



EASTERN CONNECTICUT
STATE UNIVERSITY

Constitution And Bylaws

Passed 3/14/16

Table of Contents

Constitution

Article I. Name	page 4
Section 1. The Name of this Organization	page 4
Article II. SGA	page 4
Section 1. Authority of SGA	page 4
Section 2. Senate	page 5
Section 3. SGA Executive Board (E-Board)	page 6
Section 4. Advisors	page 7
Article III. Formation of a Student Organization	page 7
Section 1. Procedure	page 7
Article IV. Financial Affairs	page 8
Section 1. Surplus Accounts/Reserves	page 8
Section 2. SGA General Account	page 8
Section 3. Executive Accounts	page 10
Section 4. Distribution of Funds	page 10
Article V. Removal from Office	page 11
Section 1. Absences	page 11
Section 2. Impeachment	page 11
Article VI. Student Powers	page 12
Section 1. Amendments	page 12
Section 2. Referendum	page 12
Article VII. Interpretation	page 13
Section 1. Rules of Order	page 13

Bylaws

Article I. Meetings	page 14
Section 1. Frequency of Meetings	page 14
Section 2. Requirements for Official Meetings	page 14
Section 3. Senate Meetings	page 14
Section 4. Attendance	page 14
Section 5. Voting	page 15
Section 6. Agenda	page 15
Section 7. Minutes	page 16
Article II. Position Descriptions	page 16
Section 1. Senator	page 16
Section 2. Executive Board Officers	page 16
Section 3. President	page 17
Section 4. Vice President	page 18
Section 5. Treasurer	page 18
Section 6. Secretary	page 19
Section 7. Chief Officer of Budget and Management	page 19
Section 8. Student Issues Committee Head	page 20
Section 9. Public Relations Committee Head	page 20
Section 10. SGA Representatives to the SAC to the BOR	page 21
Section 11. Delegates	page 21
Article III. Special Situations	page 22
Section 1. Hierarchy	page 22
Section 2. Temporary Vacancy	page 22
Section 3. Tenure of Senators	page 22
Article IV. Elections	page 22
Section 1. Election Committee	page 22
Section 2. Election of the Executive Board	page 23
Section 3. Election of the Senate	page 24
Section 4. Senior Class Committee	page 25
Article V. Committees	page 26
Section 1. Role	page 26
Section 2. Budget and Management	page 26
Section 3. Ad-Hoc Committees	page 27
Article VI. Ethics	page 27
Section 1. Non-Biases Representation	page 27
Section 2. Conduct and Disclosure	page 27

CONSTITUTION

EASTERN CONNECTICUT STATE UNIVERSITY

STUDENT GOVERNMENT ASSOICAITON

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, gender identity, political ideology, or economic circumstance, do ordain, establish and adopt this Constitution for the Eastern Connecticut State University Student Body.

Article I. Name

Section 1. The Name of this Organization

- A. Shall be the Student Government Association of Eastern Connecticut State University in Willimantic, Connecticut herein after referred to as the SGA.

Article II. SGA

Section 1. Authority of SGA

- A. 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 representatives request the action be delayed for consideration of a veto by President of the University. In such cases, unless action is 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 objection within ten 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 responses was received by SGA, with final jurisdiction resting with the President of the University.

- B. The SGA has the right to appeal any final decision(s) to the President of the University and/or the CSU Board of Regents.

Section 2. Senate

- A. Membership in the SGA shall be defined as holding elected/appointed office representing a constituency.
 - i. There shall be one representative for every 200 students and 1/3 of part time matriculated undergraduate students.
 - ii. Membership in the SGA Senate shall be open to all student activity fee paying students who are registered for 9 credits or more and hold a cumulative GPA of a 2.5 or higher.

- B. 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 regards to the extent and limitation of their authority.

- C. All legislative power 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 the Eastern Connecticut State University.

- D. The duties of the SGA shall consist of the following:
 - i. To provide 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 issues, 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.

Section 3. SGA Executive Board (E-Board)

- A. Shall consist of the President, Vice-President, Treasurer, Secretary and BAM chair.
- B. Persons holding these positions represent the student body at large.
 - i. E-Board members are not included in determining the number of senators based upon the University's full time and 1/3 of part time matriculated undergraduate students.
- C. The E-Board is empowered to take action on behalf of the Senate only when it is necessary that action be taken before the next Senate meeting, 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.
 - i. E-board is required to send minutes to the Senate within 48 hours of their meeting
- D. In addition to SGA's Internal Committees, the E-Board of SGA will elect or appoint (depending on the circumstance) necessary student representatives to External Committees as requested by members of the faculty and administration.
 - i. This may include, but is not limited to:
 - a. The Student Advisory Committee to the Board of Regents
 - b. The University (Faculty) Senate
 - c. Parking Appeals Committee
 - d. Academic Misconduct Committee
 - e. Honorary Degree Committee
 - f. Budget and Resource Allocation Committee
 - g. Curriculum Committee
 - h. First Year Program Committee
 - i. Liberal Arts Program Committee
 - j. Liberal Arts Work Committee

- k. Organization Committee
- l. Student Academic Advising Committee
- m. Support Services Committee
- n. Grade Appeals Committee
- o. Library Services Committee

Section 4. Advisors

- A. The SGA shall have no more than two full-time, non-voting faculty, staff and/or administrative advisors one of which will be Director to the Student Center and Student Activities.
- B. Advisors must attend a majority of regular scheduled General Board meetings.
 - i. President/Presider will decide to postpone business if no advisor is present

Article III. Formation of a Student Organization

Section 1. Procedure

- A. Representatives from the group wanting to form an organization are required to meet with a representative from the Student Center/Activities to discuss the procedures they must complete in order to be officially recognized by the SGA. The representative will distribute information containing the procedures and also will help the 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 and approve the Constitution, Statement of Purpose, and Signature Authorization forms. They are required to 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 a representative from the Student Center/Activities to discuss them. The representative will review them to ensure that they do not contain anything that violates University policy or State or Federal laws. If approved, the representative will forward all necessary items, including the proposed Student Organization's Constitution, to the BAM Committee for approval in the form of a motion. If the committee does not approve the proposed Student Organization and/or its

required documents, the group will be asked to review the items in question and resubmit them when corrected.

- D. Once approved by the BAM Committee, the proposed Student Organization will present itself to the SGA for final approval at the next scheduled SGA General Board meeting. The Student Organization shall be approved in the form of a motion. 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 a representative from the Student Center Office to discuss the Student Activities Business Office and other areas of the University with which they will be dealing.

Article IV. Financial Affairs

Section 1. Surplus Accounts/Reserves

- A. Surplus/Reserves monies shall be used for capital expenditures only, with the exception of the bill for the copy machine and the bill to operate the SGA Shuttle system, so long as SGA remains the operator.
- B. Any organization requesting money from the SGA Surplus Accounts/Reserves, including the SGA, any subcommittee, and organizations not funded by the SGA, for the purchase of a capital expenditure must submit a detailed budget in writing to the Executive Board one 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.
- C. The vote on a motion which requests money from the surplus/reserves fund must be deferred to the next regularly scheduled meeting after the meeting the motion was made.
- D. There shall be no transfer of funds from surplus account without a 2/3-majority vote of the Senate.

Section 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- SGA recognized, student or non-student and club or organization may request funds from the SGA General Account.

- i. SGA recognized organizations will receive their money from the BAM Committee.
- 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 or non-student, SGA recognized and non- SGA recognized club or organization to be considered for funding must abide by all criteria's concerning funding.
- E. To be considered for funding, a student or non-student, SGA recognized and non- SGA recognized club or 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 the SGA.
- 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-SGA recognized, student or non-student organization.
 - i. If the SGA approves funding of non-SGA, student or non-student organization expenditure, the SGA shall be publicized as an additional sponsor.
 - ii. If non-SGA recognized, student or non-student organization expenditure is approved for funding, the maximum amount it may receive is 50% of the total cost.
- H. The request/application for funding of a non-SGA recognized, student or non-student organization will not be voted upon until one SGA meeting after the request is submitted. Each of the four mentioned organizations must send a representative to the SGA general board meeting twice a semester to give a brief description on the activities of the organization
 - i. Meetings must be at least 6 weeks apart
- I. Funding of non-SGA recognized, student or non-student organization expenditure must be approved by a 2/3- majority vote of the SGA.

Section 3. Executive Accounts

- A. Shall be allotted to the Executive Board to assist in carrying out Executive Board functions.

Section 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 and Senate. Once approved by a 2/3 majority, 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. 40% of student activity fee money (at least 5% allocated to the concert) per semester will be given to CAB; this amount includes the money for the CAB concert as well.
- D. \$9,000 plus the year's CPI-U of the student activity fee will be directly allocated to the Yearbook Organization once a year at the beginning of the academic school year.
 - i. The Yearbook is required to present a fiscal and organizational report once a semester. If not done so the Yearbook will be frozen until they present this report to the SGA.
 - ii. \$4,500 will be allocated per semester.
- E. \$24,000 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.
 - i. A budget must be submitted to the SGA by May 1st for the following fall semester and by December 1st for the following spring semester, to be approved by the SGA, otherwise the account will be frozen until the budget is submitted.
 - ii. \$12,000 will be allocated each semester
 - iii. In order for money to be allocated drama society must submit a funding request packet documenting semester activities.
 - iv. Upon receipt of the funding request packet; \$12,000 will be received each semester.
- F. The SGA will fund the Senior Class Committee \$15,000 for their operating budget.
 - i. \$7,500 will be given per semester.

G. The Lantern will receive \$9,000 to cover publishing fees for the academic year.

i. \$4,500 will be given per semester

H. All financial affairs will be coordinated with the Student Activities Business Office and a representative from the Student Center/Activities Office.

Article V. Removal from Office

Section 1. Absences

A. Excuses

i. All excuses must be submitted in writing to the Secretary within two business days prior to or following the meeting missed. Absences will be counted as follows:

- a. Unexcused = 1 Absence
- b. Excused = $\frac{1}{2}$ Absence
- c. Internal / External Committee = $\frac{1}{2}$ Absence
- d. Attire = $\frac{1}{4}$ Absence

ii. Members of the Executive board will validate excuses by $\frac{3}{4}$ -majority vote.

iii. Excused absences will count as $\frac{1}{2}$ of an un-excused absence.

B. 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.

Section 2. Impeachment

A. The SGA Senator or officer being impeached will be given written statement of violation 5 business days prior to impeachment.

B. To initiate impeachment proceedings, the President shall appoint a committee of four senators to investigate the charges. The President or Secretary shall act as chairperson of this committee.

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

C. During the proceedings, the SGA Senator or officer being impeached will be temporarily suspended from his or her duties.

- D. The committee may meet with the SGA Senator or officer being impeached and he or she has the right to present defense and/or witnesses.
- E. The committee shall report its' findings to the SGA within two SGA meetings for action.
- F. 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.
- G. The SGA Senator or officer being impeached may resign at any point before the Impeachment Committee brings their findings to the senate.
- H. 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.

Article VI. Student Powers

Section 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 2/3 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.

Section 2. Referendum

- A. The student body may override any action taken by the Senate in the following manner.
 - i. 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.
 - ii. Notice of the referendum shall be posted no later than forty-eight (48) hours after receiving the petitions for referendum.
 - iii. A 2/3 majority of the ballots cast shall be required for passage within quorum defined as 20% of the student body voting.

iv. Balloting shall take place no later than two weeks after the notice is posted.

v. The same issue may not be brought up for referendum more than once during an academic year.

vi. The SGA Advisors shall run the balloting.

Article VII. Interpretation

Section 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

Section 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.

Section 2. Requirements for Official Meetings

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

Section 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. Upon a motion and majority vote, the SGA may caucus by committee.

Section 4. Attendance

- A. Attendance will be taken at the start of the meeting.
 - i. Members who come in within 5 minutes of the start of the meeting will be considered tardy.
 - ii. Members who come in 5 minutes after the roll call will be considered absent.
- B. Two tardys will be the equivalent to one un-excused absence.
- C. Senators and Executive Board Members must dress in Business Casual attire for General Board Meetings.

- i. This may be overridden for specific “dress down” meetings with approval of the SGA President.
- ii. The absence of Business Casual attire, at the discretion of the SGA President, will result in ¼ (.25) of an absence.

Section 5. 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:
 - i. By voice (aye, nay, and abstention)
 - ii. Hand raising
 - iii. Non-secret ballot
 - iv. Roll call- 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.
- 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.

Section 6. Agenda

- A. Shall have a section for:
 - i. Roll Call
 - ii. Officer Report
 - iii. Committee Updates
 - iv. Advisor Reports
 - v. Old business
 - vi. New business
 - vii. Open Floor
- B. Any item of business may be submitted in writing by any member of the senate, student body, outside groups, administrator or faculty members to the President.
- 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 simple majority vote.
- E. Copies of the agenda will be distributed just prior to the SGA meeting.

Section 7. Minutes

- F. All SGA or SGA Committee minutes will be posted within 48 hours of any meeting.

Article II. Position Descriptions

Section 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. Each Senator must:
 - i. Hold a minimum of two posted office hours;
 - ii. Be a member of an SGA Internal Committee;
 - iii. Be a member of an SGA External Committee when necessary;
 - iv. Accept duties handed down to them by the E-Board members to assist in the smooth running of the SGA;
 - v. Be in good academic standing with the University.
 - vi. Hold an active line of communication with the Executive Board through their University provided Eastern e-mail address.
- F. Senators may be asked to:
 - i. Sit on Faculty or Administrative or Ad-Hoc Committees as appointed by the SGA President as needed.
- G. Any Senator who does not fulfill these duties will be subject to impeachment by the SGA

Section 2. Executive Board Officers

- A. To act in the best interest of the SGA.
- B. Duties of the Executive Board Officers:
 - i. To promote SGA to the University Community

- ii. To assist the Vice President in publicizing SGA elections;
 - iii. To recommend legislation and political action to the SGA;
 - iv. To delegate duties or powers of his/her office to any member of the SGA if agreed upon by both parties;
- C. All Executive Board Members must:
- i. Attend all Executive Board meetings;
 - ii. Hold a minimum of five posted office hours a week;
 - iii. Help in organizing the training session for SGA members.
- D. Any Executive Board member who does not fulfill these duties will be subject to impeachment by the SGA.

Section 3. President

- A. To serve as an official head of the SGA and to represent the Senate in all matters affecting its interest, welfare and jurisdiction.
- B. Duties of the SGA President:
- i. To preside over meetings of the E-Board and Senate.
 - ii. To convene special sessions of the Senate.
 - iii. To have the power to veto the legislation passed by the Senate and sign legislation into effect within 10 business days.
 - a. The veto of the President may be overridden by a two-thirds majority vote of the Senate.
 - b. 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.
 - iv. To appoint, with consent of the Senate, officers when unexpected vacancies occur.
 - a. Officers must be appointed out of the existing senate.
 - v. To report annually to the Student Body on the state of the SGA such as a "President's Breakfast".
 - vi. To share actions of the E-board to the Senate.

- vii. To require reports of a general and specific nature of any officer, senator, or committee chairperson.
- viii. 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.
- C. To serve on or appoint a representative and an alternate representative to the Student Advisory Committee to the Board of Regents in the case that an election for the positions is not held.
- D. Shall have all other powers necessary to carry out the provisions of this Constitution.
- E. The President will serve as Parliamentarian unless one is appointed by the President and confirmed by the Senate.

Section 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 supervise the organization and structure of all legislative bodies.
 - i. To intercommunicate between all legislative bodies of the SGA.
- C. To appoint elected Senators and Delegates to SGA's three Internal Committees: the Student Issues Committee, the Public Relations Committee, and the Budget and Management Committee.
- D. To maintain a record of all Internal and External Committees including their corresponding members or representatives.
- E. To serve as one of the co-chairpersons of the Election Committee in the spring and fall elections.
- 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.

Section 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 voting member and secretary of the BAM committee.
- D. To accept those additional responsibilities handed down by the President and Vice President.
- E. To assume the duties of the Chief Officer of Budget and Management in his or her absence.
- F. Shall have all other powers necessary to carry out the provisions of this Constitution.

Section 6. Secretary

- A. To keep a record, in the form of minutes, of all proceedings for the meeting.
- B. To distribute minutes of the SGA within forty-eight hours to the distribution list online and to the student activities office.
- C. To keep all attendance records for all SGA meetings.
- D. To send out notice to the Senators that violated the attendance policy.
- E. To maintain and communicate with the public through the Student Government Association e-mail account (sga@my.easternct.edu).
- F. To handle correspondence deemed necessary by the President.
- G. To accept those additional responsibilities handed down by the President and Vice President.

Section 7. Chief Officer of Budget and Management

- A. To serve as an official head of the Budget and Management Committee and to represent the Committee in all matters affecting its interest, welfare and jurisdiction.
 - i. To serve as Chairperson of the Budget and Management (BAM) Committee.
- B. To have the power to veto the legislation passed by the BAM Committee and sign legislation into effect within 10 business days.

- C. To share all actions of the BAM Committee to the Senate.
- D. To accept those additional responsibilities handed down by the President and Vice President.

Section 8. Student Issues Committee Head

- A. To serve as an official head of the Student Issues Committee and to represent the committee in all matters affecting its interest, welfare and jurisdiction as it relates to student issues and concerns.
- B. To share all actions of the Student Issues Committee to the Senate.
- C. To assign a committee member at every meeting to keep a record, in the form of minutes, of all proceedings for the meeting.
- D. To actively seek and address student issues with the help of the committee.
- E. To monitor and maintain shuttle schedules for the Student Shuttle sponsored by the Student Government Association.
- F. To accept those additional responsibilities handed down by the President and Vice President.

Section 9. Public Relations Committee Head

- A. To serve as an official head of the Public Relations Committee and to represent the committee in all matters affecting its interest, welfare and jurisdiction as it relates to the promotion of SGA.
- B. To share all actions of the Public Relations Committee to the Senate.
- C. To assign a committee member at every meeting to keep a record, in the form of minutes, of all proceedings for the meeting.
- D. To serve as the other co-chair of the Election Committee with the Vice President in the spring and fall elections.

Section 10. SGA Representatives to the Student Advisory Committee to the Board of Regents

- A. A member of the SGA shall be elected to serve as a representative on the Student Advisory Committee (SAC) to the Board of Regents (BOR). The SGA shall coincide with all SAC Bylaws.
 - i. One other member of the SGA shall be appointed as an alternate, to act in the absence of the primary representative.
- B. SAC Representatives shall:
 - i. Assume responsibilities of an SAC member.
 - ii. Attend all functions whether they be meetings or social functions.
 - iii. Report any actions taken to the Senate.
- C. In the case that there are no candidates running for the elected SAC Representative position, the Executive Board shall appoint a member in the same manner as all other External Committees.

Section 11. Delegates

- A. Any Eastern Connecticut State University student that wishes to be an active member of the Student Government Association, but cannot meet all obligations or duties of an SGA Senator, is allowed to become an SGA Delegate.
- B. Delegates are members of the SGA who hold all the abilities of an SGA Senator except for voting power. Delegates are also allowed and encouraged to attend all SGA functions, meetings, and events.
- C. In order to become an SGA Delegate, the student must attend a minimum of two General Board meetings per month in an effort to be kept up to date with all information and ongoing efforts of the SGA. Delegates must also be an active member of an SGA Internal Committee.
- D. Any student that wishes to be a Delegate must express interest to the President and Vice President of the SGA.
- E. Students who are not able to fulfill the requirements necessary to become a delegate are still encouraged to attend SGA meetings.

Article III. Special Situations

Section 1. Hierarchy

- A. President, Vice President, Treasurer, Secretary, and BAM chair shall be the hierarchy of Executive Board members.

Section 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.
- C. In the case of additional vacancies the President will appoint a member of SGA to the vacant position for the remainder of the semester.

Section 3. Tenure of Senators

- A. The electoral term for all senators will expire at the 1st meeting of the newly elected SGA.

Article IV. Elections

Section 1. Voter Qualifications

- A. All students taking 9 or more credits may vote in the semester's SGA election.

Section 2. Election Committee

- A. The Election Committee shall oversee and have jurisdiction over all student government-at-large, special, and class elections at Eastern Connecticut State University.
 - i. The Election Committee will be co-chaired by the Vice-President of the SGA and the head of the Public Relations Committee during both elections.
 - ii. The chairs of the Election Committee shall accept those additional responsibilities handed down by the President as it relates to elections.
 - iii. The members of the Election Committee shall consist of the Public Relations Committee and any other senators appointed by the

Chairs of the Committee. At least one of these members must not be running for election/reelection.

iv. The Executive Board and General Board will provide the Election Committee with money to conduct the elections.

v. One advisor will assist the Election Committee.

- B. The Election Committee will hold annual General Board, Executive Board, and Senior Class elections during their designated times.
- C. 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.
- i. 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.
- D. 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.
- i. After the three business day 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.
- E. The site of the polls shall be left to the discretion of the Election Committee.
- F. The polls will be open for a length of time to be determined by the Election Committee.
- i. Under no circumstances will the polls be open for more than five (5) days or less than two (2) days for any one (1) election.
- G. In cases of a tie election, a run-off election must be held within 14 days of the tied election.
- H. Only those who are not up for election/reelection may review and vote on any and all of the submitted disputes submitted to the Election Committee.

Section 2. Election of the Executive Board

- A. The all-campus election for executive officers shall be held no earlier than the 1st week of March and no later than last week in April.

- 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. All E-Board members must have a cumulative GPA of 2.7 or higher upon being elected and be enrolled in 12 or more credits for the duration of their term.
- E. For the election of an executive board position (with the exception of President) the candidates must be:
 - i. A senator who has held office for one full semester in SGA
 - or-
 - ii. A student who has served one full semester as president or vice president of an on SGA recognized student organization that has been an active member for 2 years, has a cumulative GPA of 2.7 or higher, and has 60 completed credits by the time SGA elections are held.
- F. To run for the office of President, candidates must have served one full semester in SGA.
- G. In the event of a tie, a second election shall be conducted.
- H. After the senate confirms the campus-wide election, the new Executive Board members shall take office prior to the last General Board meeting of the academic year.

Section 3. Election of Senators

- A. The following will occur in a Spring Election (for the following year's Senate):
 - i. The number of seats elected will be 2/3 of the existing Senate.
 - ii. Candidates must complete an election application and follow the procedure set by the Election Committee.
- B. The following will occur in the beginning of the Fall Semester:
 - i. Potential Senators may contact the Student Government Association for information regarding the election and fill out a candidacy form.
 - ii. If more there are more interested students than positions available there will be a University wide election.

- iii. If there are not more interested students than positions available than interested student will be motioned in by a 2/3 Senate majority vote.
- C. When no election is being held, potential senators must:
 - i. Notify the President of their desire to join the SGA Senate in writing before their first meeting.
 - ii. Attend three consecutive SGA General Board meetings as a Delegate by the fifth meeting of the spring semester. Meetings required in order to become an SGA Delegate can count towards the meetings required to become an SGA Senator.
 - iii. Be motioned in by a 2/3 Senate majority vote.
- D. In the event that there are more potential senators than seats available post the fall election:
 - i. Potential senators will be notified one week in advance that an internal election will be held
 - ii. The President will notify Senate via the agenda one week prior to the internal election
 - iii. The VP will introduce the candidates to the Senate one week prior to the internal election
 - iv. Internal Elections will be done by secret ballot only to those Senators present at the General Board Meeting on the day of the internal election
 - v. VP will not be allowed to vote in this internal election
 - vi. Ballots will be counted after the meeting by the VP and Advisor
 - vii. An Advisor must be present at the meeting during the internal election
 - viii. Candidates will be notified once the ballots are counted
- E. All students interested in becoming a Senator must meet the qualifications of a Senator upon being elected.
 - i. See page 5

Section 4. 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.

Article V. Committees

Section 1. Role

- A. All committees must be advisory in nature and shall be directly related to the governmental process of the SGA.
- B. The status of standing committees will be determined by the SGA Vice President by July 1st and will last one year.
- C. The standing committees will function under the jurisdiction of and be responsible to the SGA.
 - i. The committees shall function until a two-thirds majority vote of the Senate abolishes the said committee, or until appointed task is completed.
- D. The members of the committees will vote the officers of their respective committee.
- E. If a committee member fails to uphold his or her responsibilities delegated by their respective committee head, they will:
 - i. Receive a verbal warning documented by the committee chair.
 - ii. If they continue to not uphold their responsibilities, they will receive a written warning documented by their committee chair.
 - iii. If the committee member still does not uphold his or her duties after the two initial warnings, he or she will face impeachment.

Section 2. Budget and Management

- 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 the committee by the SGA.
- B. The policies and procedures for recognition, funding and management of student organizations under the committee'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 the BAM committee 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 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. The BAM Committee shall audit or call for audit of accounts, supplies and equipment for all clubs and organizations subsidized by student funds at intervals determined by the committee.
- H. All clubs and organizations that receive funding from the committee must meet at least once a month to discuss campus issues and happenings within their own clubs and organizations.

Section 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 Committee members will not be appointed in matters of fiscal concern.

Article VI. Ethics

Section 1. Non-Biases Representation

- A. 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.
- B. Members of SGA cannot vote on issues related to organizations they are affiliated with.

Section 2. Conduct and Disclosure

- A. Members are to act and present themselves in the best interest of the SGA.
- B. Only information listed in the minutes may be disclosed.