



**S**tudent  
**G**overnment  
**A**ssociation

Eastern Connecticut State University

# Constitution And Bylaws

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# CONSTITUTION

## EASTERN CONNECTICUT STATE UNIVERSITY STUDENT GOVERNMENT ASSOCIATION

### **Preamble:**

We, the students of Eastern Connecticut State University create this organization, in order to establish a firm bond between the several schools of the university, and between the Students and Faculty thereof; to promote unity among Student, Faculty, and Administration; to advance Student views and interests; and to cooperate with national, state, and local governments; regardless of age, race, creed, sex, religion, sexual preference, political ideology or economic circumstances, do ordain, establish and adopt this Constitution for the Eastern Connecticut State University Student Body.

### **Article I. Name**

1. The name of this organization shall be the Student Government Association of Eastern Connecticut State University at Willimantic, Connecticut herein after referred to as the SGA.

### **Article II. SGA**

1. Senate
  - A. Membership in the SGA shall be open to all student activity fee-paying students who are registered for courses at Eastern and hold a cumulative GPA of 2.0 or higher.
  - B. Membership in the SGA shall be defined as those holding elected/ appointed office representing a constituency.
  - C. All legislative powers of this organization shall be vested in the Senate comprised of elected representatives from the student body. All acts of this government shall be consistent with and subordinate to the provisions of the charter, bylaws, and regulations of Eastern Connecticut State University.
  - D. The constituent senators shall be the governing body of the SGA having the authority to enact legislation concerning: student general welfare; social gatherings and special events; conduct within student organizations; student elections; student budget fees, appropriations and expenditures of student

funds; and rules and bylaws of the SGA and standing committees of the SGA in regard to the extent and limitation of their authority.

- E. The duties of the SGA shall consist of the following:
- i. To provide for responsible and effective student participation in the University affairs affecting the student body.
  - ii. To provide an official and representative forum for student complaints, investigate student problems, and participate in decisions affecting students;
  - iii. To take action in the best interest of the student body and Eastern's campus community;
  - iv. To provide an official voice through which student opinion may be expressed;
  - v. To foster student's awareness of their rights and responsibilities in the campus, local, state, national, and international communities;
  - vi. To enact legislation concerning finances of recognized student organizations.
- F. All decisions of the SGA shall be reported to the President of the University and shall be enacted into University Policy except in the following instances:
- i. Whenever the President of the University or his or her representative shall request action be delayed for consideration of a veto by the President of the University. In such cases, unless action shall be taken by the administration within ten business days of receipt of the minutes, the SGA shall consider that there is no further objection to the decision.
  - ii. When objections shall be raised by the administration, it shall be the responsibility of the administration to submit a written statement of the reasons for such objections within 10 business days of receipt of minutes of the meeting where the action was determined and to further action on the matter at the next regularly scheduled meeting after the written response was received by the SGA, with final jurisdiction resting with the President of the University.
- G. The SGA has the right to appeal any final decisions(s) to the President of the University and/or the CSU Board of Trustees.

- H. The electoral term for all senators will expire at the end of the spring semester or at the 1<sup>st</sup> meeting of the newly elected SGA.
  - I. Residence Hall Senators – the number of whom elected by and representing each residence hall shall be determined by the SGA. There shall be one (1) Residence Hall Senator residence Hall students of part. These elections shall be held no later than the end of the third week of September. (i.e. Burnap 1, Low Rise 1, High Rise 1, etc)
  - J. Non-Resident Senators – the number of whom elected by and representing commuter students shall be determined by the SGA. There shall be three (3) representatives.
2. SGA Executive Board (E-Board)
- A. Shall consist of the President, Vice-President, Treasurer, Secretary, and committee Chairs’.
  - B. Persons holding these positions represent the student body at large, not their individual residence halls or commuter population.
  - C. The E-Board is empowered to take action on behalf of the Senate only when it is necessary that action in advance of the next Senate meeting is needed, or when the Senate will not meet for a prolonged period of time. When the E-Board takes action on behalf of the Senate, it must report its actions at the next meeting of the Senate.
  - D. The E-Board of the SGA will appoint the necessary numbers of student representatives to the following university committees:
    - i. Student Advisory Board to the Board of Trustees
    - ii. Faculty Senate and their respective Committees
    - iii. Athletic Budget Committee
    - iv. Administrative Council
    - v. Traffic Appeals Board
    - vi. Traffic Parking and Regulations Committee
    - vii. Academic Review Board
    - viii. Sexual/Racial Harassment and Discrimination Committee
    - ix. All others as they are formed
3. Advisors
- A. The SGA shall have full-time, non-voting faculty, staff, and/or administrative advisors, one selected by each of the standing committees and Executive Board to serve as that body’s advisor.

- B. All advisors must attend regularly scheduled meetings of their committee.

### **Article III. Formation of a Student Organization**

#### 1. Procedure

- A. Representatives from the group wanting to form an organization are required to meet with the Director of Student Center/Activities to discuss the procedures they must complete in order to be officially recognized by the SGA. The Director will distribute information containing those procedures and also will help group initiate the next step in this process.
- B. The group is required to advertise for and conduct an organizational meeting where they are to elect officers, draw up organizational meeting where they are to elect officers, draw up and approve the Constitution, Statement of Purpose, and Signature Authorization forms and keep records in the form of minutes, that contain evidence of all business conducted at the meeting.
- C. Once all the documents have been completed and approved, the officers of the group are required to meet with the Director of Student Center/Activities to discuss them. The Director will review them to ensure that they contain nothing that violates any University policy or State or Federal laws. If approved, the Director will approve and forward them to the BAM Committee. If the Director does not approve the documents, the group will be asked to review the items in question and resubmit them when corrected.
- D. Once approved by the BAM Committee student organizations, it will, in the form of a committee motion, present the organization for approval to the SGA at its next scheduled meeting. The organization has the right to and is encouraged to be present at the committee's and SGA's meetings to defend or clarify their purpose.
- E. Once the organization has been approved by the SGA, the officers are required to meet with the Director of Student Center/Activities to discuss the Student Activities Accounting Office and other areas of the University with which they will be dealing.

### **Article IV. Financial Affairs**

## 1. Surplus Account

- A. Any organization requesting money from the SGA Surplus, including the SGA, any subcommittee, and organizations not funded by the SGA, must submit a detailed budget in writing to the Executive Board 1 week prior to the meeting in which the organization wishes it to be presented. If the E-Board sees no problem, the request is then forwarded to the President who can elect to place it on the agenda of the upcoming SGA meeting.
- B. Surplus monies shall be used for capital expenditures only, with the exception of the bill for the copy machine and the bill to operate the safe ride system, so long as SGA remains the operator.
- C. The vote on a motion which requests money from the surplus fund must be deferred to the next regularly scheduled meeting after the meeting the motion was made.
- D. Non-student organization expenditure shall not be funded from the SGA Surplus, except for capital expenditures.
- E. There shall be no transfer of funds from surplus account without a 2/3-majority vote of the Senate.

## 2. SGA General Account

- A. The Senate shall have the power to authorize the spending of any expenses out of this account if they are deemed beneficial to the student body and/ or help carry out the operation of the SGA in upholding its Constitution and Bylaws.
- B. Any non-student or student club/organization may request funds from the SGA General Account provided that BAM is out of monies.
- C. To be considered for funding by the SGA any and all expenses must be deemed both beneficial to the student population as well as attempt to improve the quality of life at Eastern.
- D. All student and non-student organizations to be considered for funding must abide by all criteria's concerning funding.
- E. To be considered for funding, a student/non-student organization must submit a detailed budget of the expense of the entire event, notating the items SGA will pay for. The requester is to include a full description of the event, a rationale for the amount requested, and a list of other sponsors to BAM.

- F. After reviewing the request seeing no violations of SGA funding criteria, University, State, and Local regulations, it will be forwarded to the Senate for consideration.
  - G. The SGA shall not be the sole financial sponsor of any non-student organization. If the SGA approves funding of non-student organization expenditure, the SGA shall be publicized as an additional sponsor.
  - H. If non-student organization expenditure is approved for funding, the maximum amount it may receive is 50% of the total cost.
  - I. The request/application for funding of a non-student organization will not be voted upon until one SGA meeting after the request is submitted.
  - J. Funding of non-student organization expenditure must be approved by a 2/3-majority vote of the SGA.
3. Executive Account
- A. Shall be allotted to the Executive Board to assist in carrying out Executive Board functions.
4. Distribution of funds
- A. The SGA shall have the authority to distribute all student activity fee money. The E-Board shall apply for a budget to cover SGA operating expenses.
  - B. The semester budget will be drafted by the President and presented to the E-board followed by the Senate. (Note- no approval is required in e-board, however there must be a 2/3-majority vote in the Senate.) Once approved, it shall be published and distributed to all student organizations including the SGA and any subcommittee of the SGA at the beginning of every semester by the President and/or Secretary of the SGA.
  - C. \$67K of the student activity fee will be directly allocated to the Campus Activity Board each semester based on a budget submitted to the SGA by May 1<sup>st</sup> for the following Fall semester and by December 1<sup>st</sup> for the following Spring semester, to be approved by the SGA, otherwise the account will be frozen until the budget is submitted.
  - D. \$7.5K plus the year's CPI-U of the student activity fee will be directly allocated to the Yearbook Organization at the beginning of the academic school year. The Yearbook is required to present a fiscal and organizational report by the 3<sup>rd</sup> week of September. If not done so the Yearbook will be frozen until they present this report to the SGA.

- E. \$12,000 plus the year's CPI-U of the student activity fee will be directly allocated to the Drama Society each semester to help subsidize costs of on campus productions. A budget must be submitted to the SGA by May 1<sup>st</sup> for the following fall semester and by December 1<sup>st</sup> for the following spring semester, to be approved by the SGA, otherwise the account will be frozen until the budget is submitted.
- F. The SGA will fund the Senior Class Committee no less than \$4,000 and no more than \$10,000 for their operating budget.
- G. All financial affairs will be coordinated with the Student Activities Accounting Office and Student Activities Director.

## **Article V. Removal from Office**

### 1. Absences

- A. All excuses must be submitted in writing to the secretary within two business days of the meeting missed.
- B. Members of the executive board will validate excuses by  $\frac{3}{4}$ -majority vote.
- C. Any student who has been dismissed from his or her elected position by the SGA may not hold any SGA position until one full academic semester has passed.
- D. If a member of the SGA fails to attend two consecutive meeting, or any three meetings of the SGA or Committee meetings during one semester, (without an excuse from E Board), he or she may be subject to impeachment.
- E. Excused absences will count as  $\frac{1}{2}$  of an un-excused absence.**

### 2. Impeachment

- A. Any motion of Impeachment of a senator or an officer of the SGA shall require a  $\frac{2}{3}$  majority vote.
- B. During the proceedings, the SGA Senator or officer being impeached will be temporarily suspended from his or her duties.
- C. He or she will be given written statement of violation 5 business days prior to impeachment.
- D. Upon impeachment, the President shall appoint a committee of four senators to investigate the charges. The President or his or her designee (must be an E-board member) shall act as chairperson of this committee.

In the event the President is being impeached, the Treasurer will appoint the committee subject to approval by the Senate.

- E. The committee shall report its findings to the SGA within two SGA meetings for action.
- F. At this time, he or she may present defense and/or witnesses.
- G. After the impeachment committee presents its findings to the Senate, the Senate shall determine whether to dismiss or re-instate the impeached member with 2/3-majority.
- H. Impeachment and disciplinary procedures shall follow Robert's Rules of Orders revised.

## **Article VI. Student Powers**

### 1. Amendments

- A. An amendment may be proposed by any member of the student body upon petition of a number of matriculating students equal to the number a senator represents.
- B. An amendment of the Constitution and/or Bylaws must be ratified by a two-thirds vote of the Senate. A proposed amendment shall be submitted to the SGA in writing at least one regular meeting in advance, and shall be a special order of business at the next regular meeting.
- C. An amendment is subject to override by the student body via a referendum vote.

### 3. Referendum

- A. The student body may override any action taken by the Senate in the following manner.
  - 1. A petition shall be presented at any meeting of the Senate and shall require the signature of at least 20% of the student activity-fee paying student body.
  - 2. Notice of the referendum shall be posted no later than forty-eight (48) hours after receiving the petitions for referendum.
  - 3. A 2/3 majority of the ballots cast shall be required for passage within quorum of 20% of the student body voting.

4. Balloting shall take place no later than two weeks after the notice is posted.
5. The same issue may not be brought up for referendum more than once during an academic year.
6. The SGA Advisors shall run the balloting.

## **Article VII. Interpretation**

### 1. Rules of Order

- A. The rules of parliamentary procedure used shall be in accordance with the current issue of Robert's Rules of Order, Revised, except where the Constitution states otherwise.
- B. A majority vote of quorum is needed to pass a motion unless otherwise specified in this Constitution or in Robert's Rules of Order.

### **Ratification:**

This Constitution shall have full force in effect following passage by a two-thirds vote of the Senate. This Constitution shall supersede and replace all previous Constitutions.

# BYLAWS

## Article I. Meetings

### 1. Frequency of Meetings

- A. A simple majority vote of each legislative group shall determine the frequency of the group's meetings during the first meeting of each semester.

### 2. Requirements for official meetings

- A. A quorum is necessary for the SGA, or any of their subsidiary bodies to conduct business.
- B. Quorum for the Senate and all SGA committees shall be defined as one-half plus one of all office-holding senators.
- C. All members of respective legislative groups must be contacted and informed of all special meetings before they may be called to order.

### 3. Senate Meetings

- A. The President of the SGA or 10% signatures from the student body, or a simple majority of senators listed on a signed petition may call for a special Senate meeting.
- B. Notification of special Senate meetings must be posted at least forty-eight hours in advance.
- C. Attendance will be taken at the start of the meeting. Members who come in within 5 minutes of the start of the meeting will be considered tardy, members who come in 5 minutes after the roll call will be considered absent.
- D. Two tardys will be the equivalent to one un-excused absence.
- E. Upon a motion and majority vote, the SGA may caucus by committee.

#### 4. Voting

- A. The presiding officer will identify what type of vote shall be taken or upon a motion and majority vote of the legislative body, the body may call for what type of vote to be held. Voting may be by voice (aye, nay, and abstention), hand raising, non-secret ballot, or roll call.
- B. The presiding officer of the respective legislative body shall not vote except in the case of a tie when he or she shall cast the deciding vote.
  - i. Exception- In case of a tie in an E-Board election, a new ballot will be conducted.
- C. Roll call votes will be taken on particularly important business, either at the discretion of the President or whenever one-third of the present voting members so request.
- D. Proxies
  - i. In the event a member of the SGA cannot attend a meeting, he or she may leave a proxy with a designated senator.
  - ii. Such written authorization must clearly state both the proxy bears and how the senator wishes to vote (affirmative, negative, abstention).
  - iii. Each senator may serve as the representative of only one other senator.
  - iv. The presence of a proxy will not prevent senators from being considered absent.

#### 5. Agenda

- A. Shall have a section for Attendance, Officer, Advisor and committee reports, Old business, New business, and time allotted for Open Floor.
- B. Any item of business may be submitted in writing by any member of the student body, outside groups, administrator or faculty members to a duly elected representative of the Senate. The representative who has been given the item for the agenda has the responsibility to notify the President, so it can be added to the agenda of an upcoming Senate meeting.
- C. All business not on the agenda will be brought up under new business.

- D. The e-board shall have the power to place items on the Senate agenda with 2/3-majority vote.
- E. The SGA agenda will be fixed by the E-board and will be posted 1 business day prior to the SGA meeting.
- F. Copies of the agenda will be distributed just prior to the SGA meeting.

6. Minutes

- A. All SGA or SGA Committee minutes will be posted within 72 hours of any meeting.

**Article II. Position Descriptions**

1. Senator

- A. To uphold the Constitution of the United States, the State of Connecticut, and the SGA.
- B. To promote SGA to the University Community.
- C. Shall attend all meetings, training sessions, and assigned committee meetings.
- D. To hold a minimum of two posted office hours per week.
- E. To report at least twice a month to their respective constituency for the purpose of giving and receiving information which is applicable to that Constituent unit.
- F. In the absence of the commuter association, the commuter senators shall organize a commuter forum once a month.
- G. Each senator must be a member of at least two (2) faculty/admin committees or BAM.
- H. The E-board shall appoint all newly elected senators to BAM or Two (2) Faculty/Administrative committees. Senatorial membership on standing committees shall be about equal.
- I. To sit on Ad-Hoc committees as appointed by the SGA President as needed.
- J. To accept duties handed down to them by the E-board members to assist in the smooth running of the SGA.
- K. Any senator who does not fulfill these duties will be subject to impeachment by the SGA.

## 2. Executive Board Officers

- A. To attend all executive board meetings.
- B. To act in the best interest of the SGA.
- C. To promote SGA to the University Community.
- D. Work with the University Public Relations office.
- E. Work with the Campus Lantern to publish necessary press releases.
- F. To assist the Vice President in publicizing SGA elections.
- G. To recommend legislation and political action to the SGA.
- H. To delegate duties or powers of his/her office to any member of the SGA if agreed upon by both parties.
- I. To hold a minimum of 5 office hours per week.
- J. Must help in the organizing of training sessions for SGA members.
- K. Any member who does not fulfill these duties will be subject to impeachment by the SGA.

## 3. President

- A. To preside over meetings of the E-Board and Senate.
- B. To have the power to veto the legislation passed by the Senate and sign legislation into effect within 10 business days.
- C. The veto of the President may be overridden by a two-thirds majority vote of the Senate.
- D. Failure of the Senate to override at the next regularly scheduled meeting immediately following the notification of a Presidential veto will constitute the Senate's concurrence with the Presidential decision.
- E. To appoint, with consent of the Senate, officers and Senators when unexpected vacancies occur. Officers must be appointed out of the existing senate.
- F. To report annually to the Student Body on the state of the SGA.

- G. To share actions of the E-board to the Senate.
- H. To require reports of a general and specific nature of any officer, senator, or committee chairperson.
- I. To convene special sessions of the Senate.
- J. To serve as an official head of the SGA and to represent the Senate in all matters affecting its interest, welfare and jurisdiction.
- K. To establish any temporary sub-committees where necessary to carry out the functions of the SGA and appoint the Chairperson of the committee where appropriate.
- L. Shall have all other powers necessary to carry out the provisions of this Constitution.
- M. Shall be a member of the Student Advisory Board to the Board of Trustees.
  - i. Two other E-board members shall be appointed by the President to the SAB. Three other members of the SGA will be appointed as substitutes.
- N. The President will serve as Parliamentarian unless one is appointed by the President and confirmed by the Senate.

#### 4. Vice President

- A. To assume the duties of the President in his or her absence or at the request of the President.
- B. To intercommunicate between all legislative bodies of the SGA.
- C. To supervise the organization and structure of all legislative bodies.
- D. To serve as chairperson of the election committee in the fall election.
- E. To send out absence notices to those who do not meet the SGA attendance policy.
- F. To accept those additional responsibilities handed down by the President.
- G. Shall have all other powers necessary to carry out the provisions of this Constitution.
- H. Shall succeed to the office of the Presidency upon the vacancy of that office.

5. Treasurer
  - A. The Treasurer shall be the chief financial officer of the SGA.
  - B. To maintain a record of all expenditures and receipts of the SGA general and executive accounts assisted by an advisor of the SGA.
  - C. To be a non-voting, ex-officio member of the BAM committee.
  - D. To post a monthly statement of SGA funds.
  - E. To accept those additional responsibilities handed down by the President and Vice President.
  - F. Shall have all other powers necessary to carry out the provisions of this Constitution.
  
6. Secretary
  - A. To keep a record of all proceedings for the meeting. (minutes)
  - B. To keep all attendance records for all SGA meetings.
  - C. To distribute minutes of the SGA within seventy-two hours to the following:
    1. President of the University
    2. Vice-President of Academic Affairs
    3. Vice-President for Finance and Administration
    4. Dean of Arts and Sciences
    5. Vice-President for Student Affairs and Dean
    6. Associate Dean of Student Affairs
    7. Director of Student Activities
    8. President of the Faculty Senate
    9. Director of Fiscal Affairs
    10. J. Eugene Smith Library Archives
    11. Student Center Secretary
    12. SGA President
    13. Student Activities Accounting Office
  - D. Written notices of all meetings of the SGA shall be posted at least forty-eight hours in advance of the meeting in the following places:
    1. Office of Student Affairs
    2. Shafer Hall
    3. Hurley Hall
    4. All residence halls

5. The Student Center

- E. To maintain a Presidential and Secretarial file of all business correspondence.
- F. To handle correspondence deemed necessary by the president.
- G. To accept those additional responsibilities handed down by the President and Vice President.

7. Budget and Management Chair.

- A. To serve as Chairperson of the Budget and Management Committee
- B. To have the power to veto the legislation passed by BAM and sign legislation into effect within 10 business days.
- C. To share actions of the BAM to the Senate.
- D. To serve as an official head of BAM and to represent BAM in all matters affecting its interest, welfare and jurisdiction.
- E. To accept those additional responsibilities handed down by the President and Vice President.

8. SGA representatives to the Student Advisory Board to the Board of Trustees.

- A. To assume all responsibilities of an SAB member.
- B. The SAB officers shall consist of the E-board members of the SGA.
- C. Attend all functions whether they be meetings or social functions.
- D. Report to the Senate of any actions taken.

**Article III. Special Situations**

1. Hierarchy

- i. President, Vice President, Treasurer, Secretary, and Committee Chairs shall be the hierarchy of e-board members.

2. Temporary vacancy

- A. In the case of the prolonged absence of the President, the Vice-President will assume those duties and shall appoint member of the Senate to the vacant position of Vice-President.
  
- B. In the case of the prolonged absence of the President and the Vice-President, the Treasurer will assume the duties of President and shall appoint a Senator to the position of Vice-President.

3. Tenure of senators

- A. The senators who are graduating Seniors will be allowed to remain as members of the SGA until the end of the Spring Semester.

**Article IV. Elections**

1. Campus-wide Elections

A. Election Committee

- i. The Election Committee shall oversee and have jurisdiction over all student government-at-large, special, and class elections at Eastern Connecticut State University.
  
- ii. The Election Committee will be chaired by the Vice-President of the SGA and shall consist of the newly elected E-board members. The Executive Board will provide the election committee with monies to conduct the elections.
  
- iii. One advisor will assist the election committee.
  
- iv. It is the intent of these bylaws that the administration of these elections not be hampered by pre-election disputes, and that disputes that arise be settled promptly. All questions of operation, administration, all disputes, all complaints of violations of the regulations concerning these elections, and certification of these elections shall be to the election committee.
  
- v. The polls will be open for a length of time to be determined by the election committee, but under no circumstances will the polls be open for more than five (5) days but no less than two (2) days for any one (1) election.
  
- vi. The site of the polls shall be left to the discretion of the election committee.

- vii. The election committee will hold annual senatorial, executive board and class elections during the designated time.
- viii. Any member of the Eastern Connecticut State University community may submit a written statement to the election committee, listing any voting or campaign irregularities, which may have been discovered during the course of the election, within three (3) school days following the closing of the polls.
- ix. After the seventy-two hour period, having been no reported irregularities brought to the election committee that has been deemed to have an effect on the outcome of the elections, the election committee shall declare the election valid pending approval of the Senate.
- x. No regularly matriculated Student Activity Fee paying student shall be denied the right to vote. A current photo I.D. must be presented to cast a ballot. In cases of a tie election, a run-off election must be held.

2. Election of E-board

- A. The all-campus election for executive officers shall be held no earlier than March 1<sup>st</sup> no later than the third week in April. The newly elected SGA E-board members take office no later than the first week in May.
- B. All e-board officers shall be elected by a campus-wide election.
- C. Nominations shall be conducted during the spring semester by the existing senate.
- D. Only those who have held office for one full semester in SGA, and are planning to return in the fall may accept nomination to these offices.
- E. In the event of a tie, a second election shall be conducted.
- F. After the senate confirms the campus-wide election, the new executive members shall take office.

6. Senior Class Committee

- A. During the Spring Election each year, the SGA will conduct an election for a Senior Class Committee whose responsibility will be to plan and implement senior class activities related to commencement weekend. All committee members must be seniors the following year.

- B. The Senior Class Committee will consist of a President, Vice President, Treasurer, Secretary, and three members at large (7 total).
- C. The Senior Class Committee may also have an advisory board consisting of juniors and seniors.

## 7. Election of Senators

- A. Senators shall be elected at the beginning of the fall semester.
- B. A Senate candidate must choose a constituency to represent. (On-campus residents must represent the hall they live in, off-campus residents represent commuters) Once a constituency is defined, the student must obtain an official petition form that must be signed by 25 students only from the desired constituency.
  - i. Elections will be held in the realm of the constituency. (Ex- Noble senator election held in Noble)
- C. Petitions must be submitted to the student center desk by the first week of the fall semester.
- D. If more valid petitions are submitted than available seats for any given constituency, the election committee will organize an in-hall election where only residents from that hall will be permitted to cast a vote.
- E. An election can be conducted at the student center desk for commuters where only commuters will be permitted to vote.
- F. Candidates for office must have a 2.0 G.P.A and may not run for an office where he or she would be serving in more than one voting capacity in the same body.

## Article V. Committees

### 1. Role

- A. All committees must be advisory in nature and shall be directly related to the governmental process of the SGA.
- B. The standing committees will function under the jurisdiction of and be responsible to the SGA. The committees shall function until a two-thirds majority vote of the Senate abolishes the said committee, or until appointed task is completed.

- C. The members of the committees will vote the officers of their respective committee.

## 2. Budget and Management (BAM)

- A. This committee shall concern itself with all fiscal matters, governing all student organizations recognized, sanctioned and funded by the SGA, as well as all other organizations assigned to BAM by the SGA.
- B. The policies and procedures for recognition, funding and management of student organizations under BAM's jurisdiction shall be consistent with the policies of the State of Connecticut as set down through the appropriate agencies, and the Constitution and Bylaws of the SGA.
- C. A funding criterion (BAM guidelines) should be established each semester by BAM that will be used by subsidized clubs or organizations in evaluating the validity of proposed expenditures.
- D. The proposed criterion (BAM guidelines) shall be submitted in writing to the Senate for approval.
- E. This criterion, once approved, will be typewritten and distributed to organizations eligible for funding.
- F. Copies of BAM guidelines will be available through the committee and the Office of Student Center/Activities.
- G. BAM shall audit or call for audit of accounts, supplies and equipment for all clubs and organizations subsidized by student funds at intervals determined by BAM.
- H. All clubs and organizations that receive funding from BAM must meet at least once a month to discuss campus issues and happenings within their own clubs and organizations. The person who attends must be an officer of any given club or organization. Those that do not attend these meetings will have their funds frozen. This meeting will be called "Club Council".

## 3. Ad-Hoc Committees

- A. The SGA shall authorize special committees when the need arises to undertake a more detailed analysis of a problem or situation of interest to the student body.

- B. The members of the committee will be appointed by the SGA President.
  - i. BAM members will not be appointed in matters of fiscal concern.

#### **Article VI. Ethics**

1. Members of the SGA are permitted to hold an executive office in any other organization funded by the SGA as long as duties of the club do not conflict with duties of the SGA office.
2. Members of SGA cannot vote on issues related to organizations they are affiliated with.
3. Members are to act and present themselves in the best interest of the SGA.
4. Nothing discussed in a meeting is to be openly discussed until after the minutes have been posted.
5. Only information listed in the minutes may be disclosed.