****

**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**

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

**ARTICLE III**

**DEFINITIONS**

A) Ex Officio- by virtue of office or official position.

B) Matriculate- to enroll in a college or university as a candidate for a degree.

C) General Election- an election in which all full time undergraduate students may vote.

**ARTICLE IV**

**MEMBERSHIP AND STRUCTURE**

**SECTION 1 – MEMBERSHIP**

1. 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.
2. All representatives must be elected from, and be part of, their respective constituency.
3. All members of the SGA shall serve in their positions for a period of one (1) year beginning June 1st and ending on May 31st of the following year, with the exception of the Student Member of the Board of Trustees and the Student Member of the Westfield State Foundation Inc., who shall end following the annual meeting of each respective organization.
4. All members of the SGA are required to abide by all membership rules as designated in the Constitution and Bylaws. SGA members accepting ex officio status assume all rights and responsibilities of membership unless otherwise specified.
5. Student Senators are expected to act as role models in adhering to the Student Government Association Constitution and Bylaws, and exhibiting behavior suitable to the student leadership position. Any member exhibiting behavior which impinges on the integrity of the Student Government Association will be subject to removal from the Student Government Association pursuant to procedures within Article VII, Section 3, Letter A.

**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 Programming

e. Vice President of Publicity

3. Executive Secretary

4. Student Representative to the Board of Trustees

**B. LEGISLATURE:**

1. All members of the Executive Council are ex officio members of the Legislature.

2. Four (4) Class Presidents are ex officio members. One (1) from each class.

3. One (1) Commuter Council President as an ex officio member.

4. One (1) Diversity/Inclusion Representative to represent the diverse and inclusive groups at Westfield State University. This representative shall be elected by the student body.

5. One (1) student representative to the Westfield State University Student Athletic

Council who shall be appointed by the WSU Athletic Department. This representative need only be an undergraduate student and not a representative from any particular class. The SAAC Representative will be responsible for attending Student Athletic Advisory Council meetings and will act as a liaison to SGA.

6. One (1) Community Relations and Fundraising Representative to be the point person and act in the interest of all SGA related fundraising, charity, or community related programs.

7. SGA Representatives:

a. One (1) Representative at Large per 500 (five hundred) full-time day students.

b. Sixteen (16) Class Representatives. Four (4) from each class.

c. One (1) Hall Representative per 100 (one hundred) students for each residence hall.

d. One (1) Commuter Council Representative per 250 (two hundred and fifty) students from the commuting segment of the student body.

e. One (1) SGA Club Representative to represent SGA clubs and organizations

that fall under the Faith, Heritage and Identity club specifications.

f. One (1) SGA Club Representative to represent SGA clubs and organizations

that fall under the Leadership and Service club specifications.

g. One (1) SGA Club Representative to represent SGA clubs and organizations

that fall under the Sport and Leisure club specifications.

h. One (1) SGA Club Representative to represent SGA clubs and organizations

that fall under the Arts and Music club specifications.

i. One (1) SGA Club Representative to represent SGA clubs and organizations

that fall under the Academic and Career club specifications.

8. One (1) student representative who shall be appointed by Veterans Affairs. This representative need only be an undergraduate student and not a representative from any particular class. This representative must also meet any and all requirements set forth by the Veteran Affairs Office and will act as a liaison to SGA.

**ARTICLE V**

**EXECUTIVE COUNCIL DUTIES**

**SECTION 1 – FUNCTION**

A. The Executive Council is to work with the Legislature 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 not work against the interest of the SGA.

D. Shall work to guide the Legislature properly, fairly, and informatively.

E. Shall make regular reports to the Legislature.

F. Shall be collectively and individually responsible for the execution and follow-up of acts passed by the Legislature.

G. Shall work on all agendas for SGA meetings.

H. Shall work cooperatively and in consultation with one another.

I. Shall not be permitted to hold an office of the Executive Council unless they plan to be

physically present to attend to all prescribed duties outlined in this constitution and its

bylaws for the duration of one (1) academic year except in the case of resignation or

academic withdrawal.

J. Shall not serve as a member of the general Legislature and Executive Council concurrently.

K. Shall hold at least one (1) town hall meeting per semester for at least one (1) hour.

**SECTION 3 - INDIVIDUAL EXECUTIVE COUNCIL OFFICERS**

**A. PRESIDENT:**

1. Shall call and 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 call and 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 Legislature 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 be an ex officio voting member on all SGA Committees.

7. Shall have the right to make a final statement on all questions before the Legislature, previous to the final vote.

8. Shall act as the official liaison for the SGA in all matters.

9. Shall make appointments to fill any vacancies on the Executive Council or Representative-at-Large position within three (3) weeks of vacancies:

a. All appointments must be approved by a majority vote of the Legislature.

10. Shall have the power to veto over any action taken by the Legislature:

a. If a presidential veto is exercised after the close of an SGA Meeting, it must be posted on the door of the president’s office and must remain there until the veto has been announced to the Legislature at the beginning of the next legislative meeting.

b. A veto must occur prior to the minutes approval from the meeting in which the act of the legislature 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.

11. Shall establish, post, and spend a minimum of five (5) hours per week in the SGA Office and be knowledgeable of office procedures.

12. Shall set the agenda for all regularly scheduled SGA Meetings with the approval of the Executive Council.

13. The President, in order to be elected, must have served at least one (1) semester on SGA in any capacity.

**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 chair the Student Affairs Committee.

5. Shall approve and help set agendas to all SGA Committees falling under the Vice President of Student Life (Refer to Appendix A).

6. Shall monitor the work of all committees falling under the Vice President of Student Life.

7. Shall be an ex officio nonvoting member of all SGA committees.

8. In the event that the position of President is vacant, the Vice President of Student Life shall, within three (3) legislative meetings, fill this position themselves and appoint a Vice President of Student Life or announce an appointment of a new President. All changes must be approved by a two-thirds (2/3) vote of the legislature.

9. Shall establish, post, and spend a minimum of four (4) hours per week in the SGA Office.

**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 Legislature.

4. Shall monitor the work of all committees falling under the Vice President of Academic Life (Refer to Appendix A).

5. Shall be an ex officio nonvoting member of all SGA committees.

6. Shall work with the Student Representative to the Westfield State University Board of Trustees to oversee all Representatives-at-Large.

7. Shall serve as co-chair of the Representative-at-Large Committee with the Student Representative to the Board of Trustees

8. 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 be an ex officio nonvoting member of all SGA committees.

10. 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.

11. Shall work with the Parliamentarian in order to ensure that all clubs are in good

standing.

12. Shall co-chair and oversee the SGA Club Representative Committee with the Vice

President of Programming (or designee appointed by the SGA Executive Council).

13. Shall establish, post and spend a minimum of four (4) hours per week in the SGA

Office.

**E. VICE PRESIDENT OF PROGRAMMING:**

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, and the Vice President of Finance.

3. Shall monitor and report all issues relevant to students in the area of programming such as advertising for programs, attendance at programs, time of programs, etc.

4. Shall be the chair of the Campus Activities Board.

5. Shall be responsible for programs funded with money from the SGA trust fund.

6. Shall be an ex officio nonvoting member of all SGA committees.

7. Shall report all relevant information to the Executive Council.

8. Shall establish, post, and spend a minimum of four (4) hours per week in the SGA Office.

9. The Vice President of Programming, in order to be elected, must have served at least one (1) semester on the Campus Activities Board in any capacity.

**F. EXECUTIVE SECRETARY:**

1. Shall be responsible for the Minutes of all 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 professional staff

no later then Friday morning o the week the SGA Meeting is held unless

special arrangements are made between the Executive Secretary and SGA

professional staff.

c. Ensure that the Minutes of all SGA Meetings are distributed weekly via

email in accordance with SGA Bylaws. (Refer to Article VII, Section 2,

Subsection B).

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 Programming.

3. Shall be responsible for informing all members of the Legislature 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 legislature 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 professional staff.

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.

**G. VICE PRESIDENT OF PUBLICITY:**

1. Shall be responsible for publicity related to SGA, all SGA programming and events

via conventional means (e.g. posters, flyers), email and social media outlets

including but not limited to Facebook, Twitter and Instagram.

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 Programming, and the Executive Secretary.

3. 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.

4. Shall coordinate and distribute Senator of the Week (on an as need basis).

5. Shall be responsible for the timely preparation of Senator Nametags, Mailbox

Nametags, the SGA Legislature Seating Chart and the SGA Monthly Calendar.

6. Shall be chair of the Blue Key Committee with duties and responsibilities

associated with the selection of the annual Blue Key Award.

7. Shall be chair of the Owl Ball Committee and work in cooperation with

SGA professional staff for preparations associated with the annual Owl Ball.

8. Shall coordinate the annual SGA Awards Ceremony in cooperation with SGA

professional staff for preparations associated with the SGA Awards Ceremony.

9. Shall be an ex officio nonvoting member of all SGA committees.

10. Shall establish, post, and spend a minimum of four (4) hours per week in the SGA Office.

**H. STUDENT REPRESENTATIVE TO THE WESTFIELD STATE UNIVERSITY BOARD OF TRUSTEES:**

1. Shall attend all regular, annual, and special meetings of the Board of Trustees.

2. Shall serve on all standing committees assigned to them by the Chair of the Board of Trustees.

3. Shall report all relevant information to the Executive Council and Legislature 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.

4. Shall represent WSU at all state meetings as deemed necessary by the Student Trustee and in conjunction with the Executive Council.

5. Shall be responsible to keep Westfield State University students informed of issues on the state level.

6. Shall represent the interests of the student body and Westfield State University in all dealings as trustee.

7. Shall be an ex officio nonvoting member of all SGA committees.

8. Shall work with the Vice President of Academic Life to oversee all Representatives- at-Large.

9. Shall serve as co-chair of the Representative-at-Large Committee with the Vice President of Academic Life.

10. Shall adhere to the bylaws of the Board of Trustees of Westfield State University.

11. Shall establish, post, and spend a minimum of five (5) hours per week in the SGA Room.

12. The student representative to the Westfield State University Board of Trustees, in order to be elected, must have served on SGA for at least one (1) semester in any capacity.

**ARTICLE VI**

**REPRESENTATIVE REMOVAL BY THE EXECUTIVE COUNCIL**

A. A representative will be removed from the SGA if they violate the Attendance Bylaws.

B. It will be the responsibility of the Executive Secretary of the SGA to notify the Representative prior to removal for informational purposes only.

C. To finalize any removal, the President shall be required to inform the legislature of respective removals for informational purposes only.

**ARTICLE VII**

**LEGISLATURE**

**SECTION 1 - FUNCTION**

A. The Legislature 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 Legislature by way of a floor vote or petition:

1. If a vote is taken, it must take place during a scheduled SGA Meeting.

B. Shall run all meetings by the current volume of Robert’s Rules of Order unless otherwise

stated.

C. Shall elect a Parliamentarian who shall perform the duties described in Article VIII.

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 Legislature 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 Legislature 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 Legislature, 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 Legislature 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 Legislature may enact all legislation necessary and proper for the fulfillment of its aforementioned duties, as long as it is consistent with their function.

K. A Representative who has been removed may petition for review before the Legislature within the time of two (2) regularly scheduled SGA Meetings. The Legislature may reinstate the removed Representative by a three-fourths (3/4) vote. This question may not be reconsidered or vetoed.

L. The Legislature may override a presidential veto by a two-thirds (2/3) vote. The override vote must occur in the week following the announcement of the Executive Secretary, to Legislature, that a veto has occurred.

**SECTION 3 – GENERAL LEGISLATURE POSITIONS**

**A. SGA REPRESENTATIVE-AT-LARGE:**

1. One seat represents at most five hundred (500) full-time day students.

2. Serve on at least one (1) campus-wide governance committees.

3. Serve on the SGA Representative-at-Large Committee.

4. Serve on other committees as appointed by the SGA President, Vice President of Academic Life, and the Student Representative to the Board of Trustees.

**B. SGA COMMUNITY RELATIONS AND FUNDRAISING REPRESENTATIVE:**

1. Point person for all SGA related fundraising, charity, or community related programs.

2. In charge of the coordination of the Blood Drives throughout the academic year.

3. Serve as Chair to the Neighborhood Advisory Board, or shall appoint an alternate.

4. Serve as the liaison to Health Services and Counseling Services.

5. Work in conjunction with SGA Executive Council to plan and implement the annual Turkey Drive.

6. Serve as Chair to the Community Relations and Fundraising Committee.

**C. DIVERSITY/INCLUSION REPRESENTATIVE:**

1. Point person for all organizations associated with the Diversity/Inclusion Council.

2. Will serve as a member of the Diversity/Inclusion Council.

3. This representative will serve as the chair of the SGA Diversity/Inclusion Committee. The committee represents diverse and inclusive interests at Westfield State University. This committee will organize one (1) or two (2) programs per semester around diversity and inclusion initiatives.

4. The Diversity/Inclusion Committee will consist of the Vice President of Student Life and

one (1) member of the legislature from each class (but not necessarily class officers).

**D. SGA CLUB REPRESENTATIVES:**

1. Point person for all the clubs ad organizations that fall under their specifications.

2. Serve on the SGA Club Representative Committee.

3. Relay relevant information to respective clubs on a weekly basis.

4. Represent respective club concerns, needs, and missions during and outside of SGA

Meetings.

**SECTION 4 - EXECUTIVE COUNCIL RECALL PROCEDURE**

A. Any member of the Executive Council may be recalled by a two-thirds (2/3) vote of the Legislature.

1. In this event, a general election must be held within two (2) weeks to elect a new officer.

2. Any member of the Legislature may run in this election with the exception of the officer who was recalled. This individual must wait until the next regular election held for the Executive Council.

B. All Executive Council Officers must be elected from the total campus student population except in the case of an opening.

**ARTICLE VIII**

**THE PARLIAMENTARIAN**

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 Legislature.

1. The Parliamentarian may only check for procedural matters that may affect the resolution and will remain impartial at all times.

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 X, Section 5).

I. Shall establish, post, and spend a minimum of four (4) hours per week in the SGA Office.

**ARTICLE IX**

**RULES AND REGULATIONS COMMITTEE**

**SECTION 1 - PURPOSE**

A. To uphold and interpret the Constitutions and Bylaws of the SGA and all recognized SGA clubs, organizations, and associations.

**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 President of the SGA shall be an ex officio member or send a designee.

C. The Vice President of Student Life shall be an ex officio member or send a designee.

D. The Vice President of Finance shall be an ex officio member or send a designee.

E. One (1) member of the legislature from each class (but not necessarily class officers) shall be nominated and elected by the Legislature.

**SECTION 3 - RIGHTS AND RESPONSIBILITIES**

A. No individual member of this Committee may speak on behalf of this Committee other than the Parliamentarian or the Vice President of Finance.

B. Only the Parliamentarian or the Vice President of Finance may speak on behalf of the committee after a vote has been taken within the Rules and Regulations Committee:

1. The Parliamentarian may only give the tally of votes unless the committee votes to

release a statement with an additional explanation.

C. The Committee shall be responsible for all necessary interpretations of the SGA Constitution as requested by the SGA.

D. 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.

E. No decisions shall be made by the Committee without first looking in the official log for previous decisions that may relate to the present issue.

F. The Parliamentarian is responsible for reporting all relevant information to the Rules and Regulations Committee.

G. All decisions made by the Rules and Regulations Committee are final, however, the Legislature may request that the Rules and Regulations Committee consider or reconsider a decision:

1. While a decision is being considered or reconsidered, the present policy is followed.

If no policy presently exists, no action is taken.

H. 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. Risk management 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.

I. The Rules and Regulations Committee is authorized to require all proposed and current

clubs to file an annual Club Information Form with the chair of the Student Organization

Council. 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)

J. In the event that the Rules and regulations Committee has not been formed, all rights and

responsibilities will be deferred to the Executive Council.

**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 Legislative Council 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 Legislature. The Rules and Regulations Committee may offer

suggestions to the initiating party of amendments.

2. The Rules and Regulations Committee shall make a recommendation to the

Legislature as to the constitutionality of the amendment proposed within two (2)

weeks.

3. The Legislature is required to allow the initiating party of the proposed amendment to

speak on the amendment.

4. To end discussion on the legislative floor by means of a motion shall take a three

fourths (3/4) vote.

5. The Legislature 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 Legislature 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 Legislature. The Rules and Regulations Committee may offer

suggestions to the initiating party of amendments.

2. The Rules and Regulations Committee shall make a recommendation to the

Legislature as to the constitutionality of the amendment proposed within two (2)

weeks.

3. The Legislature is required to allow the initiating party of the proposed amendment to

speak on the amendment.

4. The Legislature may approve and implement the proposed amendment with a two

thirds (2/3) vote.

**SECTION 4 – CONSTITUTIONAL REVIEW COMMITTEE**

1. 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.
2. 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.

1. The mission of this committee shall be to assure that the constitution, once approved, will be consistent with the current practices of the SGA.

**SECTION 5 – 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 legislature, 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.

**WESTFIELD STATE UNIVERSITY**

**STUDENT GOVERNMENT ASSOCIATION BYLAWS**

**ARTICLE I**

**ATTENDANCE BYLAWS**

**Section 1 – Removal**

A. An excess of four (4) unexcused absences during the academic year shall result in

removal.

**Section 2 – Absences**

A. The following shall constitute a half (1/2) absence:

1. Missing a Roll Call at a SGA meeting.

2. Failure to complete one (1) full office hour for a week.

B. The following shall constitute a full absence:

1. Missing a Committee Meeting.

2. Missing both roll calls at a SGA meeting.

3. Missing a Council Town Hall Meeting.

C. Excused Absences

1. Roll call, a committee meeting, and/or Campus Engagement may be excused by the

Executive Secretary.

2. A committee meeting absence may also be granted excused by the chair of the

respective committee.

3. The form of excuse shall be written.

D. A member of the legislature may appeal to the Rules and Regulations Committee to

reverse a decision in reference to excused absences as long as the complaint is registered

in writing to the Chair of the Rules and Regulations Committee within two (2) SGA

meetings. A reversal shall require a two-thirds (2/3) majority vote of the Rules and

Regulations Committee.

E. All other absences shall be considered unexcused except if specified differently in

Section 2, Letter B.

F. Half absences may be made up at the discretion of the Executive Secretary.

G. A designee shall be appointed under the following circumstances:

1. A member of the Legislature may appoint a designee to serve in the Legislature in

their place for up to one (1) academic semester if said member is unable to attend the

regularly scheduled SGA meetings for either academic reasons or at the discretion of

the Executive Council

2. A designee shall have the rights and responsibilities of the member that they are

replacing during the weekly SGA meetings. Any action that a designee takes shall

reflect upon the member that is being replaced.

3. Additional designees may replace the original if they cannot complete the assigned

term but shall not exceed the allotted initial term set forth.

4. A designee should be implemented by the President at the next scheduled SGA

Meeting.

H. Alternates

1. Representatives will be allowed to send two (2) alternates per semester to SGA and

committees combined.

2. An alternate is a full-time matriculated undergraduate student who comes from a

representative’s constituency, who acts in a non-voting capacity, in place of an

unexcused absence.

**Section 3 – Reinstatement**

A. A representative, once removed, may petition the Legislature to be reinstated:

1. The appeal must be made to both the Executive Secretary and SGA President in

writing at least forty-eight (48) hours prior to the next scheduled SGA Meeting.

a. At this time, the Executive Secretary and the SGA President can neither reject

nor accept the appeal.

b. The Parliamentarian will be called upon to go over the process with both parties

prior to the appeal being brought to senate.

2. The Executive Secretary will announce the appeal to senate during the Executive

Secretary’s Report.

a. The Representative’s appeal will be read to senate by the Executive Secretary.

b. Questions will be directed from the Legislature towards the Executive Secretary

for validity of absences of the Representative only.

3. In order for the petitioner to be reinstated, the Legislature must vote three-fourths

(3/4) in favor of that person.

a. The vote shall take place via a roll call vote. The President and Executive

Secretary will be exempt from said vote.

b. The SGA Advisor(s) will collectively tally the vote.

B. Stipulations

1. The vote may not be reconsidered or vetoed.

2. The petitioner, if reinstated, begins again with two (2) full absences.

3. If any Representative violates the attendance policy a second time, they may not be

reinstated.

C. Any constituency has the democratic right to reappoint/reelect any representative so as to

best represent their interest. Said election/appointment must receive approval by a

majority vote of the Legislature. Refer to Election Bylaws for the purpose of this majority

vote.

**ARTICLE II**

**BLUE KEY AWARD BYLAWS**

**Section 1 – Nomination Procedures**

**A.** The Chair of the Blue Key Committee (hereafter referred to as BKC) shall ensure that

nomination papers are made available to the entire university community beginning with

the third (3) Tuesday in February and shall be available until the second (2) Tuesday in

March. Said nomination papers may be obtained at the following locations:

1. The SGA Office

2. Electronically

B. Publicity pertaining to the Blue Key Award shall be the direct responsibility of the Chair

of the BKC. Publicity posters shall be placed in all Residence Halls, Academic Buildings,

in the Campus Center and in the SGA office. It is also the direct responsibility of the

Chair of the BKC to ensure that the open nomination period be publicized.

**Section 2 – Blue Key Committee**

A.The BKC shall be formed the second (2) Tuesday in February and consist of the

following members:

1. Vice President of Publicity as Chair.

2. Two (2) members from each class to be nominated and selected by the members of

said class within the Legislature.

**Section 3 – Blue Key Selection Committee Function and Process**

A. Function

1. The function of the committee shall be to select Blue Key recipients based on their

merit as described in the nomination papers and other information provided by the

respective nominee and/or references provided.

B. Process

1. The BKC reviews nomination papers and notifies all nominees so that they may

submit any necessary additional information. Nominees shall be given a minimum of

ten (10) business days to compile and submit said information.

a. All nomination papers and additional information provided is confidential and shall not be seen by or discussed with anyone except the members of the BKC.

2. The BKC shall convene to review all nomination papers and information provided no

less than two (2) times. No final decisions shall be made by the Committee during

the first (1) session; however, preliminary votes may be taken.

3. The Selection Committee shall reconvene to once again review nominees and at this

point (or at any meeting following until the Selection Committee adjourns for the

year) the Committee may vote on their final decision. The selection of Blue Key

recipients shall be made carefully, objectively and in line with the spirit of the award.

4. Should the Chair be nominated, a pre-determined member of the committee will

facilitate discussion of that nomination.

C.Selection of the Recipients

1. Neither the Chair nor the Committee may set a limit, being minimum or maximum,

regarding the number of awards that may be granted. It is the duty of the Committee

to award those students who embody that which is the spirit of the Blue Key Award.

2. Any discussion pertaining to a nominee’s merit must be based solely on the

nomination(s) provided and the information/references provided by the nominee. Any

nominee who does not choose to respond to the Committee’s request of additional

information within ten (10) business days upon receipt of notification, shall no longer

be considered for the award and will subsequently be disqualified.

3. A member of the Committee who is nominated shall leave the meeting during any

discussion and/or vote regarding that nomination.

4. A member of the Committee who has submitted a nomination shall maintain their

responsibilities and participate in objective discussion and voting.

5. A member of the Committee shall not divulge any information pertaining to those

individuals who have been selected to be Blue Key Recipients.

6. All members of the Committee shall receive a copy of the Blue Key Awards Bylaws.

7. The final vote for selection of Blue Key recipients shall be

a. A Secret Ballot.

b. Ballots counted by the Advisor.

c. Any voting member of the Committee shall have the right to vote in the

affirmative or the negative for each individual.

d. Any candidate receiving affirmative votes from a majority of fifty percent (50%)

plus one (1) of the committee shall receive an award.

e. In the case of a tie, the Chair shall decide.

**ARTICLE III**

**ELECTION BYLAWS**

**Section 1 – Signature Papers**

A. There will be no nomination papers, only signature papers.

B. Signature papers will be available on the last Monday in March at 9:00am in the SGA

Room, which is located in the Garden level of the Ely Campus Center.

1. In the event the last day of March is a Monday, the signature papers will be released

one (1) week earlier.

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 must be returned to the SGA room by the first (1) Friday in April at

5:00pm. In the event that the first (1) Friday in April falls within the same week as the

release of the signature papers, the deadline will be pushed to the following Friday.

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 Legislative Council and/or Executive Council in the same election.

I. Any 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 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 (3) 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 will not slander any other 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.

C.Voting Procedures

1. Time and location of voting will be determined at the discretion of the Executive

Secretary.

2. Voting locations, times, and 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. Voting locations shall be manned by non-returning SGA members from either Senate

or the Executive Board.

4. Ballots will be prepared utilizing the lottery system.

5. Only matriculating, full-time undergraduate students are eligible to vote.

6. 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.

7. 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.

8. 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.

9. The Executive Secretary will notify the campus of the results of the election within

forty-eight (48) hours.

**ARTICLE IV**

**FINANCE BYLAWS**

**Section 1 – Purpose**

A. It is the purpose of these Bylaws to state the basic financial procedures and the policies of

the SGA, in order to ensure consistency in the financial dealings of the SGA and its

related groups. These Bylaws may be used in conjunction with, but hold precedence over,

other documents.

**Section 2 – Finance Committee Membership**

A. The Vice President of Finance will serve as chair.

B. One (1) member from each class, not necessarily class officers, to be appointed by the

Vice President of Finance.

**Section 3 – Club Elections**

A. All clubs/organizations shall hold elections of club/organization officers during the first

few weeks of the fall semester so that these elections coincide with the SGA First Year

Class and the Hall Representative Elections. If the club/organization chooses, it may

hold elections during the spring semester in conjunction with the SGA Spring Elections.

**Section 4- Fundraising Policies**

A. Any active club or organization that falls under the oversight, management or is subject

to the review of SGA must follow proper procedure for fundraising.

1. Every SGA club or organization must follow the policies of the Vice President of

Finance, the Finance Committee, or policies from the University Finance Office.

2. Every SGA club and organization must complete paperwork in accordance with SGA

Constitution and bylaws.

B. Fundraising Request forms must be submitted to the Vice President of Finance five (5)

business days or more prior to the fundraiser and be filled out by a member of the club,

and have a signature by the club’s advisor.

C. Fundraising Report forms must be submitted to the Vice President of Finance within five

(5) business days of the completion of the fundraiser.

D. Guidelines and bylaws include expressed, written or stated directions given by the Vice

President of Finance or their designee(s) accompanying any paperwork received

by a club or organization’s officer.

E. Any club or organization which falls under the oversight, management or is subject to the

review of the SGA is subject to penalties as prescribed.

1. The club or organization’s account will be frozen until the situation has been

remedied and upon approval from the finance committee.

2. There will be a period of twenty (20) business days during which the club or

organization may not request funds from the finance committee.

3. Good standing is defined in SGA Bylaws Article VI Section 5 Subsection G.

**Section 5 – Finance Proposal**

A. These shall be the procedures that must be followed to obtain funding from the general

club account of the SGA.

B. The club or organization must prepare a finance proposal, which shall include, but not be

limited to: an explanation of the proposed expenditure, a description of what is to be

purchased, the quantity, and the price as included in an official quote from the vendor.

C. All proposals must be brought down to the Vice President of Finance at least 24 (twenty

four) hours before the Finance Committee is scheduled to meet. A meeting with the

Finance Committee is required before a club or organization may attempt to gain the

SGA floor with a finance proposal.

D. If a club or organization is denied the right to meet with the Finance Committee by the

Vice President of Finance, it may appeal the decision. The appeal process is stated in

Section 7.

E. At the Finance Committee meeting, the Finance Committee will render an opinion of

endorsement, recommendation, rejection, or table.

1. **Endorsement –** For a proposal to receive an endorsement from the Finance

Committee, a majority of fifty percent (50%) plus one (1) of the Finance Committee

must vote in favor of the proposal. In the event of a tie, the Finance Committee Chair

will break the tie.

2. **Recommendation –** The Finance Committee may decide to modify or rewrite a

club or organization’s proposal. For a club or organization to receive a

recommendation for the Finance Committee, a majority of fifty percent (50%) plus

one (1) of the Finance Committee must vote in favor of the modified, rewritten, or

new proposal. In the event of a tie, the Finance Committee Chair will break the tie.

3. **Rejection –** For a club or organization’s proposal to receive a rejection, less than a

majority of fifty percent (50%) plus one (1) of the Finance Committee must vote in

favor of the original, modified, rewritten, or new proposal. In the event of a tie, the

Finance Committee Chair will break the tie.

4. **Table –** The Committee may table a proposal if more information is necessary.

5. **Other Stipulation –** Stipulations may be put on either an endorsement or a

recommendation without changing the status of the opinion.

F. The finance proposal will then be presented to the Legislature at the next scheduled

meeting of the SGA.

1. The Vice President of Finance will present the Legislature with the opinion of the

Finance Committee (either endorsement, recommendation, rejections, or tabling),

including the vote totals.

2. After discussion, the SGA will act on the Vice President of Finance’s motion and

vote either for or against the proposal, vote not to consider 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 majority 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 that would increase the total amount of funds requested.

3. This vote is the official and final decision.

G. All funding must be approved at least fifteen (15) business days prior to activity or

purchase and forty-five (45) business days for conference registration and

accommodations.

H. It is the responsibility of the President or Treasurer of a club or organization to submit an

accurate proposal, ensure the compliance of the proposal once approved, and ensure the

proper, ethical, and efficient use of all SGA funds as well as funds derived from other

sources.

**Section 6 – Club Standing**

A. A club or organization cannot receive SGA funds or initiate new purchases if it is not in

good standing with the SGA. To maintain good standing, a club or organization may not

use funds in a manner that is: illegal, in violation of the SGA Constitution and/or Bylaws,

unethical in any aspects, inefficient, or unproductive. All clubs and organizations must

also comply with the following provisions.

1. SGA recognized club or organization membership must be open to all students who

have paid their Student Activities Fee and follow a matriculated course of study

approved through the Registrar.

2. Active club members will receive precedence over other full-time matriculated

students if there is a funding cap or a limitation on the number of students allowed to

participate.

3. The club or organization must go through the Vice President of Finance for all

fundraising efforts, and any effort to solicit outside businesses must

go through the Office of Development.

4. To begin a fundraiser, the club must submit a fundraising proposal form to the Vice

President of Finance at least five (5) business days prior to the start of the fundraiser.

5. Within five (5) business days of the completion of the fundraiser, the president or

treasurer of the club or organization must complete a fundraising report form.

6. The club or organization must not owe money to any departments on campus.

7. The club or organization must have a current Constitution on file with the SGA

Parliamentarian.

8. The club or organization must follow the procedures, guidelines and by-laws of both

the SGA and the Vice President of Finance.

9. The club or organization must adhere to the practice of paying for goods or services

through the WSU Finance Office or a pre-approved plan.

10. The club or organization must adhere to the practice of depositing all revenues (cash

or check) within one (1) business day of receipt to SGA.

11. The club or organization must deposit revenue into its respective fund raising account

via the SGA advisor.

12. The club or organization must attend meetings deemed mandatory by the SGA.

13. The club or organization must have a current, accurate Club Information Form on file

with SGA.

14. A club or organization may appeal the decision of the Vice of Finance and

Parliamentarian regarding club standing to the Rules and Regulations Committee.

15. The SGA cannot fund exclusive groups or exclusive activities.

a. Groups that fall into either one of these categories may petition the Executive Board to review their finance application. The Executive Board may grant the funding request at their discretion.

b. In the event that the Finance Committee believes a club is exclusive, they will request an opinion from the Rules and Regulations Committee within five (5) business days, as to the clubs standing as exclusive or open.

**Section 7 – Finance Audit**

**A.** The Vice President of Finance of the SGA shall have the charge to audit 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 aspects, inefficient, or

unproductive. If such is the case, the Vice President of Finance may, after consulting with

and upon the recommendation of the Finance Committee, determine that the club or

organization is not in good standing and revoke the club or organization’s funding.

**Section 8 – Appeal Process**

A. If a club or organization is denied the right to see the Finance Committee by the Vice

President of Finance, the club or organization may write to the Rules and Regulations

Committee via the SGA Parliamentarian requesting a hearing and/or a written

determination of the club or organization’s standing or proposal.

B. The Rules and Regulations Committee will determine whether the Vice President of

Finance is acting in the best interest of the SGA concerning the manner.

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 Vice President of

Finance’s decision, it may mandate that the club or organization get an appointment

with the Finance Committee at its next meeting and that an opinion be rendered or

tabled if further information is necessary.

**Section 9 – Expenditures**

A. The SGA will not fund expenses which exceed club estimates. This includes, but is not

limited to: expenditures based on the estimated numbers of participants, estimated prices,

or estimated quality.

B. Purchase orders are required if expenditures exceed two hundred dollars ($200.00). No

reimbursement will be issued for expenditures of over two hundred dollars ($200.00) if a

purchase order has not been submitted to the WSU procurement office.

C. Proof of expenditure such as an itemized bill or receipt must explicitly state the price and

quantity of the goods or services provided.

D. All reimbursement requests and itemized receipts must be submitted to a SGA Advisor as

soon as possible after the purchase. Reimbursements will not be accepted any later than

forty-five (45) days after the purchase.

E. Maximum expenditure:

1. SGA has set the following maximum percentage and/or totals for the following

expenditures as well as certain stipulations:

a. Transportation

i. The maximum funding for vehicle lease or rental is fifty percent (50%).

ii. The maximum funding for fuel costs is fifty percent (50%) of the current

mileage set by the university for use of the university vehicle.

iii. Funding costs associated with non-WSU vehicles will not be considered

unless a WSU vehicle is not available or an of age, trained driver is not

available. Transportation practices must adhere to current university travel

policies.

iv. If an individual or group declines university transportation and/or misses their

scheduled transportation, SGA is not fiscally responsible.

v. SGA cannot fund air travel or travel by rail.

b. Entertainment

i. There is not a maximum percentage for entertainment; however, the event

must be open to the entire campus.

c. Equipment

i. It is the practice of SGA to purchase equipment with the intention of loaning it

to a specific club or organization. This allows the SGA to maintain full

ownership and thus control the use of the equipment. Clubs and organizations which have SGA equipment must adhere to the following bylaws in order to

continue to use SGA equipment:

a) Yearly inventory reports are required by all clubs and organizations

holding SGA equipment.

b) The club or organization must abide by all SGA restrictions on use or

users.

c) Security for the equipment is the responsibility of the club or organization.

The burden of replacement due to theft or destruction lies with the club or

organization.

d) All repairs, either customary or extraordinary, are the responsibility of the

club or organization.

e) Personal use is forbidden under any circumstances.

f) Joint ownership with other WSU departments and the inherent SGA

responsibility thereof will be considered only before a purchase.

d. Dues

i. The maximum funding for national chapter dues is fifty percent (50%).

ii. There is a maximum funding restriction on local dues of fifty percent (50%).

iii. Licenses and certifications are not dues.

iv. All combined dues cannot exceed one thousand dollars ($1,000.00).

e. Subscriptions

i. The maximum funding for subscriptions per club is fifty percent (50%).

ii. Only club related subscriptions will be funded.

f. Instructors, Coaches, and Trainers

i. Maximum funding per academic year is one thousand dollars ($1,000.00).

a) In the event that the maximum amount is not satisfactory, an appeal can be

directed to the Vice President of Finance and the Finance Committee.

b) In the event that under one (1) club there are two (2) teams or the need for

two (2) coaches, the Finance Committee can allocate up to two-thousand dollars ($2,000) if deemed necessary.

ii. The Instructor, Coach, or Trainer must send a typed, professional resume

providing qualifications, prior to beginning services.

iii. An unsigned contract must be presented which specifically states all aspects of the agreement including what performances are expected from each party and the amount, timing, and method of payment. Contracts are provided through the SGA Office in compliance with regulations set forth by Westfield

State University and the Commonwealth of Massachusetts.

g. Hotel Accommodations

i. Maximum funding for hotel accommodations is fifty percent (50%).

ii. Hotel reservations must be made through SGA.

h. Prizes and Raffles

i. Prizes, awards, and gifts will not be funded by SGA.

ii. All raffles must be approved by the Executive Director of University

Advancement.

i. Refreshments

i. SGA will only pay for refreshments consumed on campus.

ii. Alcohol will not be funded.

iii. The maximum funding for refreshments of fifty (50%) percent.

j. Trips and Conferences

i. Registration for trips and conferences for clubs and organizations must be

made through SGA.

ii. SGA is fiscally responsible for one (1) chaperone per every ten (10) students.

iii. If a student cannot go to a conference and funds have been prepaid for registration and/or hotel, the student must speak to the club advisor and the SGA Vice President of Finance and every attempt must be made to receive a refund for registration and/or hotel costs. In the event this does not happen, the student is responsible for repaying SGA for said expenses in its entirety.

k. Club expenditures from fundraising account for meals

i. No club shall use their club funds to purchase prepared food or ingredients for prepared meals if the meal is held off campus. If a club wishes to spend funds

for such meals, it may do so at the discretion of and with approval from the Vice President of Finance.

**Section 10 – Review Procedures**

A. These Bylaws shall be reviewed each year by the Vice President of Finance and the

Finance Committee. This will be done to ensure that all procedures are current and meet

the requirements of Westfield State University and the Commonwealth of Massachusetts.

**ARTICLE V**

**LEGISLATIVE ACCOUNTABILITY BYLAWS**

**Section 1 – Committee Responsibilities**

A. All members of the Legislature shall be required to participate in a minimum of two (2)

SGA recognized committees.

1. Any Committee a representative serves on is subject to affect their SGA attendance.

2. A student representative for each committee is responsible for reporting committee

attendance to the Executive Secretary.

**Section 2 – Campus Engagement Requirements**

A. Office Hours:

1. All senators are required to complete one (1) office hour in SGA per week.

2. All senators are required to sign in to their office hours.

3. Office hours shall coincide with SGA business hours, which are from Monday

through Friday between 8:00am to 5:00pm.

4. The Executive Secretary shall determine what other actions constitute office hours.

B. Council Town Hall Meetings

1. All councils are required to hold at least one (1) town hall meeting per semester, for a

minimum of one (1) hour.

2. The date, time, and location of the Council Town Hall Meeting shall be submitted, by

email, to the Executive Secretary at least two (2) weeks in advance.

3. The Chair of the Council shall report on the Council Town Hall Meeting at the next

scheduled SGA meeting.

**Section 3 – Academic Responsibility**

A. A minimum cumulative grade point average of 2.3 is required for all Representatives.

B. All representatives must maintain a matriculated course of study each semester in order

to hold their position.

C. The SGA advisor shall be responsible for obtaining the academic standing, and the

cumulative grade point averages of all Senators.

**Section 4 – 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 VI**

**CLUB/ORGANIZATION BYLAWS**

**Section 1 – Definition**

A. The SGA defines a club/organization as the following: a group of ten (10) or more

students (or fewer by the discretion of the Rules and Regulations Committee) that have

come together for a common purpose. This purpose and the structure of the

club/organization are to be outlined in a constitution that has been approved by the Rules

and Regulations Committee. After the constitution has been approved, it shall be kept on

file with the SGA.

**Section 2 – Membership**

A. Membership of clubs/organizations recognized by the SGA shall be open to all full and

part-time undergraduate students who have paid their student activities fee for the current

semester.

**Section 3 – Elections**

A. All clubs/organizations shall hold elections of club/organization officers during the first

few weeks of the fall semester so that these elections coincide with the SGA, First-Year

Class and the Hall Representative Elections. If the club/organization chooses, it may hold

elections during the spring semester in conjunction with the SGA spring elections.

B. All clubs/organizations must report all changes in club/organization officers to the SGA

within one (1) week of the changes.

C. All clubs/organizations must report changes in club/organization advisors to the SGA

within one (1) week of changes being made.

D. All clubs/organizations must provide at least one (1) contact person (President or

designee) with the SGA Parliamentarian and Vice President of Finance.

**Section 4 – Club Activity**

A. All clubs/organizations must hold regularly scheduled meetings to be considered active

and eligible to procure funds from the SGA.

B. All clubs/organizations must update their constitution at least once every three (3) years

in order to be considered active and eligible to procure funds from the SGA.

C. All clubs/organizations must maintain a constitution on file with the SGA to be

considered active and eligible to procure funds from the SGA.

**Section 5 – Student Organization Council (SOC)**

A. The SOC will be made up of one (1) member of each SGA recognized student club and

/or organization.

B. The SOC will meet at leasat once (1) per semester during the academic year.

C. The SOC will be chaired by the Vice President of Finance.

D. One (1) person can only represent one (1) club at each meeting. The representing member

for each club/organization can change from semester to semester, and a member can

represent different clubs at different per semester meetings but never at the same time.

E. Completion of a Club Information Form and club training provided by SGA is required

prior to accessing or requesting funds from SGA.

F. Good standing, as stated in the SGA Finance Bylaws, means active status and involves

having an up to date Club Information Form on file and following all current SGA

policies.

**ARTICLE VII**

**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 Legislature 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.

3. Any member of the public may address the Legislature, 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 Legislature 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.

**ARTICLE VIII**

**CLASS COUNCIL BYLAWS**

**Section 1 – Sister Classes**

A. The purpose of sister classes is to provide guidance and mentorship to underclassmen and

to provide aid and logistical support to each other.

B. A sister class is defined as the two (2) odd or two (2) even graduation year classes.

C. Sister classes should in no way prohibit or impede bonding, aid, and/or logistical support

between non sister classes.

**Section 2 – Charitable Fundraising Events**

A. Charitable Fundraising Events are defined as large-scale events that are held within the

grounds of Westfield State University and are run by class councils.

B. If a class council establishes an event, they can choose to chair their event until they

graduate or choose to decline their position as chair.

**Section 3 – Finances**

A. Class Councils may receive funding from line items, fundraising, and charitable

donations.

B. Class Councils may only request funding via SGA Executive Council Discretionary

Funds.

**ARTICLE IX**

**SGA CLUB REPRESENTATIVE COMMITTEE**

A. Committee will act as a main source of communication between SGA Clubs and the

Student Government Association.

B. Committee will be chaired by the Vice President of Finance and the Vice President of

Programming (or a designee appointed by the SGA Executive Council).

C. Membership will consist of the Vice President of Finance, the Vice President of

Programming (or a designee appointed by the SGA Executive Council) and all

SGA Club Representatives.

D. The Committee is required to meet at least two (2) times per month.



**STUDENT GOVERNMENT ASSOCIATION**

**APPENDIX A**

Appendix A[[1]](#footnote-1):

Further Explanation with Regards to Executive Board Responsibilities

President

1. Charged with overseeing the execution of all duties assigned to each individual member of the Executive Council.
2. Charged with appointing the chairs and other members to all committees requiring student representatives as needed, unless otherwise stated.
3. Charged with delegating all committees that report to SGA to the most appropriate member of the Executive board at their discretion in order to ensure the effective execution of all matters of SGA.
4. The Constitutional Review Committee is responsible to reporting directly to the President.

Vice President- Student Life

The following committees report to the Vice President of Student Life:

1. Student Affairs Committee
2. Substance Advisory Committee
3. Parking Appeals Board
4. Parking Control Board
5. Diversity/Inclusion Committee
6. Food Services Committee
7. Student Athletic Advisory Council

Vice President- Academic Life

The following committees report to the Vice President of Academic Life:

1. Academic Policies Committee
2. Curriculum Committee
3. Academic Honesty Committee
4. Enrollment Management Committee
5. International Programs Committee
6. Academic Technology and Information Services Committee

Vice President- Finance

The following committees report to the Vice President of Finance:

1. Finance Committee
2. Westfield State University Foundation
3. Student Organization Council
4. SGA Club Representative Committee

Vice President- Programming

The following committees fall under the Vice President of Programming:

1. Campus Activities Board
2. SGA Club Representative Committee

Student Trustee

The following committees fall under the Student Trustee:

1. All University Committee
2. Student Advisory Council

Vice President of Publicity

The following committees fall under the Vice President of Publicity:

1. Neighborhood Advisory Committee
2. Community Relations/Fundraising Committee

2) Owl Ball Committee

3) Blue Key Committee

The Appendix is changed at the discretion of the President, based on Administrative convenience and does not require approval of the Legislature

**STUDENT GOVERNMENT ASSOCIATION**

**APPENDIX B**

1. [↑](#footnote-ref-1)