discussion).
- b) No member who has spoken once on a question (issue or motion) is entitled to the floor again provided that another member who has not yet spoken wishes to speak.
- c) Any discussion must relate to the question on the floor.
- d) No member may speak more than twice on any one question nor control the floor for a period of more than ten minutes, unless a vote is taken by the assembly to decide otherwise.
- e) A member will lose the floor if his/her conduct is deemed improper by the chair (i.e., personal attacks, "disorderly words").
- f) Once a member has made a statement or posed a question he/she loses the floor (No two way discussions or debates).
- g) A member must stand when addressing the assembly.

Voting:

Congressional Vote: usual procedure for the SGA

Chairman, "*As many as are in favor say aye*" (all in favor sound)

"As many as are opposed say no" (all opposed sound)

Ballot: two tellers, appointed by the Chairman, distribute ballots, collect ballots, count ballots and report the results to the chair. This method is only to be used as ordered by the constitution, by-laws or by the majority of the assembly.

Roll Call Vote: secretary calls the roll and each member rises and answers as his/her name is called. Votes are recorded for the minutes. This method is only to be used when ordered by the constitution, bylaws or by the majority of the Senate.

General Consent: the chair may during routine business bypass formality and not call for a vote when bringing a subject before the Senate (i.e., when receiving a report) or the chair may announce we will

now move onto such business. If any member objects, a formal vote must be taken. If no members object, the silence is an affirmative vote.

*no one can vote on a question regarding himself

**any member has the right to rise and challenge the vote or call for "division." In such a case the chair will order that all in favor of the question rise. They will be counted and the same procedure will be followed for those opposed.

***any member has the right to change his/her vote before the chair has conclusively announced the decision.

1992

WESTFIELD STATE COLLEGE

STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

ARTICLE I - NAME

The name of the organization shall be the Student Government Association of Westfield State College.

ARTICLE II - PURPOSE

The purpose of the Student Government Association 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 - STRUCTURE

The Westfield State College Student Government Association shall be divided into two councils; namely, the Executive and the Legislative.

ARTICLE IV - EXECUTIVE COUNCIL

SECTION 1. EXECUTIVE COUNCIL OFFICERS

The Executive Council shall consist of the following officers: President, Vice-President for Student Life, Vice-President for Program Affairs, Treasurer, Secretary, Student Representative to the Westfield State College Board of Trustees, Assistant Treasurer, and Assistant Secretary; annually elected by the student body as a whole.

SECTION 2. DUTIES OF THE EXECUTIVE COUNCIL OFFICERS

A. THE PRESIDENT

1. Shall call and preside over the Executive Council.
2. Shall call and preside over the Legislature, unless a chairperson is elected by the Legislative Council.
3. Shall make a Presidential Report at each Legislative Council meeting prior to the agenda.
4. Shall appoint chairpersons and members of all committees, subject to the majority consent of the Legislature, unless the

4. Shall be the Chairperson of the Student Government Association Program Council.

D. THE TREASURER

1. Shall be responsible for all Student Government Association funds.
2. Shall report to the Legislature the next year's budget at the first meeting in May.
3. Shall keep a current record on all expenditures.
4. Shall be the Chairperson of the Student Government Association Finance committee.

E. THE SECRETARY

1. Shall keep the minutes of the Executive Council and the Legislature.
2. Shall keep an active file on all motions passed by the Legislature.
3. Shall distribute to all members of the Student Government Association copies of the minutes.
4. Shall be responsible for all official correspondence for the Executive and Legislative Councils.

F. THE STUDENT REPRESENTATIVE TO THE WESTFIELD STATE COLLEGE BOARD OF TRUSTEES

1. Shall attend all annual, regular (monthly), and special meetings of the Board of Trustees.
2. Shall serve on all standing committees assigned to him/her by the Chairperson of the Board of Trustees.
3. Shall serve on the Student Government Association Executive Council as a voting member.
4. Shall not already hold an elected position in the Student Government Association with the exception of being an ex-officio, non-voting member. However, he/she may hold other elected offices on the Westfield State College campus.
5. Shall see the By-Laws of the Board of Trustees of Westfield State College.

G. DUTIES OF THE ASSISTANTS

1. The duties of the Assistant Treasurer and the Assistant Secretary shall be set by the Treasurer and Secretary respectively.

ARTICLE V - LEGISLATIVE COUNCIL

SECTION 1. PURPOSE

The Legislature shall be responsible for the voting on all motions proposed at its meetings. A majority of the votes cast shall determine if a motion passes or fails.

SECTION 2. MEMBERSHIP

- A. All members of the Executive Council shall be voting members of the legislature, except the Chairperson, who will only vote in the case of a tie.
- B. Each class President and each residence hall President shall be an ex-officio voting member of the Student Government Association.
- C. Representatives to the Student Government Association shall be elected proportionately from each residence hall and from the commuting body. The formula for this shall be one representative per each one-hundred students. An additional student representative may be added to any residence hall or the commuting membership if said constituency increased its number by fifty-one members or more. Also, there will be four (04) representatives from each class. There will be five (05) All College Representatives elected by the student body at large.
- D. An equal number of alternates shall be chosen as follows: The names of the alternates must be given to the Secretary of the Student Government Association by each Student Government Association member.
- E. There shall be an ex-officio, voting membership given to all six (06) student members elected to the Campus Center Board of Governors. Also, membership shall be given to the Chairperson of the Board of Governors Programming Committee.
- F. There will be one (01) ex-officio, non-voting, continuing education student appointed by the Continuing Education department, and approved by the Legislative Council of the Student Government Association.

- K. All members of the Legislature shall be required to attend all Student Government Association meetings and designated committee meetings.
- L. All motions made by a Senator must be submitted to the Secretary prior to the adjournment of the meeting. (Failure to do so will not affect the validity of the motion.)
- M. The Legislature may direct the Executive Council, or any Officer of the Executive Council, to take any action deemed necessary and proper for the proper governance of students and the proper conduct of their business.
- N. Vacancies in the Legislative Council shall be filled by appointments from the President of the constituency in which the vacancy occurred. In case of an All College position being vacant, the president of the Student Government Association shall make the appointment. All appointments shall be approved by a two-thirds vote of the Legislative Council.
- O. All members accepting ex-officio membership shall assume all rights and responsibilities of official legislative membership with the exception of those ex-officio members who do not have voting rights.

SECTION 4. REPRESENTATIVE REMOVAL

- A. A representative will be removed from the Student Government Association by accumulating a total of four absences during the academic year if an excuse has not been registered with the Secretary of the Student Government Association. The following items constitute a half (1/2) absence:
 - 1. Missing a roll call.
 - 2. Missing a committee meeting.
 - 3. Missing an office time.
- B. It will be the responsibility of the Student Government Association Secretary to notify the Legislator prior to removal.
- C. A representative who has been removed may petition for a review before the Legislative Council. The body may reinstate the removed representative by a three-fourths vote.

- F. EXCHANGE - To work in conjunction with the director of the National and International Student Exchange Program.
- G. ELECTIONS - To preside over all student elections and to establish policies regarding the display and distribution of signs and posters on campus.
- H. CAMPUS EDITORIAL BOARD - To investigate claims of slanderous reporting. (Activated only when necessary.)
- I. COMMUTER COUNCIL - To address problems and issues facing the commuter population.
- J. NEIGHBORHOOD ASSOCIATION COMMITTEE (NAC) - To enhance and stimulate relationships between Westfield State College students and the surrounding neighbors.
- K. FOOD SERVICES - To make recommendations and review issues concerning the food services on campus and the food services facilities.
- L. ATHLETIC COUNCIL - To oversee budget implementation of all athletic teams not funded by the Student Government Association. (i.e. Those funded by the Athletic Trust Fund.)
- M. SUBSTANCE ABUSE AWARENESS COMMITTEE (SAAC) - To design, implement, and evaluate educational programs concerning substance abuse and to act as a resource to the campus at large.
- N. BOOKSTORE - To work with the management of the campus bookstore to improve services and relations.
- O. ALL COLLEGE COUNCIL AND SUB-COMMITTEES
To investigate and regulate all collegiate matters. Sub-committees of ACC shall include:
 - 1. Curriculum Committee - Prepares recommendations for improvement of the academic program.
 - 2. Academic Policies - Prepares recommendations with respect to the academic calendar, academic standards, standards for admission to the college, etc.
 - 3. Student Affairs Committee - Makes recommendations with the respect to the needs of the students, student activities, and student participation in the cultural and social activities of the college.

SECTION 2.

Campus organizations, facilities, and activities are open to all Westfield State College students who have paid their current Student Activities Fee without regard to their race, creed, or national origin.

SECTION 3.

Students and student organizations shall be free to discuss all questions of interest to them, and to express opinions publicly or privately without penalty, and they shall also be able to promote their cause by distributing literature. This literature shall not be libelous, slanderous, obscene, or adverse to the standards set by the Commonwealth of Massachusetts and the Federal Government. Students shall also have the right to circulate petitions, conduct polls, or take any other peaceful action in the promotion of their cause. This action shall not exceed the bounds of the written laws of the Commonwealth of Massachusetts or the Federal Government.

SECTION 4.

Any person who is represented by a recognized student organization shall be allowed to speak on the college campus. Institutional control of the use of the campus facilities by student organizations for meetings and other organizational purposes shall not be employed as advice to censor or forbid controversial topics. The only controls which may be imposed are those regulations required by orderly scheduling of the use of the space.

SECTION 5.

Student groups shall make it clear that neither student organizations nor the speakers they bring to the campus necessarily represent the view of the entire body, the faculty, or the administration.

SECTION 6.

Students shall be free to organize and join organizations for educational, political, religious, or cultural purposes on or off campus. The fact of affiliation with an extramural association or national organization or political party shall not, of itself, bar a group recognition. The administration, faculty, or student body shall not discriminate against a student because of membership in any such organization.

SECTION 3.

Said act or resolve will be suspended pending the outcome of the All College Assembly or written ballot. The vote shall take place within ten (10) academic days of the receipt of the petition by the Student Government Association President.

SECTION 4.

Twenty percent of the student body must vote in either the All College Assembly or on the written ballot to make it valid. The majority of the voting shall either affirm or annul said act or resolve.

ARTICLE XI - THE BLUE KEY AWARD

To provide recognition for worthy and outstanding students, the Student Government Association bestows the Blue Key Award. Each winner receives a certificate at the Awards Banquet held annually in the Spring.

ARTICLE XII - STUDENT GOVERNMENT ASSOCIATION LEGAL COUNSEL

Legal aid to students and the Student Government Association will be available by appointment. An appointment to see a lawyer may be made by contacting the Student Government Association Office in advance. At other times, students may have phone or office consultations during business hours by calling the attorney's office. Hours are 9:00 A.M. to 5:00 P.M., Monday through Friday, excluding holidays.

A broad range of legal advice and representation is provided by this program and is financed by the Student Government Association with Student Activities Fees. No additional legal fee is charged to any individual student for services covered by this program.

ARTICLE XIII - CLUB ALLOCATION PROCESS

No club shall be allocated any funding if they have not conformed to the process of acquiring funds as established by the Finance Committee.

ARTICLE XIV - ADDITIONAL STUDENT GOVERNMENT ASSOCIATION SEATS

The Third World Organization was allotted one (01) Student Government Association seat for each academic year.

BUDGET PROPOSAL

I. EXPENSES

Purpose: To pay karate instructor.

Description: For classes, \$15 dollars a semester in dues.

Computation of cost: \$1,000 dollars for the class for a full year.

Requesting from senate: \$500

II. Fundraiser

Purpose: To pay for the rest of expenses.

To: The Finance Committee
From: Herbert Bacon (President)
Re: Biology Club Picnic

Seilers will be catering a \$180.00 picnic on October 6 for the Biology Club. Everyone is invited. There will be enough food for 40 +/- people. We would appreciate half of this amount being allocated to us. (\$90.00)

Sincerely,

Herbert A. Bacon

Biology Club President

STUDENT GOVERNMENT ASSOCIATION
 WSC-TV FUND ALLOCATION PROPOSAL
 FALL 1993

New Equipment

WSC-TV is starting up as Westfield State College's student-run cable television station. In order for members of WSC-TV to produce programming throughout the campus, certain pieces of equipment need to be purchased. Those items mainly include videotape recording and editing equipment.

The following line items are quotes received on September 9, 1993 from H.B. Communications in Connecticut. WSC-TV has learned these prices are rising on October 1 by as much as 10%.

Qty	Item	Price
<u>Editing Equipment</u>		
2	Panasonic AG-1970 S-VHS decks (\$1,270. ea.)	2,540.00
1	Panasonic AG-A96 edit controller	380.00
2	Panasonic CT-1383Y Monitors (\$285. ea.)	570.00
<u>Miscellaneous</u>		
20	Maxell ST-31 S-VHS Videotape (\$6.75 ea.)	135.00
1	Electrovoice EV-635A microphone	145.00

		\$3,770.00

Equipment Reallocation

Currently SGA owns video equipment that was purchased for Class use and the taping of Senate Meetings.

WSC-TV wishes to cover more on-campus events and requests the reallocation of current SGA-owned video equipment from the Media Services Department to WSC-TV.

Qty	Item	Current Location
1	Panasonic AG-190 Camcorder (AC-supply, Cords, 2 batteries, Case) Serial #AIHB00613 Purchased 3/91	Media Services
1	Velbon-Stratos 470 Tripod Purchased 3/91	Media Services
1	Panasonic VHS VCR WSC#22295 Purchased 4/91	Media Services

WSC-TV will adhere to all stipulations as dictated by SGA regarding the use of this equipment.