CONSTITUTION
and
BYLAWS

of the

STUDENT GOVERNMENT ASSOCIATION

EASTERN CONNECTICUT STATE UNIVERSITY

WILLIMANTIC, CONNECTICUT

21 September, 2026

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Constitution

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 Students, Faculty and Administration; to advance student views and interests; and to cooperate with federal, state and local governments: regardless of age, race, creed, sex, religion, sexual preference, gender identity, political ideology, citizenship status or economic circumstance, the students 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, hereinafter referred to as the SGA.

Article II. Purpose

Section 1. *Mission*

A. To represent the Eastern Student Body and Student Organizations in all matters affecting their rights, interests, and well-being.

Section 2. *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 the 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. This must be submitted within ten business days of receipt of minutes of the meeting where the action was determined. Further action on the matter must take place at the next regularly scheduled meeting after the written response 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.

Article III. Organization

Section 1. *Structure*

A. The SGA shall be constituted by elected officers as follows:

i. A legislative body of student representatives, herein after referred to as the Senate;

ii. An executive body of leadership, herein after referred to as the Executive Board;

iii. An advisory body of university representatives, hereinafter referred to as the Advisors.

B. The duties of the SGA shall consist of the following:

i. To provide responsible and effective representation of 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 students' 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 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 matriculated undergraduate students. The student total shall consist of all full-time students plus one-third (1/3) of part-time 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 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 regard 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 Eastern Connecticut State University.

Section 3. *Executive Board*

A. Shall consist of the President, Vice-President, Treasurer, Secretary and the Chief Officer of Budget and Management.

B. Persons holding these positions represent the Student Body at large.

i. Executive Board members are not included in determining the total number of Senators.

ii. Membership in the SGA Executive Board shall be open to all Senators that hold a cumulative GPA of 2.7 or higher.

C. The Executive Board is empowered to act 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 Executive Board acts on behalf of the Senate, it must report its actions at the next meeting of the Senate.

i. Executive Board is required to send minutes to the Senate within 48 hours of their meeting.

Section 4. *Tenure of Officers*

A. The electoral term for all Officers will expire at the first meeting of the newly elected SGA.

Section 5. *Advisors*

A. The SGA shall have no more than two full-time, non-voting faculty, staff and/or administrative advisor one of which will be the Director of the Student Center and Student Activities.

i. The Executive Board may, if necessary, request counsel from additional members of the Eastern community.

B. Advisors must attend a majority of regularly scheduled General Board and Executive Board meetings.

i. The President/Presider may decide to postpone business if no advisor is present.

Section 6. *Committees*

A. The Executive Board will appoint Senators to the following Internal Committees:

i. The Student Issues Committee;

ii. The Public Relations Committee;

iii. The Budget and Management Committee;

iv. The Internal Affairs Committee.

B. The Executive Board will elect or appoint 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

Article IV. Meetings

Section 1. *Frequency of Meetings*

A. The SGA shall meet weekly on Mondays at 3PM, during University Hour, unless voted otherwise by a majority vote of the Senate.

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 and advisors 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, ten (10) percent of 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 (48) 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 every meeting.

i. Members who arrive within five (5) minutes of the start of the meeting will be considered tardy.

ii. Members who arrive five (5) minutes after the start of the meeting will be considered absent.

B. 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.

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 (1/3) 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. In the case of a tie in an Executive Board election, a new ballot will be conducted.

Section 6. *Agenda*

A. When necessary, 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 Executive Board shall have the power to place items on the Senate agenda with a simple majority vote.

E. Copies of the agenda will be distributed just prior to the SGA meeting.

Section 7. *Minutes*

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

Article V. 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 funds 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 Executive Board approves, 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 funds 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 two-thirds (2/3) majority vote of the Senate.

E. The SGA Senate has the authority, in extenuating circumstances and with a 2/3 majority vote, to use SGA Surplus/Reserve funding for non-capital expenditures. Allocations for SGA surplus reserve funds should not exceed 20% of the total balance in any given fiscal year.

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 funds from the Budget and Management 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 an 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 fifty (50) percent 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 six (6) weeks apart.

I. Funding of non-SGA recognized, student or non-student organization expenditure must be approved by a two-thirds (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 funds. The Executive Board shall apply for a budget to cover SGA operating expenses.

B. The semester budget will be drafted by the Treasurer and presented to the Senate following Executive Board approval. Once approved by a two-thirds (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 Treasurer of the SGA.

C. Forty (40) percent of student activity fee funds will be allocated to the Campus

Activity Board (CAB) each semester.

i. At least five (5) percent of the student activity fee must be allocated to the CAB concert.

D. The SGA will fund the Senior Class Committee $15,000 for their operating budget.

i. $7,500 will be allocated per semester.

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

i. $4,500 will be allocated per semester.

F. All constitutionally funded organizations must submit a summary of expenditures by the end of each semester to the Treasurer.

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

Article VI. 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 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 Budget and Management Committee.

D. The Budget and Management Committee will review the proposed Student Organization. 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.

i. Approval must be in the form of a motion.

E. Once approved by the Budget and Management Committee, the proposed Student Organization will present itself to the SGA for final approval at the next

scheduled SGA General Board 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.

i. The SGA shall review new Student Organizations for their long-term viability, uniqueness of mission, ability to attract a sufficient number of students to fulfill their purpose, and relevance to the Eastern community.

ii. Approval must be in the form of a motion.

F. Should a student organization be denied formation by the SGA, they may ask to appeal the decision at a subsequent meeting no earlier than two weeks afterwards.

G. 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 VII. Student Powers

Section 1. *Amendments*

A. An amendment may be proposed by any member of the Senate or Executive Board.

B. 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.

C. 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.

i. An amendment of the Constitution and/or Bylaws must be ratified by a two-thirds (2/3) vote of the Senate.

D. 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 SGA in the following manner.

i. A petition shall be presented at any meeting of the Senate and shall require the signature of at least twenty (20) percent 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 two-thirds (2/3) majority of the ballots cast shall be required for passage within quorum defined as twenty (20) percent 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 VIII. Parliamentary Authority

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.

Section 2. *Ratification*

A. 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 Constitution.

Bylaws

Article I. Position Descriptions

Section 1. *All Officers*

A. Must uphold the Constitution of the United States, the State of Connecticut, and the SGA.

B. Must be in good academic and judicial standing with the University.

C. Must promote SGA to the University Community, including, but not limited to: Student Organizations, Academic Departments, Administrators, Faculty, Staff,

and the local community.

D. Must promote and publicize SGA elections.

E. Must act in the best interest of the SGA and the Student Body.

Section 2. *Senator*

A. All Senators must:

i. Attend all meetings, training sessions, assigned committee meetings, and SGA events as needed;

ii. Hold a minimum of two (2) posted office hours;

iii. Be a member of an SGA Internal Committee;

iv. Be a member of an SGA External Committee;

v. Accept duties handed down to them by the Executive Board members to assist in the efficient running of the SGA;

vi. Maintain an active line of communication with the Executive Board through their University provided e-mail address.

vii. Sit on Faculty, Administrative, or Ad-Hoc University Committees appointed by the SGA President as needed.

B. Any Senator who does not fulfill these duties and the duties of their office will be subject to impeachment by the SGA.

Section 3. *Executive Board*

A. Duties of the Executive Board Officers:

i. To recommend legislation and political action to the SGA;

ii. To be a member of an SGA External Committee when necessary;

iii. To sit on Faculty, Administrative, or Ad-Hoc University Committees appointed by the SGA President as needed;

iv. To monitor and maintain shuttle schedules for the Student Shuttle sponsored by the SGA.

v. To delegate duties or powers of his/her office to any member of the SGA if agreed upon by both parties.

B. All Executive Board Members must:

i. Attend all Executive Board and General Board meetings;

ii. Hold a minimum of five (5) posted office hours a week;

iii. Help in organizing training sessions for SGA members;

iv. Complete all duties outlined in this Constitution and Bylaws and any other duties that may be deemed necessary by the Executive Board.

C. Any Executive Board member who does not fulfill these duties and the duties of their office will be subject to impeachment by the SGA.

Section 4. *President*

A. Shall 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 Executive 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 ten (10) business days.

a. The veto of the President may be overridden by a two-thirds (2/3) 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.

v. To report the state of the SGA to the Student Body at least once per semester;

vi. To share actions of the Executive Board to the Senate;

vii. To require reports of a general or 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. Shall serve on or appoint a representative and an alternate representative to the Student Advisory Committee of the Board of Regents in the case that an election for the position is not held.

D. Shall communicate with the SGA and the public through the Student Government Association President e-mail account (sgapres@my.easternct.edu).

E. Shall have all other powers necessary to carry out the provisions of this Constitution.

F. The President will serve as Parliamentarian unless one is appointed by the President and confirmed by the Senate.

Section 5. *Vice-President*

A. Shall assume the duties of the President in his or her absence or at the request of the President.

B. Duties of the SGA Vice-President:

i. To supervise the organization and structure of all legislative bodies;

ii. To nominate the Chairs of the Student Issues and Public Relations Committee before the end of each spring semester.

a. Nominees require a majority vote of the Executive Board.

b. Nominees shall be confirmed by a majority vote of the Senate.

iii. To appoint elected Senators and Delegates to the SGA's four Internal Committees: Student Issues, Public Relations, Budget and Management, and Internal Affairs;

iv. To maintain a record of all Internal and External Committees including their corresponding members or representatives;

v. To provide the Executive Board with updates on the functions of Internal and External Committees;

vi. To accept additional responsibilities handed down by the President as needed.

C. To serve as one of the co-chairpersons of the Election Committee in the spring and fall elections.

D. Shall communicate with the SGA and the public through the Student Government Association Vice-President e-mail account (sgavp@my.easternct.edu).

E. Shall have all other powers necessary to carry out the provisions of this Constitution.

F. Shall succeed to the office of the Presidency upon the vacancy of that office.

Section 6. *Treasurer*

A. Shall serve as the Chief Financial Officer of the SGA.

B. Duties of the SGA Treasurer:

i. To maintain a record of all expenditures and receipts of the SGA General and Executive Accounts with assistance of an advisor of the SGA.

ii. To be a non-voting member and secretary of the Budget and Management committee.

iii. To accept additional responsibilities handed down by the President and Vice-President as needed.

C. Shall communicate with the SGA and the public through the Student Government Association Treasurer e-mail account (sgatreasurer@my.easternct.edu).

D. Shall assume the duties of the Chief Officer of Budget and Management in his or her absence.

E. Shall have all other powers necessary to carry out the provisions of this Constitution.

Section 7. *Secretary*

A. Shall be the Chief Administrative Assistant of the SGA.

B. Shall serve as Chairperson of the Internal Affairs Committee.

C. Duties of the SGA Secretary:

i. To keep a record, in the form of minutes, of all proceedings for each meeting;

ii. To distribute minutes of the SGA within forty-eight (48) hours to the distribution list and to the student activities office.

iii. To keep all attendance records for all SGA meetings.

iv. To send out notice to Senators that violate the attendance policy.

v. To accept additional responsibilities handed down by the President and Vice-President as needed.

D. Shall handle all correspondence of the SGA deemed necessary by the President.

E. Shall communicate with the SGA and the public through the Student Government Association Secretary e-mail account (sga@my.easternct.edu).

Section 8. *Chief Officer of Budget and Management*

A. Shall serve as Chairperson and tie-breaking voting member of the Budget and Management Committee and to represent the Committee in all matters affecting its interest, welfare and jurisdiction.

B. Shall have the power to veto the legislation passed by the Budget and Management Committee and sign legislation into effect within ten (10) business days.

i. The Treasurer has the authority to challenge this veto. The issue shall then be discussed and voted on by the Executive Board.

C. Shall represent student organizations during Executive and General Board meetings.

D. Shall share all actions of the Budget and Management Committee to the Senate.

E. Shall communicate with the SGA and the public through the Budget and Management e-mail account (bam@my.easternct.edu).

F. Shall accept additional responsibilities handed down by the President and Vice-President as needed.

Section 9. *Student Issues Committee Chair*

A. Shall serve as Chairperson and tie-breaking voting member 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. Shall share all actions of the Student Issues Committee to the Senate.

C. Shall assign a committee member at every meeting to keep a record, in the form of minutes, of all proceedings for the meeting.

D. Shall actively seek and address student issues with the help of the committee.

E. Shall communicate with the SGA and the public through the Student Government Association Student Issues e-mail account (sgaissues@my.easternct.edu).

F. Shall accept additional responsibilities handed down by the President and Vice-President as needed.

G. Any Chair who does not fulfill these duties and the duties of the committee may be removed from their position at the discretion of the Executive Board.

Section 10. *Public Relations Committee Chair*

A. Shall serve as Chairperson and tie-breaking voting member 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. Shall share all actions of the Public Relations Committee to the Senate.

C. Shall assign a committee member at every meeting to keep a record, in the form of minutes, of all proceedings for the meeting.

D. Shall manage any and all SGA social media accounts.

E. Shall communicate with the SGA and the public through the Student Government Association Public Relations e-mail account (sgapr@my.easternct.edu).

F. Shall accept additional responsibilities handed down by the President and Vice-President as needed.

G. Any Chair who does not fulfill these duties and the duties of the committee may be removed from their position at the discretion of the Executive Board.

Section 11. *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 elected representative.

B. SAC Representatives shall:

i. Assume responsibilities of a SAC member;

ii. Attend all SAC functions whether they be meetings or social functions;

iii. Report any actions taken to the Senate.

C. The Executive Board shall have a member serve on, or appoint a representative to, the Student Advisory Committee of the Board of Regents in the case that an election for the position is not held.

Section 12. *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 II. 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. All committees are encouraged to collaborate with each other in any capacity as deemed necessary by the SGA.

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 and reported to the Secretary;

ii. If they continue to not uphold their responsibilities, they will receive a written warning documented by their committee chair and reported to the Secretary;

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. *Student Issues*

A. Shall meet regularly at the discretion of the Chair.

i. Meetings must occur at least once every two (2) weeks.

B. Shall have the authority to seek and address student issues autonomously under the direction of the Executive Board.

C. The committee may motion for funding at any General Board meeting when necessary.

D. Is encouraged to meet with any and all university departments, administrators, faculty, and staff to ensure a satisfactory student experience.

Section 3. *Public Relations*

A. Shall meet regularly at the discretion of the Chair.

i. Meetings must occur at least once every two (2) weeks.

B. Shall have the authority to advertise SGA and student organizations to the campus community autonomously under the direction of the Executive Board.

C. The committee may motion for funding at any General Board meeting when necessary.

D. Is encouraged to reach out to and interact with the Student Body in regard to the student experience, the SGA, or other matters deemed necessary by the SGA.

Section 4. *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 under the direction of the Executive Board.

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. The committee must be constituted by an even number of Senators.

D. A funding criterion (BAM Guidelines) shall be used by the committee to evaluate the validity of proposed expenditures and appropriately allocate funding to student organizations.

E. Any changes to the BAM Guidelines shall be submitted in writing to the Senate for approval.

i. Approval requires a two-thirds (2/3) vote.

F. This criterion, once approved, must be distributed to organizations eligible for funding.

G. Copies of the BAM Guidelines will be available in the Student Government Suite and the Office of Student Center/Activities.

H. The Budget and Management Committee shall audit or call for audit of accounts, supplies and equipment for all clubs and organizations subsidized by student funds when deemed necessary.

I. 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 5. *Internal Affairs*

A. Shall meet throughout the year as deemed necessary by the Executive Board.

B. Duties of the committee include, but are not limited to:

i. Impeachment proceedings;

ii. Policy research regarding other SGAs, student organizations, universities, or other matters deemed necessary by the SGA.

iii. Management of the Student Organizations Suite:

a. Maintaining a professional and organized appearance;

b. Purchasing supplies for the SGA and student organizations as necessary;

c. Recommending any additions or changes to the furniture, equipment, and materials in the Suite to the Executive Board;

C. The committee may motion for funding at any General Board meeting when necessary.

D. Shall have the authority to pursue the duties of the committee autonomously under the direction of the Executive Board.

Section 6. *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 SGA or Student Body.

B. The members of the committee will be appointed by the SGA President.

i. Budget and Management Committee members will not be appointed in matters of fiscal concern.

Article III. 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 and one Executive Board member not seeking reelection;

a. If all Executive Board members are seeking reelection, they shall appoint a Senator not seeking reelection to co-chair the committee.

b. The co-chair not seeking reelection shall oversee nominations and balloting with the assistance of an Advisor.

ii. The chairs of the Election Committee shall accept those additional responsibilities handed down by the Executive Board and Advisors 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.

a. At least one of these members must not be running for reelection;

iv. The Executive Board and General Board will provide the Election Committee with funding 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 brought 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 fourteen (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 disputes submitted to the Election Committee.

Section 3. *Election of the Executive Board*

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

B. All Executive 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 Executive Board members must have a cumulative GPA of 2.7 or higher upon being elected and be enrolled in nine (9) or more credits for the duration of their term.

E. For the election of the Treasurer and Secretary positions candidates must be:

i. A Senator who has held office for at least one full semester in SGA.

F. To run for the office of President and Vice-President, candidates must have served at least two full semesters in SGA.

G. To run for the office of Budget and Management, candidates must have served at least two full semesters on the committee.

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 4. *Election of Senators*

A. The following will occur in a Spring Election for the following year's Senate:

i. All seats in the Senate elected.

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, interested students will be motioned in by a two-thirds (2/3) Senate majority vote.

C. When no election is being held, potential Senators must:

i. Notify the Secretary 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 before 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 two-thirds (2/3) Senate majority vote.

D. In the event that there are more potential Senators than seats available after 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 the Senate via the agenda one week prior to the internal election;

iii. The President will introduce the candidates to the Senate one week prior to the internal election;

iv. Internal elections will be conducted by secret ballot only to those Senators present at the General Board Meeting on the day of the internal election;

v. An Advisor must be present at the meeting during the internal election;

vi. The President will not be allowed to vote in this internal election;

vii. Ballots will be counted after the meeting by the President and an Advisor;

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.

Section 5. *Election of the 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.

C. The Senior Class Committee may also have an advisory board consisting of juniors and seniors.

i. These members may be appointed by the committee as necessary.

Article IV. Removal from Office

Section 1. *Absences*

A. The Executive Board will validate excuses by a majority vote.

i. Frequent or reoccurring absences due to class, work, or other special circumstances may be excused without consequence by the Executive Board with a majority vote.

B. Excuses regarding General Board meetings.

i. All excuses must be submitted in writing to the Secretary within two (2) business days prior to or following the meeting missed. Absences will be counted as follows:

a. Unexcused = 1 Absence
b. Excused = ½ Absence
c. Unexcused Tardy = ½ Absence
d. Excused Tardy = ¼ Absence
e. Attire = ¼ Absence

C. Excuses regarding Committee meetings.

i. All excuses must be submitted in writing to the Chair within two (2) business days prior to or following the meeting missed. Absences will be counted as follows:

a. Unexcused = 1 Absence
b. Excused = ½ Absence
c. Unexcused Tardy = ½ Absence
d. Excused Tardy = ¼ Absence

ii. The Chair must communicate all absences to the Secretary immediately following the meeting.

D. The Secretary must notify the Executive Board if any officer reaches three (3) absences.

i. The Secretary must then refer the Senator to the Internal Affairs Committee for impeachment.

Section 2. *Impeachment*

A. All impeachment proceedings shall be handled by the Internal Affairs Committee.

B. The SGA Senator or officer being impeached will be given written statement of violation by the Secretary five (5) business days prior to impeachment proceedings.

i. If the Secretary is being impeached, the Internal Affairs Committee shall be temporarily chaired by the Vice-President.

ii. If a member of the Internal Affairs Committee is being impeached, the Secretary may temporarily appoint another Senator to the committee if necessary.

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

D. The committee must offer to meet with the SGA Senator or officer being impeached.

i. He or she has the right to present a defense and/or witness.

E. The committee shall report its' findings to the SGA within two (2) 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 a two-thirds (2/3) majority vote.

G. The SGA Senator or officer being impeached may resign at any point during this process.

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 V. Special Situations

Section 1. *Hierarchy*

A. President, Vice-President, Treasurer, Secretary, and Chief Officer of Budget and Management shall be the hierarchy of Executive Board members.

Section 2. *Resignations*

A. All resignations must be submitted in writing to the Secretary.

B. Resignations entail a full withdrawal from the SGA, regardless of the office held;

C. Officers who resign may not join SGA in any capacity until the current semester has passed.

D. Resignations are effective immediately.

Section 3. *Appointments*

A. Unless otherwise specified, the President and Committee Chairs have the authority to appoint members to positions within the Senate and Committees, respectively.

i. Appointees of the Executive Board and Committee Chairs must meet the requirements of their new position.

ii. All appointments must be confirmed by a majority vote of the legislative body in which they occur.

Section 4. *Temporary Vacancies*

A. In the case of the prolonged absence of the President, the Vice-President will assume those duties and shall temporarily appoint a member of the Senate to the 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 temporarily appoint Senators to the positions of Vice-President and Treasurer.

C. In all other cases, the President will temporarily appoint a member of the SGA to the vacant position.

Article VI. Ethics

Section 1. *Non-Biased 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.