



STUDENT GOVERNMENT ASSOCIATION

CONSTITUTION AND BYLAWS

WESTFIELD STATE UNIVERSITY STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

ARTICLE I

NAME

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

ARTICLE II

PURPOSE

Section 1: MISSION

The Student Government Association at Westfield State University, the longest-standing open forum on-campus, serves as the bridge between student needs and the administrative direction of the University. Our organization represents the voice of undergraduate students in the governance of the University through service on committees and engagement in the community.

Section 2: VISION

The Student Government Association strives to empower students to engender change at the University, nurture a culture of student leadership and success, and facilitate personal and professional development among all student leaders.

Section 3: VALUES

1. Responsible Stewardship
 - a. We lead by example and take the utmost care over our responsibilities in governance.
2. Compassionate Leadership
 - a. We strive to develop empathetic leadership skills through listening, connectivity, and advocacy.
3. Innovative Thinking
 - a. We foster a culture of creativity and strategic planning that positively impacts our fellow students over the long-term.
4. Belonging & Inclusion
 - a. We believe that our differences are our strength as we represent the needs of a diverse student body.
5. Accountability & Reflection
 - a. We provide opportunities for leaders to develop a positive growth mindset to reflect the best possible version of themselves.
6. Fostering Opportunity
 - a. We construct avenues for all students to have their voices heard and respected in our governance process.
7. Providing Transparency
 - a. We commit to being open and honest in our decision-making process and discussions with our community.

ARTICLE III

MEMBERSHIP AND STRUCTURE

SECTION 1 – MEMBERSHIP

- A. All members of the SGA must be enrolled at Westfield State University (WSU) as fully matriculated students and have paid their current Student Activities Fee.
- B. All representatives, elected or appointed, must be part of, their respective constituency.
- C. All members of the SGA shall serve in their positions for a period of one (1) academic year beginning June 1st and ending May 31st of the following year, with the exception of the Student Trustee and the Vice President of Finance who shall remain in office till June 30th 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 and fulfill their general and specific responsibilities outlined within the proper section and or subsection of the SGA constitution.
- E. All members of the SGA are expected to act as role models in adhering to the SGA constitution and bylaws and exhibiting behavior suitable to the student leadership position.
- F. Any member exhibiting behavior which impinges on the integrity of the SGA will be subject to removal from the SGA pursuant to procedures within Article X

SECTION 2 – STRUCTURE

A. EXECUTIVE COUNCIL:

- 1. President
- 2. Vice Presidents
 - a. Vice President of Student Life
 - b. Vice President of Academic Life
 - c. Vice President of Finance
 - d. Vice President of Student Belonging and Inclusion
 - e. Vice President of Community Engagement & Outreach
- 3. Parliamentarian
- 4. Executive Secretary
- 5. Student Trustee

B. SENATE:

- 1. All members of the Executive Council (ex-officio)
- 2. Six (6) Representatives-at-Large
- 3. One (1) Student-Athlete Advisory Council Representative
- 4. One (1) Veteran & Military Services Representative
- 5. One (1) First-Generation College Student Representative
- 6. One (1) Transfer Student Representative
- 7. One (1) Banacos Academic Center Representative
- 8. Eight (8) College Representatives, four (4) from the College of Professional Studies, and four (4) from the College of Arts & Sciences
- 9. Four (4) Class Presidents, one (1) from each class (ex-officio)
- 10. Sixteen (16) Class Representatives, four (4) from each class
- 11. One (1) Hall Representative per 100 students in each residence hall
- 12. One (1) Commuter Council President (ex-officio)
- 13. One (1) Commuter Council Representative per 250 commuting students
- 14. Four (4) Unity Council Representatives
- 15. One (1) Campus Activities Board Representative

ARTICLE IV
EXECUTIVE COUNCIL DUTIES

SECTION 1 – FUNCTION

- A. The Executive Council is to work together and with the Senate 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 (1) a week while classes are in session:
 - 1. The President or any four (4) voting members of the Executive Council may call a special Executive Council Meeting.
- B. The agenda 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 make regular reports to the Senate.
- D. Shall be collectively and individually responsible for the execution and follow-up of acts passed by the Senate.
- E. Shall work on all agendas for SGA meetings.
- F. Shall not be permitted to hold an office of the Executive Council unless they plan to be physically present to attend all prescribed duties outlined in his constitution and its bylaws for the duration of one (1) academic year except in cases of resignation, academic withdrawal, or early graduation.
- G. Shall not serve as a member of the general Senate and Executive Council concurrently.
- H. Shall hold open forums as needed.
- I. Shall be knowledgeable of and willing to assist in SGA procedures.
- J. Shall adhere to the attendance bylaws.
- K. Shall attend events and functions applicable to their role.
- L. Shall serve as liaison to all relative committees.

SECTION 3 - INDIVIDUAL EXECUTIVE COUNCIL OFFICERS

A. PRESIDENT:

- 1. Shall preside over the Executive Council meetings.
- 2. Shall work to ensure that all Executive Council members are attending to their duties as assigned by the constitution and bylaws.
- 3. Shall preside over the SGA Meetings unless a Chair is designated by the President:
 - a. Must act impartial while in the role of chair.
 - b. May delegate chair to any member of the Legislative or Executive Council if they deem it necessary, or may share duties of chair with a member of the Senate or Executive Council.
- 4. Shall appoint or approve chairs and members of all committees unless the constitution or bylaws specify otherwise.
- 5. May remove a committee member or chair if they are not performing duties as set by the bylaws.
- 6. Shall act as the official liaison for the SGA in all matters.
- 7. Shall have the power to veto over any action taken by the Senate:
 - a. If a presidential veto is exercised after the close of an SGA Meeting, the President must notify all members of the SGA via email and must

be announced at the following general meeting of the SGA.

- b. A veto must occur prior to the minute's approval from the meeting in which the act of the Senate occurred.
 - c. Shall report any veto to the Executive Secretary within twenty-four (24) hours of the veto occurring (Refer to Article V Section 3 Letter F Number 5.)
 - d. Veto power shall not be handed down to any other member acting in the place of the President.
8. Shall establish, post, and be available for meetings, for a minimum of five (5) hours per week in the SGA Office.
 9. Shall set the agenda for all regularly scheduled SGA Meetings with the approval of the Executive Council.
 10. The President, in order to be elected, must have served at least one (1) academic year on SGA in any capacity.
 11. Shall meet with the University President on a routine basis.

B. VICE PRESIDENT OF STUDENT LIFE

1. Shall assist the President in all duties, and serve as Chair of the SGA Meeting whenever directed by the President.
2. Shall assume the duties of the President in their absence.
3. Shall monitor and report all issues relevant to students in the areas, including but not limited to, the areas of Student Conduct, Residential Life, commuter concerns and Public Safety to both the Executive and Legislative Councils.
4. Shall be a member of the Student Affairs Committee and shall appoint members as needed.
5. If the position of President is vacant, the Vice President of Student Life shall, within three (3) legislative meetings, fill this position themselves and appoint a Vice President of Student Life or announce an appointment of a new President. Changes must be approved by a two-thirds (2/3) vote of the Senate.
6. Shall consult with applicable department heads
7. Shall serve as the liaison to Health Services and Counseling Services.

C. VICE PRESIDENT OF ACADEMIC LIFE

1. Shall assist the President in all duties.
2. Shall assume the duties of the President in their absence and in the absence of the Vice President of Student Life.
3. Shall monitor and report all issues relevant to academic life to the Division of Academic Affairs and the Senate.
4. Shall monitor the work of all committees falling under the Vice President of Academic Life (Refer to Appendix A).
5. Shall work with the Student Trustee to oversee all Representatives-at-Large.
6. Shall establish, post, and spend a minimum of four (4) hours per week in the SGA office.

D. VICE PRESIDENT OF FINANCE

1. Shall assist the President in all duties.
2. Shall assume the duties of the President in their absence and in the absence of the Vice President of Student Life and the Vice President of Academic Life.
3. Shall be responsible for working in conjunction with the SGA Advisor to oversee all SGA accounts.
4. Shall serve as the chair of the Finance Committee.

5. Shall abide by all policies dealing with the allocations of SGA funds as set in the bylaws.
6. Shall have access to all financial transactions having to do with the operations, programming, contingency and reserve accounts.
7. Shall report all relevant transactions having to do with club accounts to the SGA.
8. Shall report all transactions, proposals and reports to the Executive Council.
9. Shall act as the Representative to the Westfield State Foundation, Inc. Board of Directors. In the event that the Vice President of Finance cannot attend this meeting, the Vice President of Finance will work in conjunction with the President of SGA to appoint a suitable designee.
10. Shall work with the Parliamentarian in order to ensure that all clubs are in good standing.
11. Shall co-chair and oversee the SGA Club Representative Committee with the Vice President of Student Life(or designee appointed by the SGA Executive Council).
12. Shall establish, post and spend a minimum of four (4) hours per week in the SGA Office.

E. VICE PRESIDENT OF BELONGING & INCLUSION

1. Shall assume the duties of the President in the absence of the President, the Vice President of Student Life, the Vice President of Academic Life, and the Vice President of Finance.
2. Shall monitor and report all issues and initiatives related to students in affinity groups, (LGBTQIA+ organizations, and student disability services.)
3. Shall report all relevant information to the Executive Council.
4. Shall establish, post, and spend a minimum of four (4) hours per week in the SGA Office.
5. The Vice President of Student Equity, in order to be elected, must have served at least one (1) semester on a campus affinity group or LGBTQIA+ organization.
6. Shall sit on the Blue Key Committee.

F. VICE PRESIDENT OF OUTREACH

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, the Vice President of Academic Life, the Vice President of Finance, and the Vice President of Student Belonging and Inclusion.
3. Shall be charged with creating a comprehensive marketing strategy and coordinate and distribute Senator of the Month (on an as need basis).
4. Shall be chair of the Blue Key Committee with duties and responsibilities associated with the selection of the annual Blue Key Award.
5. Shall be chair of the Owl Ball Committee and work in cooperation with SGA advisor(s) for preparations associated with the annual Owl Ball.
6. Shall coordinate the annual SGA Awards Ceremony in cooperation with SGA Advisor(s) for preparations associated with the SGA Awards Ceremony.
7. Shall establish, post, and spend a minimum of four (4) hours per week in the SGA Office.
8. Shall attend club trainings.

9. Shall serve as chair of the Neighborhood Advisory Board or shall appoint an alternate.
10. Shall work in conjunction with the SGA Executive Council to plan and implement the annual Turkey Drive.
11. Shall be the point person for all SGA related fundraising, charity, or community related programs.

G. PARLIAMENTARIAN

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, the Vice President of Academic Life, the Vice President of Finance, the Vice President of Outreach, and the Vice President of Student Belonging and Inclusion.
3. All other duties are prescribed under Article VII.

H. EXECUTIVE SECRETARY

1. Shall assume the duties of the President in the absence of the President, the Vice President of Student Life, the Vice President of Academic Life, the Vice President of Finance, the Vice President of Outreach, the Vice President of Student Belonging and Inclusion, and the Parliamentarian.
2. Shall be responsible for the minutes of all regular and executive council SGA meetings. These responsibilities include:
 - a. Shall record the minutes or be responsible for the supervision of any person recording and/or transcribing the minutes in the absence of the Executive Secretary.
 - b. Shall be responsible for sending transcribed minutes to SGA advisor(s) no later than Friday morning of the week the SGA meeting is held unless special arrangements are made between the Executive Secretary and SGA advisor(s).
 - c. Ensure that minutes of all SGA meetings are distributed weekly via email; in accordance with SGA bylaws.
3. Shall be responsible for informing all members of the Senate of any presidential veto within two (2) business days by email of being informed by the President and must be announced at the next SGA Meeting during the Executive Secretary's report.
4. Shall be responsible for the maintenance and publication of the attendance at all SGA Meetings and the attendance records for all committee meetings.
5. Shall track current SGA Senate office hours.
6. Shall be responsible for informing the President of any necessary procedures for the removal of any members of SGA who violates the Attendance Bylaws.
7. Shall be responsible for the distribution of the New Senator Packet which shall include, but not be limited to, the SGA Constitution, SGA Parliamentary Reference Guide, the Summary of Responsibility Sheet and the SGA Executive Council Contact Sheet. The packet will be distributed to each new Senator who is appointed or elected after the initial distribution of the Senator Binder.
8. Shall be responsible for coordinating SGA sponsored elections during the fall and spring semester in cooperation with SGA advisor(s).
9. Shall be an ex-officio non-voting member of all SGA Committees.
10. Shall establish, post, and spend a minimum of four (4) hours per week in the SGA Office.

11. Shall be responsible for the timely distribution of the Senator Binders which shall include, but not be limited to, the SGA Constitution, the Duties of Senate Members, current academic year Committee List and the Executive Council Contact Sheet. The Senator Binder will be distributed to the SGA Representative Mailboxes before the first meeting of the academic year.

I. STUDENT TRUSTEE

1. Shall attend all regular, annual, and special meetings of the Board of Trustees.
2. Shall assume the duties of the President in the absence of the President, the Vice President of Student Life, the Vice President of Academic Life, the Vice President of Finance, the Vice President of Student Life, the Parliamentarian, and the Executive Secretary.
3. Shall attend all regular, annual, and special meetings of the Board of Trustees.
4. Shall serve on all standing committees assigned to them by the Chair of the Board of Trustees.
5. Shall report all relevant information to the Executive Council and Senate 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 their ability.
 - 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 their ability.
6. Shall represent WSU at all state meetings as deemed necessary by the Student Trustee and in conjunction with the Executive Council.
7. Shall serve as liaison between Westfield State University and the Commonwealth of Massachusetts.
8. Shall be responsible to keep Westfield State University students informed of issues on the state level.
9. Shall represent the interests of the student body and Westfield State University in all dealings as trustee.
10. Shall work with the Vice President of Academic Life to oversee all Representatives- at-Large.
11. Shall adhere to the bylaws of the Board of Trustees of Westfield State University.
12. Shall establish, post, and spend a minimum of five (5) hours per week in the SGA Room.
13. The Student Trustee, in order to be elected, must have served on SGA for at least one (1) Academic Year in any capacity.

ARTICLE IV **SENATE**

SECTION 1 – FUNCTION

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

SECTION 2 - RIGHTS AND RESPONSIBILITIES

- A. Shall meet at least once (1) 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 Senate by way of a floor vote or petition:

- a. 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 unless otherwise stated.
- C. Shall elect a Parliamentarian who shall perform the duties described in Article VII.
- D. Quorum for all SGA Meetings shall be fifty percent (50%) plus one (1) of the total membership.
- E. All meetings shall be open to the public in accordance with the Open Meeting Bylaws (See SGA Bylaws, Article VII).
- F. The Senate reserves the right to remove an inadequate chair by a two-thirds (2/3) vote (if the chair is not fulfilling their duties) for nomination and election procedures.
- G. The Senate shall make all final decisions for allocation of SGA funds to SGA recognized clubs and organizations after receiving a recommendation, whether it be positive or negative, from the Vice President of Finance on behalf of the Finance Committee.
- H. The Senate, upon the recommendation of the Rules and Regulations Committee, may vote to revoke SGA's acceptance of a student club or organization by a two-thirds (2/3) majority.
- I. The Senate may direct the Executive Council, or any member thereof, to take any action deemed necessary for the proper conduct of business by a two-thirds (2/3) vote.
- J. The Senate may enact all legislation necessary and proper for the fulfillment of its aforementioned duties, as long as it is consistent with their function
- K. The Senate may override a presidential veto by a two-thirds (2/3) vote. The override vote must occur in the week following the announcement of the Executive Secretary, to Senate, that a veto has occurred.

SECTION 3 – POSITION SPECIFIC RESPONSIBILITIES.

A. Representatives-at-Large

1. Shall be elected by and among the undergraduate day student population.
2. Shall serve on the Student Affairs Committee (SAC).
3. Shall collectively meet at least once per month alongside the Vice President of Academic Life and the Student Trustee to discuss strategic initiatives.

B. Student-Athlete Advisory Council (SAAC) Representative

1. Shall be appointed on a rotating basis by the Student-Athlete Advisory Council (SAAC).
2. Shall be a varsity student-athlete.
3. Shall act as a liaison between the Student-Athlete Advisory Council (SAAC) and the Student Government Association (SGA).
4. Shall not be required to fulfill community engagement hours or serve on committees as stipulated under the Legislative Accountability Bylaws.

C. Veteran & Military Services Representative

1. Shall be appointed by the Office of Veteran & Military Services.
2. Shall be an active-duty military member, veteran, and/or military-connected student.
3. Shall act as a liaison between the Office of Veteran & Military Services and the Student Government Association (SGA).
4. Shall meet with the Director of the Office of Veteran & Military Services on a

routine basis.

5. Shall not be required to fulfill community engagement hours or serve on committees as stipulated under the Legislative Accountability Bylaws.

D. First-Generation College Student Representative

1. Shall be elected by and among first-generation college students.
2. Shall be a first-generation college student as defined by the TRiO Program.
3. Shall act as a liaison between the LEAD Scholars Program, TRiO Program, and the Student Government Association (SGA).
4. Shall meet with the Director of the LEAD Scholars Program and the Director of the TRiO Student Support Services Program on a routine basis.
5. Shall serve as a member of the Standing Committee on Belonging & Inclusion.

E. Transfer Student Representative

1. Shall be elected by and among transfer students.
2. Shall be a student who transferred from another two-year or four-year higher education institution.
3. Shall act as a liaison between the Office of Academic Advising & Transfer Transition and the Student Government Association (SGA).
4. Shall meet with the staff member responsible for transfer transition on a routine basis.

F. Banacos Academic Center Representative

1. Shall be appointed by the Banacos Academic Center.
2. Shall be a student enrolled in a service offered by the Banacos Academic Center.
3. Shall act as a liaison between the Banacos Academic Center and the Student Government Association (SGA).
4. Shall meet with the Director of the Banacos Academic Center on a routine basis.
5. Shall serve as a member of the Standing Committee on Belonging & Inclusion.

G. College Representatives

1. Shall be elected by and among students enrolled in each respective college.
2. Shall be a student majoring in a program within the respective college.
3. Shall meet with their respective college dean on a routine basis.
4. Shall serve on at least one (1) academic-based committee.

H. Class Council Presidents

1. Shall be elected by and among students within their respective class.
2. Shall be a student enrolled in that specific class.
3. Shall fulfill all responsibilities as outlined in the class council constitution.
4. Shall report on all activities pertaining to the class council.

I. Class Council Representatives

1. Shall be elected by and among students within their respective class.
2. Shall be a student enrolled in that specific class.
3. Shall fulfill all responsibilities as outlined in the class council constitution.

J. Hall Representatives

1. Shall be elected by and among the residents within their respective residence hall.
2. Shall be a resident of that specific hall.

3. Shall meet with the director of their respective residence hall on a routine basis.
4. Shall serve as a member of the Standing Committee on Residential Life.
5. No student hired as a residential assistant may serve concurrently as a hall representative.

K. Commuter Council President

1. Shall be elected by and among the commuting student population.
2. Shall be a commuting student.
3. Shall fulfill all responsibilities as outlined in the Commuter Council Constitution.
4. Shall report on all activities pertaining to the Commuter Council.

L. Commuter Council Representatives

1. Shall be elected by and among the commuting student population.
2. Shall be a commuting student.
3. Shall fulfill all responsibilities as outlined in the Commuter Council Constitution.

M. Unity Council Representatives

1. Shall be elected by the Unity Council.
2. Shall concurrently be a member of a registered student organization classified under the Faith, Heritage, and Identity category.
3. Shall serve on the Standing Committee on Belonging & Inclusion.

N. Campus Activities Board (CAB) Representative

1. Shall be appointed by the Campus Activities Board (CAB).
2. Shall act as a liaison between the Campus Activities Board (CAB) and the Student Government Association (SGA).
3. Shall report on strategic initiatives and spending by the CAB.
4. Shall serve as a member of the Standing Committee on Club Relations & Programming Strategy.

ARTICLE V

VACANCIES

SECTION 1: PRESIDENTIAL VACANCY

A. Line of Succession is as follows:

1. Vice President of Student Life
2. Vice President of Academic Life
3. Vice President of Finance
4. Vice President of Belonging & Inclusion
5. Vice President of Community Engagement & Outreach
6. Executive Secretary
7. Parliamentarian
8. Student Trustee

B. In the event that the position of President is vacant, the Vice President of Student Life (or the next person in the line of succession) shall assume the duties as Acting President. Should the Vice President of Student Life be interested in remaining in the presidential role, then they, within three (3) legislative meetings, shall be confirmed by a third-thirds (2/3) majority vote of the Senate, which shall be held by secret ballot, for the remainder of the unexpired term.

1. Should the President not be confirmed or if the Vice President of Student Life

does not wish to remain in the presidential role, then there shall be an internal election through a process of exhaustive ballots to fill the position for the remainder of the unexpired term. Any member who meets the qualifications required to be President may run in this election.

SECTION 2: EXECUTIVE COUNCIL VACANCIES

- A. In the event that a position on the Executive Council (with the exception of the President) is vacant, then the President shall, in consultation with members of the Executive Council, conduct interviews of qualifying candidates for the position. The President shall then appoint, subject to a two-thirds ($\frac{2}{3}$) majority vote of the Senate held by secret ballot, an individual to fill the position for the remainder of the unexpired term.

SECTION 3: SENATE VACANCIES

- A. Appointment by the SGA
 - 1. Two (2) members of the Executive Council shall conduct interviews for individuals interested in filling unfilled positions under this clause. They shall submit their recommendation to the Executive Council, who may, by a fifty percent (50%) plus one (1) majority, recommend that the Senate confirm the appointment. The Senate may confirm the appointment by a fifty percent (50%) plus one (1) majority vote.
 - 2. Positions that are subject to this clause include:
 - a. Representatives-at-Large
 - b. First-Generation College Student Representative
 - c. Transfer Student Representative
 - d. College Representatives
 - e. Hall Representatives
- B. Appointment by Other Appointing Authorities
 - 1. Vacancies for positions that are appointed by an external authority, including class councils and the commuter council, shall be filled by these respective organizations, subject to confirmation by the Senate by a fifty percent (50%) plus one majority vote.
 - 2. Positions that are subject to this clause include:
 - a. Veteran & Military Services Representative
 - b. Banacos Academic Center Representative
 - c. Class Presidents
 - d. Class Representatives
 - e. Commuter Council President
 - f. Commuter Council Representatives
 - g. Unity Council Representatives
 - h. Campus Activities Board Representative

ARTICLE VI THE PARLIAMENTARIAN

SECTION 1: DUTIES AND RESPONSIBILITIES

- A. Shall serve SGA as the ex officio authority of Robert's Rules of Order and make certain that all meetings are run in accordance with the current edition of Robert's

Rules of Order.

- B. Shall serve as Chair whenever there is a motion on the floor as directed.
- C. Shall serve as Chair of the SGA Meeting whenever directed by the President.
- D. Shall serve as Chair of the Rules and Regulations Committee.
- E. Shall monitor all SGA club, organization, and class council constitutions and ensure that all constitutions meet current SGA standards.
- F. Shall review and approve all resolutions brought forth by members of the Senate.
 - 1. The Parliamentarian may only check for procedural matters that may affect the resolution and will always remain impartial.
- G. Shall refrain from all voting while acting as chair, unless needed to break a tie.
- H. Shall be responsible for the upkeep of the Constitutional Journal (Refer to Article XI).
- I. Shall establish, post, and spend a minimum of four (4) hours per week in the SGA Office.
- J. The Parliamentarian, in order to be elected, must have served on SGA for at least one (1) Academic Semester in any capacity.

SECTION 2: THE CONSTITUTIONAL JOURNAL

- A. It shall be the duty of the Parliamentarian to maintain an updated Constitutional Journal.
- B. The Constitutional Journal shall consist of three (3) sections:
 - 1. A copy of the current SGA Constitution and Bylaws
 - 2. A History of the Constitution, containing a record of every proposed amendment to the Constitution or Bylaws. A record should include the Amendment as presented to the Senate, a copy of the debate over passage as taken from the official SGA minutes, and the results of the vote(s).
 - 3. A Constitutional Archive, containing older copies of the Constitution and Bylaws.
- C. The Constitutional Journal shall be made available to the University Community for viewing whenever the SGA Office is open; however, the original copy of the journal must not be removed from the SGA Office.

ARTICLE VII

RULES AND REGULATIONS COMMITTEE

SECTION 1 - PURPOSE

- A. To uphold and interpret the Constitutions and Bylaws of the SGA and all registered student organizations (RSO).

SECTION 2- COMMITTEE MEMBERSHIP

- A. The Parliamentarian of the SGA shall be an ex officio member of the Rules and Regulations Committee and act as Chair. The Parliamentarian shall only vote in the event of a tie.
- B. The Vice President of Finance shall be an ex officio member and shall serve as Vice-Chair of the committee.
- C. A minimum of one (1) but a maximum of two (2) members of the Senate from each class, although not necessarily a class council representative, shall be nominated and elected by the Senate.

SECTION 3 - RIGHTS AND RESPONSIBILITIES

- A. Only the Parliamentarian or the Vice President of Finance or a designee of their choosing may speak on behalf of the committee after a vote has been taken within the Rules and Regulations Committee.
- B. The Committee shall be responsible for all necessary interpretations of the SGA Constitution as requested by the SGA.
- C. The Parliamentarian shall keep an updated log of all decisions and/or statements that shall be used as an official log when future decisions are made.
- D. Members of the committee shall be nominated and elected by another member of their class through exhaustive ballot.
 - 1. Positions on the committee are not reserved for members of class council, but any member of the class that is apart of the SGA.
- E. The Parliamentarian is responsible for reporting all relevant information to the Rules and Regulations Committee.
- F. All decisions made by the Rules and Regulations Committee pertaining to the acceptance or denial of registered student organizations shall be confirmed by the Senate by a fifty percent (50%) plus one (1) majority vote.
 - 1. Alternatively, the Senate may vote to request that the Rules & Regulations Committee undertake additional deliberations. Prior to this vote, the Constitution for the club or organization shall be provided to SGA members and the Parliamentarian shall provide the detailed recommendation of the Rules & Regulations Committee. A representative from the club or organization shall be given the opportunity to speak before the Senate prior to this vote regardless of the recommendation of the Rules & Regulations Committee.
- G. The Rules and Regulations Committee is authorized to review all current and proposed student clubs and/or organizations for official recognition status. The committee may deny official SGA recognition and/or funding based on the following grounds as interpreted by Rules and Regulations Committee members:
 - 1. Budget considerations
 - 2. Student Safety Considerations.
 - 3. Duplication or similar clubs or organizations already in existence
 - 4. Lack of adequate student interest or participation
 - 5. Lack of active advisors
 - 6. Lack of proper constitution
 - 7. Noncompliance with hazing and/or other state/federal regulations.
- H. The Rules and Regulations Committee is authorized to require all proposed and current clubs to file an annual Club Information Form with the SAIL Department. The form will consist of the:
 - 1. Name of club
 - 2. Name and signature of advisor
 - 3. Name of all active/proposed members
 - 4. Name of officers (existing clubs only)
 - 5. Organization Constitution
- I. In the event that the Rules and regulations Committee has not been formed, all rights and responsibilities will be deferred to the Executive Council.
- J. In the event that the Rules and regulations Committee cannot meet, the Parliamentarian, in conjunction with the SGA advisor(s), may move some or all business to the executive council.

SECTION 4 – RIGHT TO APPEAL

- A. In the event that a prospective club or organization is denied to be registered under the Student Government Association or if the official registration for a club or organization is revoked, the club or organization may file an appeal with the Special Committee on Appeals within five (5) business days of SGA's decision via a form maintained by the Parliamentarian. An appeal may be considered by the Committee under the following circumstances:
 - 1. Allegations of a material procedural error in the denial or revocation of the club's recognition under the established procedures that would substantially change the outcome.
 - 2. To contest the evidence used against the club or organization.
 - 3. Allegations that the rules established under the Constitution and Bylaws, pertaining to the denial of recognition or derecognition of clubs and organizations were improperly applied.
 - 4. Allegations of improper treatment by the Rules & Regulations Committee or the SGA in reference to the denial of recognition or derecognition of the club or organization.
- B. The Special Committee on Appeals shall arrange for a hearing within five (5) business days of the submission of the appeal form. The club or organization shall be allotted time to speak and answer questions posed by the Committee. During this period, the club or organization shall be allowed to have a person of their choice (faculty, staff, or librarian) present for advice and counsel. This individual may speak during the designated period. The Committee shall then deliberate with only the SGA Advisor(s) and/or other Student Affairs official present.
- C. Should the Committee, by a fifty percent (50%) plus one (1) majority vote of its membership, hold that the charges outlined in Subsection A of this section are valid, then the club or organization shall be deemed to be registered under the Student Government Association.

ARTICLE VIII SPECIAL COMMITTEE ON APPEALS

SECTION 1 - PURPOSE

- A. The Special Committee on Appeals is charged with hearing appeals related to decisions made regarding the removal of a member of the SGA and the denial or revocation of a club or organization's official recognition by the SGA.

SECTION 2 – RECORD & MANNER OF PROCEEDINGS

- A. All proceedings held in accordance with this article shall be held in executive session consistent with M.G.L. ch.21A §1 (Open Meeting Law).
- B. All records pertaining to this article, including correspondence, reports, and other Materials, shall be submitted to and retained by the Parliamentarian. These documents may only be reviewed internally by appropriate individuals, except in the case of a public records request.
- C. All votes shall be taken by secret ballot.
- D. An SGA Advisor and/or other Student Affairs official must be present at all meetings to provide advice and counsel to the Committee.
- E. The requirements for an appeal to be considered, procedures for hearings, and minimum votes required for a successful appeal are detailed in their respective

articles.

SECTION 3 – MEMBERSHIP

- A. In the event that an appeal is raised, then the President, in consultation with the SGA Advisor(s), shall randomly select five (5) members of the SGA to serve as members of the Special Committee on Appeals for the sole consideration of the appeal in question.
 1. No members shall be appointed that have a conflict of interest in the specific matter. All members of the SGA are expected to recognize when other potential conflicts of interest (i.e., close relationships) exist that may prevent the SGA from providing an impartial, independent appeal process.
 2. For matters related to the removal of a member under Article X, Section 5, no members of the Rules & Regulations Committee may serve on this Committee.
 3. For matters related to the denial or revocation of club or organization's official recognition by the SGA, no members of the Rules & Regulations Committee or the club in question may serve on this Committee.

ARTICLE IX **REMOVAL OF SGA MEMBERS**

SECTION 1 - PURPOSE

- A. As a governing body, members of the Student Government Association are expected to be professional and abide by all standards detailed within the Constitution and Bylaws of the SGA. It is recognized, however, that failing to uphold these standards may warrant the removal of a member of the SGA.

SECTION 2 – RECORD & MANNER OF PROCEEDINGS

- A. All proceedings held in accordance with this article shall be held in executive session consistent with M.G.L. ch.21A §1 (Open Meeting Law).
- B. All records pertaining to this article, including correspondence, reports, and other materials, shall be submitted to and retained by the Parliamentarian. These documents may only be reviewed internally by appropriate individuals, except in the case of a public records request.
- C. All votes shall be taken by secret ballot.
- D. No member subject to removal may vote on motions pertaining to their own removal or engage in deliberations unless otherwise specified in this article.
- E. An SGA Advisor and/or other Student Affairs official must be involved at all stages of the below processes for advice and counsel.

SECTION 3 – ATTENDANCE & GPA REQUIREMENT VIOLATIONS

- A. Should a member of the SGA fail to meet the minimum requirements set under the Attendance Bylaws or the minimum GPA requirements set under the Legislative Accountability Bylaws, then the President shall, in consultation with the Executive Secretary and SGA Advisor(s), remove the member. The member shall be informed in writing of this decision, with the member being removed effective at the receipt of this written notice. They shall also be informed of their opportunity to appeal.
- B. A member removed under this section may appeal the decision of the President to the Special Committee on Appeals within five (5) business days of the decision

through an appeal form maintained by the Parliamentarian. An appeal may be considered by the Committee under the following circumstances:

1. Allegations of a material procedural error in the removal of the member under the procedures established under this section that would substantially change the outcome.
 2. To contest the evidence used against the member in their removal.
- C. The Special Committee on Appeals shall arrange for a hearing within five (5) business days of the submission of the appeal form. The removed member shall be allotted time to speak and answer questions posed by the Committee. During this period, the removed member shall be allowed to have a person of their choice (faculty, staff, or librarian) present for advice and counsel. This individual may speak during the designated period. The Committee shall then deliberate with only the SGA Advisor(s) and/or other Student Affairs official present.
- D. Should the Committee, by a fifty percent (50%) plus one (1) majority vote of its membership, hold that the charges outlined in Subsection B of this section are valid, then the removed member shall be reinstated.

SECTION 4 – STUDENT CONDUCT

- A. Should a member of the SGA be subject to an active judicial file of a serious nature under the purview of the Office of Student Conduct, then the SGA Advisor(s), at their professional discretion, may suspend the member until the matter is resolved.
- B. Should the Office of Student Conduct and/or the Student Conduct Board hold that the member shall be removed from the SGA, then the SGA Advisor(s) shall be notified that the member has been removed.
- C. The removed member may petition for reinstatement through the appeal procedures outlined in the Student Handbook.
- D. Nothing in this section shall be applied to alleged violations of the Equal Opportunity, Nondiscrimination, and Title IX Plan. Alleged violations pertaining to the Plan will be handled according to the procedures outlined in the Plan.

SECTION 5 – GENERAL REMOVAL

- A. Any member of the SGA may submit a written charge against a fellow SGA member alleging certain violations that constitute removal via a form maintained by the Parliamentarian. A rationale and pertinent evidence (if available) shall be included.
- B. Violations that constitute removal from the Student Government Association under this section include:
1. Failure to adhere to the general and/or position-specific responsibilities outlined in the Constitution and Bylaws.
 2. Negligence in the performance of their duties.
 3. Financial Impropriety
 4. Gross Misconduct
 5. Serious Unprofessional Behavior
- C. Upon receipt of a written charge, the Parliamentarian shall convene the Rules & Regulations Committee within five (5) business days. The Committee shall hold a hearing to review the charge and shall allot a portion of the hearing for both the member who submitted the charge and the accused member (at separate portions of the hearing) to speak and answer questions, the latter of whom shall be allowed to have a person of their choice (faculty, staff, or librarian) present for advice and

counsel. This individual may speak during the designated period. At the conclusion of the hearing, the Committee shall deliberate (with only the SGA Advisor(s) and/or other Student Affairs official present) and may, by a two-thirds (2/3) majority vote of its membership, recommend that the SGA remove the member. The accused member shall be informed of the Committee's decision in writing by the Parliamentarian within twenty-four (24) hours.

- D. At the next full meeting of the SGA, the Parliamentarian shall report on the recommendation of the Rules & Regulations Committee. The accused member shall be given an opportunity to speak and answer any questions posed by fellow members with advice and counsel from a person of their choice (faculty, staff, or librarian). This individual may speak during the designated period. Following deliberations (with only the SGA Advisor(s) and/or other Student Affairs official present), the full SGA, by a two-thirds (2/3) majority of its present membership, may remove the member from their position. The member shall be informed in writing of this decision within twenty-four (24) hours, with the member being removed effective at the receipt of this written notice. They shall also be informed of their opportunity to appeal.
- E. A member removed under this section may appeal the decision of the SGA to the Special Committee on Appeals within five (5) business days of the decision through an appeal form maintained by the Parliamentarian. An appeal may be considered by the Committee under the following circumstances:
 - 1. Allegations of a material procedural error in the removal of the member under the procedures established under this section that would substantially change the outcome.
 - 2. To contest the evidence used against the member in their removal.
- F. The Special Committee on Appeals shall arrange for a hearing within five (5) business days of the submission of the appeal form. The removed member shall be allotted time to speak and answer questions posed by the Committee. During this period, the removed member shall be allowed to have a person of their choice (faculty, staff, or librarian) present for advice and counsel. This individual may speak during the designated period. The Committee shall then deliberate with only the SGA Advisor(s) and/or other Student Affairs official present.
- G. Should the Committee, by a fifty percent (50%) plus one (1) majority vote of its membership, hold that the charges outlined in Subsection E of this section are valid, then the removed member shall be reinstated.

ARTICLE X

AMENDING THE CONSTITUTION OR BYLAWS

SECTION 1 - GENERAL GUIDELINES AND RESTRICTIONS

- A. All constitutional or bylaw amendments must be sponsored by no fewer than five (5) Representatives.
- B. No amendment shall be made to the SGA Constitution or Bylaws unless it is in line with the function and interest of the SGA as a whole.
- C. All amendments to the constitution and its bylaws must be presented to the Executive Council and the Senate for informational purposes. The proposed constitutional amendment must be submitted to both parties by email within five (5) business days of being presented to the Legislative Council and Executive Council after its referral by the Rules and Regulations Committee.

SECTION 2 - CONSTITUTIONAL AMENDMENT PROCESS

- A. The SGA Constitution 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 prior to the review by the Senate. 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 Senate as to the constitutionality of the amendment proposed within two (2) weeks.
 3. The Senate 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 shall take a three fourths (3/4) vote.
 5. The Senate may tentatively approve the proposed amendment by a two-thirds (2/3) majority 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 Senate may, at the next regularly scheduled meeting, implement the proposed amendment by a three-fourths (3/4) majority vote after a tentative approval of two-thirds (2/3) majority vote.

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 prior to the review by the Senate. 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 Senate as to the constitutionality of the amendment proposed within two (2) weeks.
 3. The Senate is required to allow the initiating party of the proposed amendment to speak on the amendment.
 4. The Senate may approve and implement the proposed amendment with a two thirds (2/3) vote.

SECTION 4 – CONSTITUTIONAL REVIEW COMMITTEE

- A. Every three (3) academic years, a committee shall be formed for the purposes of reviewing the current constitution and bylaws and/or creating recommendations for amendments to the constitution and bylaws for submission to the Rules and Regulations Committee.
- B. The Committee shall be chaired by the parliamentarian and consist of no less than one (1) Representative from each class, although not necessarily a class council representative, and two (2) Executive Council members who are appointed by the President.
1. The Parliamentarian shall be an ex officio member and act as chair of the committee.
 2. The Parliamentarian has the discretion to determine the size of the Constitutional Review Committee.

3. Members of the Constitutional Review Committee may not sit on the Rules and Regulations Committee.
- C. The mission of this committee shall be to assure that the constitution, once approved, will be consistent with the current practices of the SGA.

**WESTFIELD STATE UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION BYLAWS**

**ARTICLE I
BLUE KEY AWARD BYLAWS**

Section 1 – Ad Hoc Committee on the Blue Key Awards

- A. The Vice President of Community Engagement & Outreach shall propose the formation of an ad hoc committee and develop a charge in accordance with the Committee Bylaws for the purpose of reviewing nominations submitted for the Blue Key Award no later than December 1st. The committee shall be charged in accordance with the Committee Bylaws no later than December 15th.
- B. The structure of the ad hoc committee may change year-to-year based on the needs of the SGA and current membership. At minimum, this ad hoc committee shall be comprised of at least one (1) SGA member elected by and among the SGA members from that class (no later than the last meeting of the fall semester) and be chaired by the Vice President of Community Engagement & Outreach. Additionally, the ad hoc committee must adhere to the provisions contained in this article regarding timeline and manner of proceedings.

Section 2 – Purpose of the Blue Key Award & Considerations

- A. The Blue Key Award is the highest honor given to a student at Westfield State University by the Student Government Association.
- B. Although questions on the candidate form and in the interview may change year-to-year, the following themes shall guide the selection of Blue Key Award recipients:
 - 1. Academic Excellence
 - 2. Campus & Community Involvement
 - 3. Positive Impact on Their Community
- C. Performance above-and-beyond expectations in any paid position (i.e., residential assistant, orientation leader, etc.) may be considered by the committee as campus involvement.

Section 3 – Nomination Procedures

- A. The Vice President of Community Engagement & Outreach, in consultation with the Ad Hoc Committee on the Blue Key Awards, shall develop an electronic form for the purpose of collecting nominations from members of the campus community no later than February 1st for review by the SGA advisors.
- B. The electronic nomination form shall be made available to the campus community by email and through other appropriate channels beginning on the second (2) Tuesday of February until the first (1) Tuesday of March.
- C. The Vice President of Community Engagement & Outreach, in consultation with the Ad Hoc Committee on the Blue Key Awards and the Standing Committee on Community Engagement & Outreach, shall ensure that publicity is optimized during this period.

Section 4 – Blue Key Award Selection Process

- A. Candidate Form
 - 1. Within one (1) business day of the closing of the nomination period, the Vice President of Community Engagement shall provide all nominees with an

electronic form, developed in consultation with the Ad Hoc Committee on the Blue Key Awards, that requests additional information.

- a. Additional information could include, but is not limited to, the nominee's involvement on and off campus, responses to an essay question of the committee's choice, etc.
 2. This form shall close after ten (10) business days, inclusive of any spring break. Nominees who submit the form shall be considered candidates moving forward through the process.
- B. Initial Review of Candidates
1. Within five (5) business days of the closure of the candidate form, the Ad Hoc Committee on the Blue Key Awards shall review all candidate forms in a blind fashion. Should more than ten (10) forms be submitted, the Ad Hoc Committee shall determine the ten (10) candidates to move forward in this process.
 2. Upon the determination of the ten (10) candidates that will move onto the interview stage, the Vice President of Community Engagement & Outreach shall inform each candidate of any additional information that the Ad Hoc Committee on the Blue Key Awards wishes to obtain, which shall be returned within five (5) business days of this notification.
- C. Interview Stage
1. Within five (5) business days of the selection of the candidates prescribed in Subsection B, the Ad Hoc Committee on the Blue Key Awards shall hold interviews with each candidate.
 2. Questions shall be standardized for all candidates and must be approved by the Ad Hoc Committee on the Blue Key Awards no later than March 1st
- D. Determination of Awards
1. Within five (5) business days of the conclusion of interviews, the Ad Hoc Committee on the Blue Key Awards shall meet to determine who among the candidates interviewed shall receive the Blue Key Award. A maximum of six (6) Blue Key Awards may be granted in any academic year.
 2. At the next full meeting of the SGA, the Vice President of Community Engagement & Outreach shall present the Ad Hoc Committee on the Blue Key Awards' recommendation on who shall receive the Blue Key Award. Bios and other information shall be provided to members of the SGA at least twenty-four (24) hours in advance. The SGA shall vote on accepting the recommendation by a fifty percent (50%) plus one (1) majority vote.

ARTICLE II

ELECTION BYLAWS

Section 1 – Signature Papers

- A. There will be no nomination papers, only signature papers.
- B. Signature Papers will be made available the second to last Friday of March.
- C. One will obtain no less than twenty-five (25) signatures from prospective constituents of that position.
- D. Prospective Candidates may not sign their own signature paper.
- E. Signature papers will be due at the end of the second week of the nomination period.
- F. Each signature paper will state the following clause:

1. I have read, understand, and agree to follow the Election Committee Bylaws.
- G. All candidates must be provided with a copy of job requirements/responsibilities and a copy of election guidelines upon submission of signature papers.
- H. No student may run for more than one (1) position on the Student Government Association Senate and/or Executive Council in the same election.
- I. Any qualifying student studying abroad during the election period may designate a representative to fill out their signature papers for them by informing the Executive Secretary, by email, who the representative will be
 1. The representative may sign their name at the bottom of the signature paper in place of the candidate.

Section 2 – Responsibility of the Executive Secretary with regards to Elections

- A. Distributing election paperwork according to specified timeline from Article III, Section 1, Clause B.
- B. Providing proper notification in appropriate locations, and in any other available means of campus communication, 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.

Section 3 – Election Procedures

- A. Timeline
 1. The first general meeting of the SGA shall be held on the first Tuesday following the start of the academic year. The first full meeting of the SGA shall be the fourth (4) meeting of each year. All elections must be completed prior to the first full meeting.
 2. Elections for the Executive Board, class officers, and Representative-At-Large positions will be held on the third Tuesday and Wednesday of April.
- B. Candidate Requirements
 1. A candidate may be disqualified if seen loitering or soliciting votes to students while voting. In addition, no other students will be allowed to loiter or solicit.
 2. Candidates may publish or post policy disagreements but may not disrespect or slander another candidate.
 3. No candidate may use SGA office materials for campaign promotions.
 4. No candidate shall promote their campaign until 5:00pm on the day the signature papers are due. This includes all posters and all electronic advertising.
 5. 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.
 6. Election results may be contested, prior to the last SGA meeting of the academic year in which the election occurred, if it can be proven before the Rules and Regulations Committee and the SGA that violations of the election procedure have occurred.
 7. No candidate may seek out endorsements from faculty, staff, or librarian, excluding student staff in their personal capacity
- C. Debates
 1. There shall be a debate held at least one (1) week prior to the SGA spring

elections for each contested executive council position.

2. Each debate shall last for ten (10) minutes.
3. Rules and questions of each debate shall be determined by the SGA advisors.

D. Voting Procedures

1. Time of voting will be determined at the discretion of the Executive Secretary.
2. Voting dates must be posted no less than five (5) days prior to elections. All information distributed at that time must be adhered to as closely as possible.
3. Only matriculating, full-time undergraduate students who have paid their student activity fee are eligible to vote.
4. In an election where there are no names on the ballot for a specific office, write-in candidates will be accepted and announced as winners if they have received at least twenty-five percent (25%) of the total votes that were cast in the said election.
5. Voting reports must be made available by the parties holding the election within twenty-four (24) hours of election conclusion. Voting reports must include: the total number of ballots cast, the dates and times of the said election, and the number of ballots cast for each candidate. Write-in candidates need only be included on the final totals if they qualify using the pre-existing twenty-five percent (25%) rule.
6. All ballots, voter logs, and signature papers must be kept on file for one (1) academic year. The Executive Secretary and the Rules and Regulations Committee reserve the right to request said information at any time deemed necessary.
7. The Executive Secretary will notify the campus of the results of the election within forty-eight (48) hours.

**ARTICLE III
FINANCE BYLAWS**

Section 1 – Purpose

- A. It is the purpose of these Bylaws to state the basic financial procedures and the policies of the Student Government Association (SGA) in order to ensure consistency in the financial dealings of SGA and its related groups. These Bylaws may be used in conjunction with, but hold precedence over, other documents.

Section 2 – Finance Committee

A. Purpose

1. The Finance Committee shall act as an advisory committee to SGA on financial-related matters, including:
 - a. Requests from SGA-recognized clubs and organizations for additional funds.
 - b. Approval of the fiscal year SGA budget.
 - c. Review of the Finance Bylaws for SGA.
 - d. Audits of SGA-recognized clubs and organizations.

B. Membership

1. The Vice President for Finance shall serve as Chair in an ex-officio, non-voting capacity.

2. The SGA Parliamentarian shall serve as vice chair in an ex-officio capacity.
 3. A minimum of one (1) member from each class with a maximum of two (2), though not necessarily class officers, shall be appointed by the SGA Vice President for Finance. Members may be senators or Executive Council members.
- C. Quorum for all Finance Committee meetings shall be fifty percent (50%) of the voting membership of the Committee.
- D. In the event that the Finance Committee has not been formed, all rights and responsibilities will be deferred to the Executive Council.

Section 3 – SGA Budget

- A. The Student Government Association (SGA) shall operate on a fiscal-year budget cycle in line with the University and the Commonwealth of Massachusetts.
1. The fiscal year shall commence on July 1st and conclude on June 30th of the subsequent calendar year.
- B. SGA shall have the power, in accordance with applicable University policies and statutes of the Commonwealth and of the United States of America, to raise revenues through a Student Activity Fee set by the Westfield State University Board of Trustees.
- C. Preliminary Budget Development and Approval
1. In the spring prior to the start of the new fiscal year, the SGA Vice President for Finance shall work with appropriate staff members and club leaders to craft a preliminary budget for the next fiscal year.
 2. Utilizing information obtained from individual meetings and pertinent documents, the SGA Vice President for Finance shall develop a preliminary budget package to present to the Finance Committee no later than the third week of April.
 3. The Finance Committee shall have the power to render one of the following opinions on the preliminary budget presented by the SGA Vice President for Finance:
 - a. Endorsement: The Finance Committee agrees with the preliminary budget, as submitted, with no modifications.
 1. The Finance Committee shall vote by a fifty percent (50%) majority plus one (1) in favor of the preliminary budget without modifications. In the event of a tie, the SGA Vice President for Finance shall break the tie.
 - b. Recommendation: The Finance Committee may opt to modify or rewrite sections of the preliminary budget without denying it in full.
 1. The Finance Committee shall vote by a fifty percent (50%) majority plus one (1) in favor of the preliminary budget with modifications. In the event of a tie, the SGA Vice President for Finance shall break the tie.
 - c. Rejection: The Finance Committee does not agree with the preliminary budget, as submitted, in its entirety.
 1. The Finance Committee shall vote by a fifty percent (50%) majority plus one (1) in favor of denying the preliminary budget as submitted. In addition, less than a fifty percent (50%) majority plus one (1) in favor of the preliminary budget with modifications shall suffice as a rejection. In the event of a tie,

the SGA Vice President for Finance shall break the tie.

2. In the event that the preliminary budget is rejected, the SGA Vice President for Finance shall work with members of the Finance Committee to develop a new preliminary budget.
- d. Table: The Finance Committee may elect to postpone a final decision on the preliminary budget until such time that more information is provided.

1. The Finance Committee shall vote by a fifty percent (50%) majority plus one (1) in favor of tabling the preliminary budget as submitted. In the event of a tie, the SGA Vice President for Finance shall break the tie.

4. The preliminary budget, following an endorsement or recommendation by the Finance Committee, shall be presented to the Senate for final approval no later than the first week of May.
 - a. The Senate shall vote by a fifty percent (50%) majority plus (1) in favor of the preliminary budget in order to take effect as of July 1st of the following fiscal year.
 - b. The Senate shall have the power to modify the preliminary budget via line-item amendment by a two-thirds (2/3) majority vote.
5. The approval of the preliminary budget entitles SGA professional staff to transmit funds in consultation with the SGA Vice President for Finance and the Executive Council.

D. Final Budget Development and Approval

1. In the fall following the start of the fiscal year, the SGA Vice President for Finance shall work with appropriate staff members and club leaders to finalize all revenue and expense amounts.
2. Utilizing information obtained from individual meetings and pertinent documents, the SGA Vice President for Finance shall develop a final budget package to present to the Finance Committee no later than the first week of October.
3. The Finance Committee shall have the power to render one of the following opinions on the final budget presented by the SGA Vice President for Finance:
 - a. Endorsement: The Finance Committee agrees with the final budget, as submitted, with no modifications.
 1. The Finance Committee shall vote by a fifty percent (50%) majority plus one (1) in favor of the final budget without modifications. In the event of a tie, the SGA Vice President for Finance shall break the tie
 - b. Recommendation: The Finance Committee may opt to modify or rewrite sections of the final budget without denying it in full.
 1. The Finance Committee shall vote by a fifty percent (50%) majority plus one (1) in favor of the final budget with modifications. In the event of a tie, the SGA Vice President for Finance shall break the tie.
 - c. Rejection: The Finance Committee does not agree with the final budget, as submitted, in its entirety.
 1. The Finance Committee shall vote by a fifty percent (50%) majority plus one (1) in favor of denying the final budget as submitted. In addition, less than a fifty percent (50%) majority

- plus one (1) in favor of the final budget with modifications shall suffice as a rejection. In the event of a tie, the SGA Vice President for Finance shall break the tie.
 - 2. In the event that the final budget is rejected, the Vice President for Finance shall work with members of the Finance Committee to develop a new final budget.
- d. Table: The Finance Committee may elect to postpone a final decision on the final budget until such time that more information is provided.
 - 1. The Finance Committee shall vote by a fifty percent (50%) majority plus one (1) in favor of tabling the preliminary budget as submitted. In the event of a tie, the SGA Vice President for Finance shall break the tie.
- 4. The final budget, following an endorsement or recommendation by the Finance Committee, shall be presented to the Senate for final approval no later than the third week of October.
 - a. The Senate shall vote by a fifty percent (50%) majority plus (1) in favor of the final budget in order to take effect immediately.
 - b. The Senate shall have the power to modify the final budget via line-item amendment by a two-thirds (2/3) majority vote.
- 5. The approval of the final budget entitles SGA professional staff to transmit funds in consultation with the Vice President for Finance and the Executive Council.
- E. The Executive Council shall have the authority to modify budget line-items following the approval of the final budget and reallocate funds to other purposes by a fifty percent (50%) plus one (1) vote, provided that the Senate is informed of these modifications.

Section 4 – Fundraising Policies

- A. Any active club or organization that falls under the oversight, management, or is subject to review by the Student Government Association (SGA) must adhere to policies and procedures related to fundraising activities on and off-campus.
 - 1. All SGA-recognized clubs and organizations must adhere to the policies and procedures outlined by the SGA Vice President for Finance, the Finance Committee, and the University.
 - 2. All SGA-recognized clubs and organizations must complete paperwork in line with SGA and University policies.
- B. A Fundraising Request Form must be submitted to the SGA Vice President for Finance five (5) business days or more prior to the start of the fundraiser.
 - 1. The SGA Vice President for Finance shall have the authority to revise the Fundraising Request Form as needed.
- C. A Fundraising Report Form must be submitted to the SGA Vice President for Finance within five (5) business days of the completion of the fundraiser.
 - 1. The SGA Vice President for Finance shall have the authority to revise the Fundraising Report Form as needed.
- D. Guidelines and bylaws include expressed, written, or stated directions given by the SGA Vice President for Finance or their designee(s) accompanying any paperwork received by a club or organization's officer.
- E. Any active club or organization that falls under the oversight, management, or is subject to review by the Student Government Association (SGA) is subject to the

following penalties for not adhering to SGA and/or University fundraising policies:

1. The club or organization's account shall be frozen at the discretion of the SGA Vice President for Finance until such time that the situation has been remedied, as determined by the Finance Committee.
 2. The club or organization shall be subject to a probationary period of twenty (20) days (or longer at the discretion of the Finance Committee) whereby the club or organization may not request funds via the Finance Committee.
- F. Any fundraiser deemed to have an off-campus audience or require the solicitation of outside businesses must be approved by the Vice President for Institutional Advancement (or their designee) prior to the submission of a Fundraising Request Form through SGA.

Section 5 – Finance Proposals

- A. All SGA-recognized clubs and organizations (with the exception of club sports teams) shall have the right to request additional funds from the Finance Proposal Pool via the Finance Committee.
- B. To request additional funds, the officer of the club or organization shall submit a Finance Proposal Form, which should include an explanation of the proposed expenditure, a description of what is to be purchased, quantities and prices for items to be purchased, and pertinent documentation to verify the amounts submitted. All proposals must be submitted to the SGA Vice President for Finance at least twenty-four (24) hours before the Finance Committee is slated to meet.
 1. The SGA Vice President for Finance shall have the authority to revise the Finance Proposal Form as needed.
- C. An officer from the club or organization that submitted the Finance Proposal Form is expected to appear before the Finance Committee to answer questions posed by the Committee.
 1. If a club or organization is denied the right to meet with the Finance Committee by the SGA Vice President for Finance, it may appeal the decision through the procedure outlined in Section 8.
- D. Upon questioning the officer of the club or organization and upon further discussion, the Finance Committee shall render one of the following opinions:
 1. Endorsement: The Finance Committee agrees with the finance proposal, as submitted, with no modifications.
 - a. The Finance Committee shall vote by a fifty percent (50%) majority plus one (1) in favor of the proposal without modifications. In the event of a tie, the SGA Vice President for Finance shall break the tie.
 2. Recommendation: The Finance Committee may opt to modify or rewrite sections of the finance proposal without denying it in full.
 - a. The Finance Committee shall vote by a fifty percent (50%) majority plus one (1) in favor of the proposal with modifications. In the event of a tie, the SGA Vice President for Finance shall break the tie.
 3. Rejection: The Finance Committee does not agree with the finance proposal, as submitted, in its entirety.
 - a. The Finance Committee shall vote by a fifty percent (50%) majority plus one (1) in favor of denying the finance proposal as submitted. In addition, less than a fifty percent (50%) majority plus one (1) in favor of the finance proposal with or without modifications shall suffice as a rejection. In the event of a tie, the SGA Vice President for Finance

shall break the tie.

4. Table: The Finance Committee may elect to postpone a final decision on the finance proposal until such time that more information is provided.
 - a. The Finance Committee shall vote by a fifty percent (50%) majority plus one (1) in favor of tabling the finance proposal as submitted. In the event of a tie, the SGA Vice President for Finance shall break the tie.
 - b. A tabled proposal must be reviewed at the next Finance Committee meeting.
5. Other Stipulations: The Finance Committee, in addition to the above-mentioned options, may elect to add restrictions on the finance proposal.
 - a. Such restrictions may include, but are not limited to, time, purpose, vendor, and document verification.
- E. The finance proposal shall then be presented to the Senate at the next scheduled SGA meeting.
 1. The SGA Vice President for Finance will present the Senate with the opinion of the Finance Committee along with the applicable vote totals.
 2. The SGA Vice President for Finance shall make a motion before the Senate on behalf of the Finance Committee to accept its opinion.
 - a. The decision of the Finance Committee to table the proposal does not necessitate SGA action and shall remain within the Finance Committee.
 - b. Decisions of the Finance Committee to either endorse, recommend, or reject the proposal shall necessitate SGA action.
 3. The SGA shall have the power to vote for or against the proposal, make a motion to amend the proposal, or vote to table the proposal and send it back to the Finance Committee for further review.
 - a. A fifty percent (50%) majority plus one (1) vote is necessary to accept the endorsement or recommendation of the Finance Committee.
 - b. A two-thirds (2/3) majority vote is necessary to accept an amendment to the proposal.
 - c. This vote is the official and final decision of the SGA.
- F. All funding must be approved at least fifteen (15) business days prior to an activity or purchase and forty-five (45) business days prior to a conference.
- G. It is the responsibility of the President or Treasurer of an SGA-recognized club or organization or class council to submit an accurate proposal, comply with the proposal once approved, and ensure the proper, ethical, and efficient use of SGA funds, along with funds derived from other sources.
- H. It is the responsibility of the President or Treasurer of an SGA-recognized club or organization to submit an accurate proposal, comply with the proposal once approved, and ensure the proper, ethical, and efficient use of SGA funds, along with funds derived from other sources.

Section 6 – Club Standing

- A. An SGA-recognized club or organization may not receive SGA funds or initiate new purchases if it is not in good standing with the Student Government Association as defined in this section.
- B. Use of Funds
 1. SGA-recognized clubs and organizations may not use funds in a manner that

is illegal, in violation of the SGA Constitution and/or Bylaws, unethical in any aspect, inefficient, or unproductive.

2. The Finance Committee shall have the power to suspend funding and withhold access to a club's account by a vote of fifty percent (50%) plus (1) of the Finance Committee.

C. Membership Requirements

1. SGA-recognized clubs and organizations shall be open to all students who have paid their Student Activity Fee.
2. Registered Student Organizations are required to have, at minimum, ten (10) members.

D. Election Requirements

1. All SGA-recognized clubs and organizations shall hold elections for their respective officers during the first few weeks of the fall semester to coincide with the SGA First- Year Class and Hall Representative Elections. All clubs and organizations may, however, opt to hold elections during the spring semester in conjunction with the SGA Spring Elections.

E. Adherence to Financial Policies

1. SGA-recognized clubs and organizations must comply with SGA and University fundraising policies and procedures.
2. SGA-recognized clubs and organizations must deposit all revenues into their respective club account within one (1) business day.
3. SGA-recognized clubs and organizations must not owe money to any departments on- campus.

F. Constitutional Requirements

1. SGA-recognized clubs and organizations shall have a current constitution on file with the Parliamentarian that is reviewed at least every three (3) years by the Rules and Regulations Committee.

G. SGA-Sponsored Trainings & Meetings

1. SGA-recognized clubs and organizations must attend meetings deemed mandatory by the Student Government Association.
2. All club presidents (or their designee) are expected to attend an annual and monthly set of trainings for club officers on SGA procedures.
3. Failure to attend these trainings shall result in the suspension of the club's access to SGA funding until such time that the training has been provided.
4. All club advisors are expected to attend trainings deemed mandatory by the Student Government Association, including annual Title IX and Clery Act trainings.
5. Failure to attend these trainings shall result in the suspension of the club's activities until such time that the trainings have been provided.

H. Exclusive Groups & Activities

1. The Student Government Association is unable to recognize clubs that are deemed exclusive and are not open to all students who have paid their Student Activity Fee.
2. In the event that the Finance Committee believes an SGA-recognized club or organization is exclusive, they shall request the opinion of the Rules and Regulations Committee within five (5) business days.
3. The Executive Council shall have the power to grant funding to exclusive groups and activities at their discretion.

- I. Club Standing Appeals
 - 1. If the SGA-recognized club or organization is not in agreement with the SGA Vice President for Finance or the Parliamentarian regarding their standing, they shall have the right to appeal their standing with the Rules and Regulations Committee.
- J. New Clubs
 - 1. Any club or organization that has not been in existence and has their constitution ratified by the Rules and Regulations Committee, or any club or organization that is reactivated and has less than one hundred dollars (\$100) in their club account shall be eligible for a one hundred dollar (\$100) allocation to serve as seed funding for the club, provided that they attend mandatory club trainings.
 - a. Reactivation shall be defined as a club or organization that was active in the past, but has not been meeting or conducting events for the previous two (2) academic years.

Section 7 – Finance Audit

- A. The SGA Vice President for Finance shall have the power to audit SGA-recognized clubs and organizations when it is suspected that funds are being used in a manner that is illegal, in violation of the SGA Constitution and/or Bylaws, unethical in any aspect, inefficient, or unproductive.
 - 1. The SGA Vice President for Finance shall inform the Finance Committee of the pending audit and shall request the assistance of members in completing said audit.
- B. The SGA Vice President for Finance shall publish an audit report within thirty (30) business days of informing the Finance Committee of the pending audit. The report and its findings shall be transmitted to the membership of the Finance Committee, the membership of the Rules and Regulations Committee, the Executive Council, SGA advisor(s), and the president of the SGA-recognized club or organization in question.
- C. Upon review of the audit report, the Finance Committee may, by a vote of fifty percent (50%) plus (1), determine that the club or organization is not in good standing with SGA and revoke the club or organization's funding and access to their club account.

Section 8 – Appeal Process

- A. Should an SGA-recognized club or organization be denied the right to appear before the Finance Committee by the SGA Vice President for Finance, the club or organization may request a hearing and/or written determination of the club or organization's standing or proposal via the Rules and Regulations Committee.
- B. The Rules and Regulations Committee will determine whether the SGA Vice President for Finance denied the right of the club or organization to appear before the Finance Committee.
 - 1. If the Rules and Regulations Committee agrees that the club or organization is not properly prepared to meet with the Finance Committee, no action will be taken.
 - 2. If the Rules and Regulations Committee disagrees with the decision of the SGA Vice President for Finance, it may mandate that the club or organization be invited to the next meeting of the Finance Committee and that an opinion

be rendered or tabled if further information is necessary.

Section 9 – Expenditures

A. Requirements

1. The Student Government Association will not fund expenses which exceed club estimates. This includes, but is not limited to: expenditures based on the estimated number of participants, estimated prices, and/or estimated quality.
2. Purchase orders are required if expenditures exceed two hundred dollars (\$200). No reimbursement will be issued for expenditures over two hundred dollars (\$200) if a purchase order has not been completed through the Office of Student Activities, Involvement, and Leadership (SAIL).
3. Proof of expenditure (such as an itemized bill or receipt) must explicitly state the price and quantity of goods or services provided.
4. All reimbursement requests and itemized receipts must be submitted to SAIL professional staff as soon as possible after the purchase. Reimbursements will not be accepted any later than forty-five (45) days after the purchase.

B. Maximum Expenditures

1. Overall Policy
 - a. The Student Government Association has set the following maximum percentages and/or totals for the following expenditure types along with funding stipulations.
 - b. These maximum expenditure percentages and/or totals can be adjusted by the Student Government Association by a two-thirds (2/3) majority for a particular request or line-item.
 - c. All travel funded by the Student Government Association must comply with the University's Travel Policy, with one (1) faculty or staff chaperone per ten (10) students.
2. Transportation
 - a. The maximum funding for vehicle lease or rental is fifty percent (50%) and no more than two thousand dollars (\$2,000).
 - b. The maximum funding for fuel costs is fifty percent (50%) of the current mileage rate set by the University for use of the University vehicle.
 - c. There shall be no maximum funding for parking and toll costs, provided that they are reasonable and within the scope of the event, conference, or excursion.
 - d. Funding costs associated with personal vehicles will not be considered unless a University vehicle or contracted transportation service is not available or feasible. Transportation practice must adhere to current University travel policies.
 - e. If an individual or group declines University transportation and/or misses their scheduled transportation, SGA is not fiscally responsible.
 - f. SGA is unable to fund travel by air or rail.
3. Conferences
 - a. The maximum funding for conference registration is \$2,000.
 - b. There shall be no maximum funding for conference registration for the

required number of advisors and chaperones.

c. Procedures for Trips & Conferences

1. Registration for trips and conferences for clubs and organizations shall be made through SAIL professional staff.
2. All clubs and organizations are expected to adhere to the Westfield State University Travel Policy.
3. If a student is unable to attend a conference and funds have been prepaid for their registration and/or hotel accommodations, the student must speak to their club advisor and the SGA Vice President for Finance. Every attempt must be made to receive a refund for registration and/or hotel costs. In the event this does not happen, then the student may be held responsible for repaying SGA for said expenses in its entirety.

4. Hotel Accommodations

- a. The maximum funding for hotel accommodations is fifty percent (50%) for students and no more than two thousand dollars (\$2,000).
- b. There shall be no maximum funding for hotel accommodations for the required amount of advisors and chaperones.
- c. Hotel reservations must be made through SAIL professional staff.

5. Dining & Refreshments

- a. The maximum funding for food and refreshments consumed on-campus is fifty percent (50%) and no more than five hundred dollars (\$500).
- b. All meal-related purchases must be made through authorized vendors pursuant to contracts signed between the Student Government Association and said vendors.
- c. The Student Government Association shall not fund meals consumed off- campus.
- d. SGA-recognized clubs and organizations are entitled to use their club funds for meals consumed off-campus, provided that they receive the approval of the SGA Vice President for Finance at least five (5) business days prior to the meal.
- e. Alcohol is not eligible for funding.

6. Equipment

- a. There shall be no maximum funding for equipment provided that the equipment purchased is within the scope of the club's mission.
- b. Equipment Responsibilities & Procedures
 1. Clubs and organizations are expected to complete yearly inventory reports.
 2. Clubs and organizations must abide by all SGA restrictions on use or users.
 3. Maintenance stipends may be provided to clubs and organizations up to \$1,000. All repairs, either customary or extraordinary, are the responsibility of the club or organization.
 4. Equipment shall be stored in areas designated by the Student Government Association.
 5. Personal use is forbidden under any circumstance.
 6. A request for joint ownership of equipment must be made prior to a decision by the Finance Committee.

7. Dues
 - a. The maximum funding for national chapter and/or local dues is fifty percent (50%) and no more than one thousand dollars (\$1,000).
 - b. Licenses and certifications are not considered dues.
8. Subscriptions
 - a. There shall be no maximum funding for subscriptions.
 - b. Only subscriptions related to the club's mission will be funded.
9. Licenses & Certifications
 - a. There shall be no maximum funding for licenses and certifications.
10. Prizes & Raffles
 - a. Prizes, awards, and gifts shall not be funded by the Student Government Association.
 - b. All raffles must be approved by the Vice President for Institutional Advancement.
11. Apparel & Novelty Items
 - a. Apparel and novelty items shall not be funded by the Student Government Association.
12. Guest Speakers
 - a. The maximum funding for an on-campus guest speaker shall be no more than two thousand dollars (\$2,000), provided that the speaking event is open to the entire campus community.
 - b. A guest speaker is defined as an individual giving a lecture and/or presentation.
13. Guest Instructors
 - a. The maximum funding for an on-campus guest instructor is seventy-five percent (75%) and no more than one thousand dollars (\$1,000), provided that the instruction is open to the entire campus community.
 - b. A guest instructor(s) is defined as an individual guiding student(s) through an activity, workshop, or lesson.
14. Performers
 - a. The maximum funding for a performer or a performance show held on-campus (i.e., comedy routine, magic show, or dance event) is fifty percent (50%) and no more than one thousand dollars (\$1,000), provided that the performance is open to the entire campus community.
15. Off-Campus Outings
 - a. The maximum funding for an off-campus outing (i.e., ropes course, performance, or bowling event) is fifty percent (50%) and no more than one thousand dollars (\$1,000).
 - b. This section applies to ticket costs, registration, and applicable fees.
16. On-Campus Events
 - a. The maximum funding for items not covered under a section above as it relates to on-campus events (i.e., inflatables, caricature artist, or gaming vendor) is fifty percent (50%) and no more than three hundred dollars (\$300), provided that the on-campus event is open to the entire campus community.
 - b. SGA-recognized clubs and organizations are encouraged to collaborate with fellow clubs and organizations, the Campus

Activities Board (CAB), the Office of Student Activities, Involvement, and Leadership (SAIL), and other University offices in organizing on-campus events for students.

Section 10 – Review Procedures

- A. These Bylaws shall be reviewed annually by the SGA Vice President for Finance and the Finance Committee in order to ensure that all procedures are current and meet the requirements of Westfield State University and the Commonwealth of Massachusetts.

ARTICLE IV **LEGISLATIVE ACCOUNTABILITY BYLAWS**

Section 1 – Attendance

- A. Purpose
 - 1. Members of the Student Government Association are expected to be present for all meetings and represent their constituents fully in all proceedings, except under extenuating circumstances. Failure to be present for meetings or other required functions compromises the integrity of the SGA and erodes trust with constituents.
- B. Absence Equivalencies
 - 1. The following shall constitute a half (½) absence:
 - a. Missing a roll call at an SGA meeting.
 - b. Not fulfilling an hour of community engagement under Section 4 (calculated at the end of each semester).
 - c. Failure to attend a monthly meeting under Section 7.
 - 2. The following shall constitute a full absence:
 - a. Missing a committee meeting.
 - b. Missing both roll calls at an SGA meeting.
- C. Qualification for Removal
 - 1. Four unexcused absences during an academic year shall constitute removal.
- D. Excused Absences
 - 1. Qualifying Reasons
 - 2. Sickness
 - a. With a twenty-four (24) hour notice.
 - b. A note from health services or primary care provider(s) is allowed but only to be shared with the SGA Advisor(s) who shall share the excuse with the executive secretary.
 - c. The Executive Secretary has discretion if neither of the above requirements are met.
 - 3. Varsity athletic competition or academic conference.
 - 4. Non-recurring academic responsibility (i.e., class normally falling on a Monday instead meeting during the SGA meeting).
 - 5. Any other reasonable request as determined by the Executive Secretary.
- E. Procedure
 - 1. In the event that a member is unable to attend an SGA meeting or committee meeting as noted above, then the member shall inform the Executive Secretary by email of their request for an excused absence (CC'ing the President and SGA advisors). An excused absence notice should be sent in

- advance except under extenuating circumstances.
2. The Executive Secretary shall respond to the message within twenty-four (24) hours noting their approval or disapproval of the request.
 - a. In the event that the Executive Secretary disapproves of the request, then the member may appeal to the Rules & Regulations Committee within five (5) days of the disapproval. The Rules & Regulations Committee shall meet within five (5) days to hear the appeal and may, by a two-thirds (2/3) majority vote, overturn the decision of the Executive Secretary.
 3. Excused absences shall not apply to community engagement requirements or meetings with assigned Executive Council members, except in the case of long-term illness.

Section 2 – Academic Responsibility

A. Purpose

1. To ensure that all members recognize their commitment to their academic progress and meet minimum standards.

B. Course of Study

1. All members shall be making satisfactory progress in their major course of study each semester.

C. Semester & Cumulative GPA

1. All members of the SGA, along with class councils and the Commuter Council (regardless of membership in the SGA), shall maintain a minimum semester and cumulative grade point average of 2.3. The Associate Dean of Students shall review the semester and cumulative grade point averages of all members of the SGA once available.

D. Class Attendance

1. All members of the SGA are expected to attend their prescribed classes, except in cases covered under the academic policies of the University.

E. Academic Probation

1. Should any member's semester GPA (as of the midpoint of the semester) be a 2.3 or if the Associate Dean of Students believes that the member's academic performance warrants additional scrutiny, then the member shall be placed on academic probation.
2. Note that the term "academic probation" shall not be synonymous with the same term utilized by the University in accordance with its academic policies and procedures.

F. Appeals

1. Should a member disapprove of the finding of the Associate Dean of Students, then the member may appeal to the Rules & Regulations Committee within five (5) days of the notice of academic probation. The Rules & Regulations Committee shall meet within five (5) days to hear the appeal and may, by a two-thirds (2/3) majority vote, overturn the decision of the Associate Dean of Students.

G. Requirements of Academic Probation

1. In the case of senators, members on academic probation shall meet once biweekly with their assigned Executive Council member. In the case of the Executive Council, members on academic probation shall meet once biweekly with an SGA advisor. Attendance at these meetings shall be tracked

- by the Executive Secretary.
2. Shall develop a plan for the remainder of the semester in consultation with an SGA advisor, including required meetings with peer tutors, attendance at academic support workshops, etc. Records of attendance at meetings required by the plan shall be transmitted to the Executive Secretary for tracking purposes.

Section 3 – Committees

A. Purpose

1. To effectively carry out the work of the SGA and represent students both in the internal operations of the SGA and the governance of the University, members of the SGA are required to serve and actively participate on committees.

B. Requirements

1. All members shall serve on a minimum of two (2) committees that meet on a routine basis. The list of qualifying committees shall be determined by the Executive Secretary.
 - a. Ideally, members shall serve on one (1) internal and one (1) external committee, though this is not required.
 - b. Specific committees may be assigned under the member's position-specific responsibilities.
 - c. A student representative for each committee is responsible for reporting on the committee's activities at SGA meetings.

Section 4 – Office Hours

A. Purpose

1. Members are expected to be available to connect with constituents and gather feedback on initiatives.

B. Requirements

1. With the exception of Executive Council members, members of the SGA shall be available to members of their constituency by appointment. University email addresses for all members shall be publicly posted in the SGA Room, online, and on social media to enable constituents to connect with their representatives.

Section 5 – Community Engagement

A. Purpose

1. Members are expected to actively engage with their constituents and participate in SGA-sponsored outreach events and service opportunities.

B. Requirements

1. Members shall be willing to commit up to twenty (20) hours per academic year for the purpose of community engagement, which may include, but is not limited to, tabling events, service trips and opportunities, admissions events, and attendance at University-sponsored events as a member of the SGA.
 - a. A minimum of ten (10) hours devoted to community engagement must be completed by the end of the fall semester for the purpose of calculating attendance compliance.
 - b. The SGA agrees to offer as many opportunities as possible at various

- times throughout the year that qualify.
 - c. Students unable to complete these hours, for any legitimate reason, may be assigned an alternative professional responsibility at the discretion of the Executive Secretary.
 - d. This requirement shall be prorated based on the time that a member starts their term.
 - e. Only two (2) hours per event may be contributed towards a Senators total amount.
2. This requirement shall be prorated based on the time that a member starts their term.

Section 6 – Training

A. Purpose

1. Members are required to complete trainings that foster sound governance and engender effective leadership. The Executive Secretary is authorized to track the completion of all training requirements noted below.

B. Conflict of Interest Law Training

1. To ensure that all members are aware of potential conflicts of interest and methods of avoiding these conflicts, all members, within thirty (30) days of the start of the academic year (or their term, if starting during the middle of the year) shall complete the online Conflict of Interest Law training sponsored by the State Ethics Commission. Certificates of completion shall be transmitted to the Executive Secretary to track compliance with this requirement.

C. Clery Act & Student Threat Assessment Team (STAT) Training

1. To ensure that all members uphold their responsibility as mandatory reporters, the SGA shall afford time to appropriate University officials during an SGA meeting to conduct training on Clery Act requirements and how to report students to the Student Threat Assessment Team (STAT).

D. University-Required Training

1. All members are expected to complete any training required by the University (i.e., sexual assault prevention) by the deadline set by the University. Certificates of completion shall be transmitted to the Executive Secretary to track compliance with this requirement.

E. Onboarding Training

1. The Executive Secretary shall sponsor an onboarding meeting for all members of the SGA on important procedures and responsibilities no later than October 15th.
2. This training may be offered after an SGA meeting. Any member unable to attend this meeting or appointed later in the academic year shall arrange for a 1:1 onboarding meeting with the Executive Secretary.

F. Additional Trainings

1. The Executive Secretary may, subject to a two-thirds (2/3) majority vote of the Rules & Regulations Committee, require additional trainings on important topics and procedures not otherwise covered under this section.

G. Leadership Academy

1. All Executive Council members are mandated by the Department of Student Activities, Involvement & Leadership to attend leadership training typically held during the last two weeks of August.

Section 7 – Responsiveness

A. Purpose

1. To ensure active participation by all members of the SGA in fulfilling their duties.

B. Requirements

1. All members of the SGA are expected to respond to communications (including email correspondence, Microsoft Teams messages, etc.) within one (1) business day, except under extenuating circumstances.

Section 8 – Student Activity Fee

A. Purpose

1. To ensure that all members, given their role in appropriating revenues from the Student Activity Fee, have paid the Student Activity Fee.

B. Requirements

1. All members of the SGA shall have paid their Student Activity Fee for the semester in which they are serving.
2. The Associate Dean of Students is authorized to review account balances for each member and ensure that all members have paid their Student Activity Fee for the semester in which they are serving.

Section 9 – Meetings w/ Assigned Executive Council Members

A. Purpose

1. To provide effective advice and counsel to members of the Senate and ensure that all members can voice their concerns to a point of contact on the Executive Council.

B. Requirements

1. All members of the Senate, with the exception of the SAAC Representative, shall be assigned a member of the Executive Council by the Executive Secretary within one (1) week of their appointment.
2. All members of the Senate are expected to meet with their assigned Executive Council member at least once (1) monthly to discuss committee assignments, individual initiatives, constituent feedback and concerns, and individual performance.
3. Meeting dates and times shall be mutually agreed between the Executive Council member and the member of Senate. Should the Senate member fail to attend a meeting within the month as required, the Executive Council member shall promptly report the absence to the Executive Secretary for tracking purposes.

Section 10 – Four Year Senator

- A. In order to qualify for the Four Year Senator Award, a Representative must have served on SGA for eight (8) semesters consecutively, with a maximum of one (1) semester represented by permanent designee.

ARTICLE V

COMMITTEE BYLAWS

Section 1 – Standing Committees of the SGA

A. Overview

1. This section details the purpose, responsibilities, leadership, and composition of each standing committee of the SGA. The Standing Committee on Rules & Regulations and the Special Committee on Appeals are under the purview of the Constitution and are not included in this article.
2. All standing committees shall meet at least once every two (2) weeks, with the exception of the Standing Committee on Finance, which shall meet at least weekly should there be business on its agenda.
3. The purpose, responsibilities, leadership, and composition of each standing committee shall be reviewed by the respective standing committee, the Rules & Regulations Committee, and the Executive Council no later than February 15th. Recommendations for changes to this section shall be forwarded to the Parliamentarian no later than March 1st.

B. Standing Committee on Finance

1. Purpose
 - a. To advise the Vice President of Finance and the SGA on all financial matters, including, but not limited to, the approval of finance proposals submitted by registered student organizations (RSOs) and the annual SGA budget.
2. Responsibilities
 - a. Reviewing and making recommendations regarding finance proposals submitted by registered student organizations (RSOs) in accordance with the Finance Bylaws.
 - b. Developing, in consultation with the Vice President of Finance, a preliminary and final fiscal year budget for the SGA.
 - c. Reviewing the SGA's financial position on a routine basis and developing, in consultation with the Vice President of Finance, a spending plan for the remainder of the academic year.
 - d. Conducting audits of registered student organizations (RSOs) when suspected of waste, fraud, and/or abuse of funds.
 - e. Recommending changes to the Finance Bylaws based on best practices and current realities.
 - f. Assisting the Vice President of Finance in the delivery of routine trainings for RSO leaders and advisors on SGA's financial policies and procedures.
3. Leadership
 - a. The Committee shall be chaired by the Vice President of Finance.
4. Composition
 - a. Vice President of Finance (ex-officio)
 - b. One (1) SGA member from each class, though not necessarily class officers, elected by and among the SGA members from that class at the first full SGA meeting of the academic year.
 - c. Up to four (4) members of the SGA appointed by the President in consultation with the committee chair, provided that no more than two (2) of these members be Executive Council members.

C. Standing Committee on Community Engagement & Outreach

1. Purpose
 - a. To effectively publicize the initiatives, programs, and events of the SGA, to foster strong relationships with the local community, and to engender a culture of volunteerism on and off campus.
2. Responsibilities
 - a. Advising the Vice President of Community Engagement & Outreach on marketing and communications strategy.
 - b. Developing engaging content for SGA's external marketing, including for social media (i.e., Instagram, TikTok, etc.), email, and print.
 - c. Leading efforts on SGA-sponsored fundraising initiatives, including, but not limited to, the annual SGA turkey drive.
 - d. Planning and executing upon programs and initiatives related to volunteerism and community impact.
 - e. Nominating representatives from the Committee, subject to President approval, to the Neighborhood Advisory Board (NAB).
 - f. Collaborating with the Vice President of Finance on initiatives related to University giving, specifically during the Give a Hoot! campaign.
3. Leadership
 - a. The Committee shall be chaired by the Vice President of Community Engagement & Outreach.
4. Composition
 - a. Vice President of Community Engagement & Outreach (ex-officio)
 - b. Up to six (6) members of the SGA appointed by the President in consultation with the committee chair, provided that no more than one (1) of these members be an Executive Council member.

D. Standing Committee on Club Relations & Programming Strategy

1. Purpose
 - a. To maintain strong relationships with registered student organizations (RSOs) and provide strategic advice to the Campus Activities Board (CAB) in its work.
2. Responsibilities
 - a. Developing data-informed strategies in collaboration with the SAIL Office for increasing student engagement in RSO events and activities (the Committee shall request access to data from the Nestwork).
 - b. Assisting the Vice President of Finance in the planning and execution of the Club & Involvement Fair held each academic semester.
 - c. Collaborating with the SAIL Office on the development of an end-of-year celebration of RSOs which shall include awards, provided that members of the Committee be responsible for attending various RSO meetings and events to make informed decisions on particular awards (criteria and assessment mechanisms shall be determined by the Committee; Involve data shall also be utilized).
 - d. Providing recommendations and support to SAIL professional staff in the development of trainings for RSOs, including annual trainings as required by the SGA Bylaws and asynchronous, online trainings on key procedures.
 - e. Routinely checking in with RSO leaders and evaluating their needs.
 - f. Advising the Campus Activities Board (CAB) on programming strategy,

including methods for increasing attendance at events, optimizing the use of Student Activity Fee dollars, etc., while recognizing that all decision-making is to be taken by the Campus Activities Board (CAB) in consultation with the SAIL Office.

3. Leadership

- a. The Committee shall be co-chaired by the Vice President of Student Life and the Vice President of Finance.

4. Composition

- a. Vice President of Student Life (ex-officio)
- b. Vice President of Finance (ex-officio)
- c. Vice President of Belonging & Inclusion (ex-officio)
- d. Campus Activities Board (CAB) Representative (ex-officio)
- e. Up to six (6) members of the SGA appointed by the President in consultation with the committee co-chairs, provided that no more than one of these members be an Executive Council member.

E. Standing Committee on Belonging & Inclusion

1. Purpose

- a. To ensure that the values of belonging and inclusion are carried out through initiatives of the SGA and the University.

2. Responsibilities

- a. Advising and assisting the Vice President of Belonging & Inclusion in matters pertaining to diversity, equity, inclusion, and belonging.
- b. Creating an open and intentional dialogue between the Student Government Association (SGA), affinity groups, faith-based organizations, and underrepresented and/or marginalized student populations.
- c. Developing recommendations for policies pertaining to diversity, equity, inclusion, and belonging within the SGA and the University at-large.
- d. Providing advice to the Multicultural Admissions Counselor and the Office of Admission in the recruitment of underrepresented students.
- e. Assisting the University in developing a strategy pertaining to the retention of underrepresented students.
- f. Developing a strategy regarding how to foster a culture of belonging and pride among the student body.
- g. Collaborating with other campus departments and offices as needed to carry out the above responsibilities.

3. Leadership

- a. The Committee shall be chaired by the Vice President of Belonging & Inclusion.

4. Composition

- a. Vice President of Belonging & Inclusion (ex-officio)
- b. All Unity Council Representatives (ex-officio)
- c. Banacos Academic Center Representative (ex-officio)
- d. First-Generation College Student Representative (ex-officio)
- e. Up to two (2) additional members of the SGA appointed by the President in consultation with the committee chair, provided that no more than one of these members be an Executive Council member.
- f. One (1) representative appointed by each registered student

organization (RSO) classified under the ‘faith, heritage, and identity’ category by the Parliamentarian.

- g. One (1) representative appointed by the Fostering a Culture of Empowerment & Success (FACES) organization, who shall represent the needs of foster youth, homeless, and disconnected students.

F. Standing Committee on Residential Life

1. Purpose

- a. To provide input to Residential Life in order to foster a student-centered residential environment.

2. Responsibilities

- a. Advising the Department of Residential Life on the enhancement and promotion of Living Learning Communities and Themed Housing.
- b. Making recommendations to the Department of Residential Life on changes and implementation of new and existing Housing policies.
- c. Reviewing initiatives of the Department of Residential Life while focusing on independent growth, community building, facilitating a safe environment, and retention.
- d. Assisting in the crafting and reviewing of a mission statement for the Department of Residential Life, which will serve as the basis for policy and practice.
- e. Promoting “connection, camaraderie, and support” as values of the Department to give students support in building connections, community, and confidence.
- f. Ensuring proper support networks and training are in place within Residential Life to promote the safety and well-being of residential students.

3. Leadership

- a. The Committee shall be chaired by the Vice President of Student Life (or the designee).

4. Composition

- a. Vice President of Student Life (ex-officio) (or their designee)
- b. All Hall Representatives

G. Standing Committee on Dining Services

1. Purpose

- a. To provide input to Dining Services in order to create a student-focused, high quality dining operation.

2. Responsibilities

- a. Reviewing and formulating strategies to cut down on deficits, waste, and negative student experiences within Dining Services.
- b. Making recommendations regarding changes in service, enhancements to dining programs, and programming for various food service locations.
- c. Reviewing policies and initiatives of the Department of Dining Services while focusing on sustainability, nutrition, and the student experience.
- d. Making recommendations to Dining Services regarding changes to current policies or the need to develop new policies.
- e. Adhering to the mission of Dining Services of “Nourish. Nurture.

Navigate.” by ensuring that the University is providing students with healthy food options, a welcoming and sustainable environment to experience personal growth, and diverse cultural and culinary exploration that allows each student to connect with one another.

3. Leadership

- a. The Committee shall be chaired by the Vice President of Student Life (or their designee).

4. Composition

- a. Vice President of Student Life (ex-officio) (or their designee)
- b. Up to four (4) members of the SGA appointed by the President in consultation with the committee chair, provided that no more than one (1) of these members be an Executive Council member.
- c. Up to four (4) non-SGA members appointed by the President in consultation with the committee chair, with special consideration paid to athletes, academic majors with significant off-campus commitments, and other such groups.

Section 2 – Establishment of Special & Ad Hoc Committees

A. Purpose

- 1. To codify procedures around the establishment of committees outside of the ones listed in Section 1 of this article to ensure sound governance and collaboration between all members of the SGA.

B. Establishment of Special Committees

1. Purpose

- a. To discuss items and initiatives that require long-term deliberation and planning not already in the purview of a standing committee.

2. Procedure

- a. Any member of the SGA may submit a charge for the establishment of a special committee. The charge shall include the responsibilities, leadership, and composition of the committee. A template for special committee charges shall be maintained by the Parliamentarian.
- b. At its next meeting, the Executive Council shall review the charge and may make amendments to the charge as it deems appropriate.
- c. The Executive Council may, by a fifty percent (50%) plus one (1) majority vote, recommend that the special committee be charged by the SGA.
- d. At its next meeting, the SGA shall be given the Executive Council’s recommendations, along with any proposed revisions. The SGA shall review the charge and make amendments to the charge as it deems appropriate.
- e. The SGA may, by a fifty percent (50%) plus one (1) majority vote, recommend that the special committee be charged by the SGA.
- f. The charge of each special committee shall expire at the end of the academic year and may be reauthorized at the first SGA meeting of the next academic year by a fifty percent (50%) plus one (1) majority vote.

3. Requirements

- a. Special committees shall report directly to the President unless

otherwise indicated in the charge.

- b. Special committee shall meet minimally once every two (2) weeks unless otherwise approved by the SGA in the committee's charge.

C. Establishment of Ad Hoc Committees

1. Purpose

- a. To discuss items of a specialized nature that require one-time or short-term deliberation not already in the purview of a standing or special committee.

2. Procedure

- a. Any member of the SGA may submit a charge for the establishment of an ad hoc committee. The charge shall include the responsibilities, leadership, and composition of the committee. A template for ad hoc committee charges shall be maintained by the Parliamentarian.
- b. At its next meeting, the Executive Council shall review the charge and may make amendments to the charge as it deems appropriate.
- c. The Executive Council may, by a fifty percent (50%) plus one (1) majority vote, charge the ad hoc committee.
- d. The charge of each ad hoc committee shall expire at the conclusion of its service, or the end of the academic year, whichever is earlier. In the case of the latter, the charge may be reauthorized at the first Executive Council meeting of the next academic year by a fifty percent (50%) plus one (1) majority vote.

3. Requirements

- a. The establishment of any ad hoc committee shall be reported to the Senate at the meeting following the charge's approval.
- b. Ad hoc committees shall report directly to the President unless otherwise indicated in the charge.

Section 3 – Quorum, Voting Powers & Minutes

A. Quorum

- 1. The quorum for each committee shall be fifty percent (50%) plus one (1) of the committee's membership.

B. Voting Powers

- 1. The chairs of each committee shall refrain from voting on all matters, except when there is a need to break a tie.

C. Meeting Minutes

- 1. All committees of the SGA are expected to maintain the minutes of all meetings, which shall be approved by the committee at their next meeting and transmitted to the Executive Secretary upon passage.

Section 4 – Executive Council Assumption of Responsibilities

- A. During any summer or winter break, or during any extended period where a committee described above is unable to form and/or perform its duties, the Executive Council is authorized to assume the committee's responsibilities. In the event such assumption of responsibilities occurs while the Senate is in session, the Senate shall be informed of the Executive Council's assumption of committee responsibilities.

ARTICLE VI

OPEN MEETING BYLAWS

The Student Government Association, being a governing entity, must make every effort to ensure that all meetings remain open to the public. The following policy (hereafter “OMBL”) is based upon the Massachusetts Open Meeting Law (referred to as “sunshine” laws), which can be found in its entirety in M.G.L. C. 30A, §§ 18-25.

Section 1 – Meetings

- A. The OMBL shall apply to all regular SGA Meetings, as well as to the meetings of any subcommittee, joint committee, or emergency meetings in which a quorum is reached.
- B. The OMBL does not apply to any “chance” or “social” meetings of Representatives or committee members (e.g. The Owl Ball Committee).
- C. Executive sessions (also referred to as “closing the doors”) also fall under the jurisdiction of the OMBL, as described in Section 3 below.

Section 2 – Required Procedures

- A. Notice of Meetings
 - 1. All SGA meetings require a public notice that includes the date, time and place of a meeting. This notice can be made verbally at a regularly scheduled SGA meeting or may be physically posted within the SGA meeting room.
- B. Minutes of Meetings
 - 1. Accurate minutes must be kept of any and all SGA meetings. At a minimum, minutes must include the date, time, and place of the meeting, identity of the members present or absent, and all “action taken.”
 - 2. “Action taken” refers not only to votes and other formal decisions made at a meeting, but also to discussion and consideration of issues where no vote is taken or final determination is made. A verbatim record of each discussion is not required.
 - 3. SGA subcommittees may consider their reports to the Senate as minutes, so long as the written report given to the Executive Secretary includes all required items listed in Section 2, Letter B, Number 2.
 - 4. Minutes for Executive Sessions, including Executive Council meetings, must mirror those required for open session meetings, with the additional requirement that all votes taken in such meetings be recorded by “roll call.”
 - 5. All minutes must be made available to any member of the public upon oral or written request within ten (10) business days of a meetings adjournment.
- C. Conduct of Meetings
 - 1. All SGA meetings, including committee meetings, are to be open to the public. Any person shall be permitted to attend any such meetings unless the body (1) validly decides to hold an executive session for one (1) of the below listed reasons and follows the prescribed procedures for holding such an executive session.
 - 2. No vote taken by the SGA may be made by secret ballot, except for the election of members of the Rules and Regulations Committee, the Blue Key Committee, the Constitutional Review Committee, and the Parliamentarian. All votes pertaining to the removal of an SGA member shall also be taken by secret ballot.

3. Any member of the public may address the Senate, provided that they gain permission of the chair. The Executive Council retains the authority to deny non- Representative speakers the ability to address the organization if they feel that doing so would be in the best interest of the organization.
4. Any member of the public may ask questions of the speaker during a meeting, provided that they are first recognized by the chair. At all other times, visitors must not interfere with the conduct of the meeting. Any person, who after being warned by the chair, continues to behave in a disorderly or disruptive manner, may be directed by the chair to leave the room for the remainder of the meeting.

Section 3 – Executive Sessions & Executive Council Meetings

- A. An Executive Session is defined by the OMBL as any meeting of the SGA or its subsidiary committees that is closed to certain persons for deliberation on certain matters. During executive session, only voting and ex officio members are allowed access to the proceedings.
- B. Executive Sessions are only permitted for the following reasons:
 1. To discuss the “reputation, character, physical condition or mental health rather than the professional competence of an individual. (See Subsection F below)
 2. To consider the discipline or dismissal of, or to hear complaints or charges brought against a Representative or SGA affiliated organization. (See Subsection F below)
 3. To investigate charges of criminal misconduct or to discuss the filing of criminal complaints.
 4. To comply with the provisions of any general or special law or Federal grant-in-aid requirements.
 5. To interview applicants for open seats on SGA.
 6. To discuss procedural matters regarded as “housekeeping”, including, but not limited to: discussion regarding overall behavior of Representatives
 7. To take part in the annual superlative award ceremony following the final SGA meeting of the year.
- C. The BKC is exempt from the limitations imposed on executive sessions due to the nature of their work.
- D. While meetings of the Finance Committee are to be open to the public, the final deliberations and final vote taken on all finance proposals may be made in executive session, provided that the outcome of the vote and the names of the members present be reported at the next regular meeting of the SGA.
- E. Meetings of the Executive Council are exempt from the limitations imposed on executive sessions to allow for brainstorming without fear or potential political backlash and/or misunderstanding, provided that:
 1. The meeting’s minutes are later made publicly available as described above.
 2. Any action taken by members of the Executive Council at said meeting be brought before the Senate at the next regular meeting.
- F. Rights of Individuals
 1. Whenever the SGA or any committee under its umbrella holds an executive session to discuss an individual’s reputation, character, physical condition, or mental health (exception 1) or to consider disciplinary sanctions against an individual or group (exception 2), the OMBL affords the individual(s) with

the following rights:

- a. to be present at the executive session during discussions or considerations involving the individual(s);
- b. to have a representative of their own choosing, attend the session with the individual(s), to advise the individual(s), but not to participate actively in the executive session;
- c. to speak in their own behalf;
- d. to receive written notice at least forty-eight (48) hours in advance of the proposed executive session;
- e. to request that the meeting be open rather than closed.

G. Procedures

- 1. An executive session may only occur during the process of a regular open meeting. Once convened, a two thirds (2/3) majority of voting members is required to enter into executive session.
- 2. Following a successful vote to enter executive session, the President or chair must make a statement as to the purpose for entering into executive session, as well as whether or not the meeting will reconvene in an open meeting after the executive session is over.
- 3. All non-procedural votes (including but not limited to limiting or extending debate and moving the question) are required pass with a two-thirds (2/3) majority vote and shall be recorded.
- 4. Minutes of every executive session must be kept. These minutes must set forth the date, time, place, members present or absent, and any action taken (including topics of discussion).
- 5. With the exception of the Executive Secretary, no one is allowed to electronically record any portion of the executive session. Any recording made by the Executive Secretary shall be used only for the purpose of completing the minutes by the Executive Secretary, who is within their right to withhold the tape from public release provided that written minutes are available or will be made available within five (5) business days of a request.
- 6. The minutes of an executive session may be kept secret as long as publication may defeat the lawful purposes of the executive session, but no longer.

H. Remedy for Injured Parties

- 1. Any action taken during an executive session that is later found to be in violation of the OMBL shall be immediately considered null and void, and must be reconsidered in full at the next SGA meeting.

STUDENT GOVERNMENT ASSOCIATION

APPENDIX A

The Appendix A is changed at the discretion of the President based on Administrative convenience.
Changes do not require approval of the Senate.

Appendix A

Further Explanation with Regards to Executive Board Responsibilities

Section 1: President

- A. The President shall be charged with overseeing the execution of all duties assigned to each individual member of the Executive Council.
- B. The President shall be charged with appointing the chairs and other members to all committees requiring student representatives as needed, unless otherwise stated.
- C. The President shall be charged with delegating all committees that report to the Student Government Association to the most appropriate member of the Executive Board, at their discretion, in order to ensure the effective execution of all matters of the Association.
- D. The following committees shall report to the President:
 - 1. All-University Committee
 - 2. Student Advisory Council
 - 3. Sustainability Committee
 - 4. Constitutional Review Committee

Section 2: Vice President of Student Life

- A. The following committees shall report to the Vice President of Student Life:
 - 1. Student Affairs Committee
 - 2. Dining Services Committee
 - 3. Residential Life Committee
 - 4. Club Relations and Programming Strategy (Co-Chair)
 - 5. Parking Control Board
 - 6. Parking Appeals Board (as needed)

Section 3: Vice President of Academic Life

- A. The following committees shall report to the Vice President of Academic Life:
 - 1. Academic Policies Committee
 - 2. University Curriculum Committee
 - 3. Academic Integrity Committee (as needed)
 - 4. Information Technology Strategic Advisory Committee
 - 5. Grade Appeals Committee (as needed)

Section 4: Vice President of Finance

- A. The following committees shall report to the Vice President of Finance:
 - 1. Finance Committee
 - 2. Westfield State University Foundation
 - 3. Club Relations and Programming Strategy (Co-Chair)
 - 4. Rules and Regulations Committee (Vice Chair)

Section 5: Vice President of Student Belonging

- A. The following committees shall report to the Vice President of Student Belonging:
 - 1. Belonging Committee
 - 2. Blue Key Committee

Section 6: Vice President of Community Engagement and Outreach

- A. The following committees shall report to the Vice President of Community Engagement and Outreach:
 - 1. Neighborhood Advisory Board

2. Committee on Community Engagement and Outreach
3. Owl Ball Committee

Section 7: Parliamentarian

- A. The following committees shall report to the Parliamentarian:
 1. Rules and Regulations Committee
 2. Finance Committee (Vice Chair)
 3. Special Committee on Appeals (as needed)
 4. Constitutional Review Committee (as needed)

Section 8: Student Trustee

- A. The following committees shall report to the Student Trustee:
 1. Student Advisory Council
 2. Board of Trustees and Committee Assignments

STUDENT GOVERNMENT ASSOCIATION

APPENDIX B

The Appendix B is changed at the discretion of the President based on Administrative convenience.
Changes do not require approval of the Senate.

Appendix B

Definitions

- **Amendment:** A minor change or addition designed to improve a text.
- **Articles:** Subsections of a proposal.
- **Civic Engagement:** Participation in the political process, including voting and community service.
- **Consensus:** General agreement among a group, often used in decision-making.
- **Constituent:** A person representing a part of campus.
- **Delegation:** The assignment of responsibility or authority to another person or group to carry out specific activities.
- **Executive Session:** A private, not open to the public, meeting to discuss confidential or sensitive topics.
- **Ex Officio:** By virtue of office or official position.
- **Full academic year:** A minimum of one full academic semester with 7 additional weeks.
- **Full academic semester:** At a minimum of 7 weeks.
- **General Election:** an election in which all full-time undergraduate students may vote.
- **Jurisdiction:** Those who have the power to make decisions.
- **Matriculate:** to enroll in a college or university as a candidate for a degree.
- **Minutes:** Written summary of what occurred at the meeting.
- **Motions:** A formal proposal requesting action on a matter.
- **Policy:** A deliberate system of principles to guide decisions and achieve rational outcomes.
- **Points:**
 - **Point of Information:** To give more information or clarification on the topic currently being discussed.
 - **Point of Order:** To formal challenge by a member to a procedural error or breach of rules during a meeting.
 - **Point of Privilege:** To address a matter that affects you personally, requesting action on it.
 - **Point of Redundancy:** To address that someone is repeating information or topic already discussed, ending the conversation.
- **Quorum:** The minimum number of members of an assembly or society that must be present at any of its meetings to make the proceedings of that meeting valid.
- **Robert's Rules of Order:** Rules that govern how meetings are run to ensure fairness and orderliness for all attendees.
- **Second:** Reiterating the motion to show that someone else also wants it to be discussed or passed.
- **So Moved:** Used after something is proposed to move the motion to discussion. Said that the whole motion does not have to be reiterated.
- **Subcommittee:** A smaller group within a larger committee, often tasked with specific issues or areas.