



**Northern Vermont University – Lyndon  
Student Government Association**

# **CONSTITUTION**

**RATIFIED MAY 2019**



**Northern Vermont**  
UNIVERSITY

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**Northern Vermont  
University- Lyndon  
Student Government Association**

**-Constitution-**

**PREAMBLE**

*The students of Northern Vermont University Lyndon, in order to realize student power at the College, to create the official representative voice of the student body at the College, to have a major role in the decision-making process at the College, and to promote the welfare of the cultural, academic, and social aspects of the Lyndon community, do hereby establish, by this constitution, an association of governance.*

*This association or any part thereof shall not discriminate on the basis of race, ethnicity, sex, religion, creed, national origin, sexual orientation, gender identity and expression, disability, age, veterans status, marital status, or any other status protected by law.*

**ARTICLE I.  
GENERAL PROVISIONS**

Section 1. NAMES, ABBREVIATIONS, AND DEFINITIONS

- A. The name of this organization shall be the Northern Vermont University Lyndon Student Government Association.
- B. For the purposes of this document Northern Vermont University Lyndon may be referred to as NVU- Lyndon or “the College”.
- C. For the purposes of this document the Student Government Association may be referred to as the SGA.
- D. For the purposes of this document the Student Government Association shall be defined as all NVU- Lyndon students who pay the student activities fee.
- E. For the purposes of this document the Student Body shall be referred to as the SB.
- F. For the purposes of this document, “Recognized by the SGA” shall be defined as a club or organization having an approved constitution, a current registration of 7 members with the SGA, an advisor and being in good standing as defined in Article VII / Section 3.

## Section 2. PURPOSE OF THE ORGANIZATION

- A. The purpose of this organization shall be to promote the educational, social, and general welfare of the students of Northern Vermont University Lyndon; to anticipate and stimulate the interests of the students through the use of student run clubs, and activities; to distribute and use the money acquired by the Student Activities Fee for the benefit of the NVU- Lyndon student body; to speak on the behalf of the students by presenting student opinion to the faculty, staff, and administration of NVU- Lyndon; and to help NVU- Lyndon become a more sustainable campus. The SGA serves all members of the SB.

## Section 3. MEMBERSHIP

### A. Qualifications

1. All students enrolled at NVU- Lyndon are members of the SB, with all of the rights, privileges, and responsibilities in any activity to which the authority of this SGA Constitution extends.

### B. Student Activity Fee

1. All members of the SB will be assessed a student activity fee (prorated for part-time students). This fee will not exceed the maximum set by the Vermont State College Board of Trustees. The SB may vote, with a minimum of ten (10) percent of its membership voting, to increase this fee up to the maximum set by the Board of Trustees. Dues will increase with the rate of the Consumer Price Index, CPI.

### C. Structure of the SGA

1. The SGA shall be represented by the Executive Board, Executive Cabinet (optional, see Article III), Elected Representatives, Club Representatives, and the Advisor(s). The body will come together for meetings known as SGA general business meetings.

## **ARTICLE II. EXECUTIVE BOARD**

### Section 1. EXECUTIVE BOARD STRUCTURE

- A. The Executive Board will be comprised of the: President, Executive Vice President, Financial Controller, and Administrative Vice President.
- B. Shall meet at least once in every meeting cycle of the SGA.

- C. The President, Executive Vice President, Financial Controller, and Administrative Vice President are required to attend all meetings.

## Section 2. QUALIFICATIONS

- A. President must have at least one (1) full year of SGA experience in order to be elected or by appeal.
- B. Executive Vice President must have at least one (1) full year of SGA experience in order to be elected or by appeal.
- C. The Financial Controller must have at least one (1) full year of SGA experience in order to be elected or by appeal.
- D. Administrative Vice President must have at least one (1) full year of SGA experience in order to be elected or by appeal.
- E. Each member of the Executive Board must maintain a cumulative Grade Point Average (GPA) of 2.5 or higher in order to run for or hold the position. In order to file a petition, a candidate must hold a GPA of 2.5 at time of filing or by appeal to the Assistant Director of Student Life.
- F. Once elected, each member of the Executive Board must maintain a reasonable NVU-Lyndon (Lyndon State College) judicial record. A reasonable judicial record will be determined by the Advisor(s) with consultation of the Director of Student Life.
- G. Executive Board members shall not hold any executive positions in any SGA approved clubs or organizations.

## Section 3. GENERAL DUTIES AND POWERS OF THE EXECUTIVE BOARD AND ADVISOR(S)

- A. SGA President
  - 1. Shall be the official spokesperson of the SGA and the SB.
  - 2. Shall call and preside over the meetings of the SGA using the most current version of Lyndon's modified version of Robert's Rules of Order as a guideline, found under Article XII.
  - 3. May veto SGA legislation no later than seventy-two (72) hours in advance of the next regularly scheduled meeting after the passage of that legislation. The veto must be submitted in writing via email and must include specific justifications and recommendations. An emergency meeting will be called in conjunction with the following academic week's scheduled SGA meeting. By the end of the emergency

meeting, the SGA can override the veto by two-thirds (2/3) majority vote. Otherwise, the veto remains in effect.

4. Shall have the power to call emergency Executive Board meetings with at least twelve (12) hours prior notice.
5. Have the power to appoint a member of the SB currently involved in SGA to temporarily fill an Executive Board position until the Board of Elections may fulfill their responsibilities.
6. Shall determine the validity of excused absences for SGA Representatives, and notify them in writing at least ten (10) hours prior to the start of the next scheduled meeting.
7. Shall have the power to perform the duties of any Executive Board member temporarily (defined as two (2) weeks) incapacitated.
8. Shall have the power to call an emergency SGA meeting with at least twelve (12) hours' notice.
9. Shall become an automatic member of the Vermont State College Student Association (VSCSA), unless unable to fulfill that duty. Shall be the de facto representative of the SGA for the VSCSA, unless unable to fulfill that duty. In this event, another member of the SGA Executive will fill in for the President.
10. Shall participate in the Strategic Planning and President's Council Committees.
11. Shall meet with the SGA Advisor(s) once per academic week to discuss SGA issues.
12. Shall meet with the Executive Board and Advisor(s) once per meeting cycle to discuss SGA issues.
13. Shall perform at least five (5) office hours per academic week.
14. Must make every effort to attend State of the College address, budget addresses, SGA Executive Board retreat and any other informational presentation pertinent to the college and SB.
15. Must participate in three (3) Town Hall meetings per semester, with one town hall in September, October, November, February, March, and April.
16. Shall abide by the SGA Constitution at all times.
17. Shall promote and educate the SB of all SGA activities within the Lyndon community, including but not limited to meetings, elections, and open positions.

## B. SGA Executive Vice President

1. Shall have first priority to become President upon the resignation, impeachment, or incapacity of the President.
2. Shall perform the duties of the President in the absence or temporary (defined as two (2) weeks) incapacity of the President.
3. Shall assist in the counting of secret ballot votes with Advisor(s) supervision.
4. Promote and educate the SB of all SGA activities within the Lyndon community, including but not limited to meetings, elections, and open positions.
5. Shall participate in the Advisory Committee on Campus Planning.
6. Shall meet with the SGA Advisor(s) once per academic week to discuss SGA issues.
7. Shall meet with the Executive Board and Advisor(s) at least once per meeting cycle to discuss SGA issues.
8. Shall perform at least five (5) office hours per academic week.
9. Must make every effort to attend State of the College address, budget addresses, SGA Executive Board retreat and any other informational presentation pertinent to the college and SB.
10. Shall become an automatic member of the Vermont State College Student Association (VSCSA).
11. Shall meet with the Executive Cabinet at least once a month.
12. Shall be the chair of the Spring Day and Club Fair committees.
13. Shall be the planning head for large-scale SGA events, including but not limited to Spring Day, Club Fairs, and similar.
14. Must participate in three (3) Town Hall meetings per semester, with one town hall in September, October, November, February, March, and April.
15. Shall abide by the SGA Constitution at all times.

## C. SGA Financial Controller

1. Shall be the official financial officer of the SGA and shall act as the financial administrator for all recognized clubs and organizations within the SGA.
2. Shall oversee income and expenses for all organizations of the SGA under the direction of the SGA Advisor or the Controller of the College.
3. Shall compile the final budget of all clubs and organizations and present it to the SGA.
4. Shall present to the SGA an accurate bi-weekly balance of the General Fund.
5. May be asked to present an accurate breakdown to the SGA of club spending per request.
6. Shall have the right to randomly audit any club's account.
7. Shall be responsible for the SGA Operational Budget in conjunction with the Executive Board.
8. Shall meet with the Controller of the College at least bi-weekly to balance and check all budgets and General Fund allocations.
9. Shall meet with the Executive Board and Advisor(s) at least once per meeting cycle to discuss SGA issues.
10. Shall perform at least five (5) office hours per academic week.
11. Must make every effort to attend State of the College address, budget addresses, SGA Executive Board retreat and any other informational presentation pertinent to the college and SB.
12. Shall update budgets for all clubs and when requested send reports to club treasurers to confirm that numbers match.
13. Shall abide by the SGA Constitution at all times.
14. Shall promote and educate the SB of all SGA activities within the Lyndon community, including but not limited to meetings, elections, and open positions.
15. Shall meet with SGA advisor once per academic week to discuss academic issues.
16. Shall hold a financial workshop in conjunction with executive board at beginning of academic year.



17. Participate in three (3) Town Hall meetings per semester, with one town hall in September, October, November, February, March, and April.

#### D. SGA Administrative Vice President

1. Shall take attendance at the beginning of all SGA meetings.
2. Shall maintain all necessary correspondence and records of SGA activities. Correspondence to and with clubs shall take place via campus-provided email and similar methods of communication, and information shall be stored on campus-sponsored systems and networks.
3. Shall submit minutes of the SGA to the Club Representatives, Elected Representatives, the Executive Board, and the SGA Advisor(s) no less than seventy-two (72) hours prior to the next scheduled SGA meeting. Shall send the minutes to the Financial Controller 96 hours before the next SGA meeting.
4. Shall be the SGA Executive Board representative with full voting rights in SGA.
5. Shall meet with the Executive Board and Advisor(s) at least once per meeting cycle to discuss issues.
6. Shall perform at least five (5) office hours per academic week.
7. Must make every effort to attend State of the College address, budget addresses, SGA Executive Board retreat and any other informational presentation pertinent to the college and SB.
8. Shall collect and file all club constitutions digitally.
9. Shall maintain website with minutes and agendas, and ensure content is current and correct.
10. Shall be in charge of making and distributing the agenda for General Business Meetings.
11. Shall abide by the SGA Constitution at all times.
12. Shall promote and educate the SB of all SGA activities within the Lyndon community, including but not limited to meetings, elections, and open positions.
13. Must participate in three (3) Town Hall meetings per semester, with one town hall in September, October, November, February, March, and April.
14. Shall enforce the NVU-Lyndon Poster and Chalking Policy within the SGA.

#### E. SGA Advisor(s)

1. Shall determine the validity of SGA legislation if questioned by any member of the SB.
2. Shall interpret the SGA Constitution.
3. Shall oversee the counting of all votes.
4. Must attend all SGA meetings. In the event of an absence, the Advisor(s) has the option to appoint a designee when unable to attend a scheduled meeting.
5. Shall determine the course of action if and when the Board of Elections deems an election unconstitutional.
6. Shall verify the academic eligibility of SGA Representatives.
7. With the consultation of the Director of Student Life, the SGA Advisor(s) shall determine whether information regarding a club's behavior is deemed relevant and acceptable.
8. Shall meet with the Executive Board at least once per meeting cycle to discuss SGA issues.
9. Shall meet with the advisees (President and Executive Vice President of the SGA) for at least once per academic week.
10. Shall abide by the SGA Constitution at all times.

#### F. Powers of the Executive Board

1. Before the first official meeting of SGA in the fall, may make internal reallocations as required or requested of clubs' accounts by a three-fourths (3/4) majority.
2. Shall have the ability to create and appoint ad-hoc committees. Ad-hoc committees will be filled on a volunteer basis and the President may fill empty positions when needed.

#### G. Terms of Office for the Executive Board Members

1. The terms for Executive Board members are for one academic year from commencement to commencement.

2. Newly elected Executive Board members shall attend all required meetings for their position as well as any Executive Board meetings.

#### H. Vacancies of Office for Executive Board Members

1. Any Executive Board member may resign from SGA at any time by presenting a written letter to the SGA. Their resignation becomes effective immediately.
  - a. Upon the resignation of any Executive Board member, the other members of the Executive Board have first priority in filling the vacant position. Any positions left vacant will be open to any SGA Elected Official or Club Representative who will present their interest and qualifications to the SGA General Board. The SGA General Board will then vote to instate or not instate that candidate.

### Section 4. SGA LEADERSHIP COMPENSATION

- A. In the event that the SGA Executive Board or Elected Representatives would like to pursue compensation for their efforts serving the student body, the following procedure shall be followed.
  1. SGA Elected Officials can write and sign a Letter of Intent addressed to the SGA Advisor(s) and Director of Student Life detailing their qualifications and worthiness for compensation. The Letter of Intent should be submitted no later than the last day of classes.
  2. The SGA Advisor(s), Director of Student Life and each SGA Elected Officials member who submitted a Letter of Intent must meet independently to discuss candidate's qualifications.
  3. Should the SGA Advisor(s) and Director of Student Life agree that candidate is worthy of a scholarship, they will receive a stipend not to exceed \$1,500 each. Each Elected Representatives or members of the Executive Cabinet can do the same, not to exceed \$500 each. These stipends will be given in the form of a check to be received no later than the last day of the fiscal year.

## **ARTICLE III. EXECUTIVE CABINET**

### Section 1. STRUCTURE

- A. The Executive Cabinet shall consist of three optional positions that are directly overseen by the SGA Executive Vice President.

- B. These positions shall be appointed by the SGA Executive Board.
- C. The positions shall be as follows: SGA Representative of Campus Activities Board, SAAC Representative, Residential Life Representative, and Peer Leading Representative.
- D. Every member of the Executive Cabinet shall have full voting rights which will be added to the elected representative voting totals.

Section 2. QUALIFICATIONS

- A. Executive Cabinet Representatives must have at least one (1) semester of SGA experience or by appeal.
- B. Executive Cabinet Representatives must maintain a cumulative Grade Point Average (GPA) of 2.5 or higher in order to hold the position or by appeal.
- C. Once appointed, each member of the Executive Cabinet must maintain a reasonable Northern Vermont University-Lyndon (Lyndon State College) judicial record. A reasonable judicial record will be determined by the Advisor(s) with consultation of the Director of Student Life (or equivalent position).

Section 3. GENERAL DUTIES AND POWERS OF THE EXECUTIVE CABINET

- A. Campus Activities Board Representative
  - 1. The general purpose of this advisory liaison is to foster collaboration between the SGA and the Campus Activities Board (CAB) to better utilize resources.
  - 2. The specific duties of this position shall be determined by the CAB Executive Board and the SGA Executive Board.
  - 3. Shall abide by the SGA and CAB constitution at all times.
- B. SAAC Representative
  - 1. The general purpose of this advisory liaison is to foster collaboration between the SGA and the Student Athlete Advisory Council (SAAC) to better utilize resources.
  - 2. The specific duties of this position shall be determined by the SAAC executive board and the SGA Executive Board.
  - 3. Shall abide by the SGA constitution at all times.
  - 4. This position must be filled by a SAAC member.

C. Residential Life Representative

1. The general purpose of this advisory liaison is to foster collaboration between the SGA and the student staff of Student Life, specifically Resident Assistants, to better address the needs of residential students at NVU-Lyndon.
2. The specific duties of this position shall be determined by the Assistant Director of Student Life or the Director of Student Life.
3. Shall abide by the SGA constitution at all times.
4. This position must be filled by a Resident Assistant.

D. Peer Leading Representative

1. The general purpose of this advisory liaison is to foster collaboration between the SGA and the student staff of Student Life, specifically Peer Leaders, to better address the needs of first-year students at NVU- Lyndon.
2. The specific duties of this position shall be determined by the Director of Student Life.
3. Shall abide by the SGA constitution at all times.
4. This position must be filled by a Peer Leader.

E. Terms of Office for Executive Cabinet Members

1. The term for Executive Cabinet members begins after appointment by the SGA and concludes at commencement.

## **ARTICLE IV. SGA REPRESENTATIVES**

Section 1. STRUCTURE

- A. The Elected Representatives, at most, shall be structured as follows: five (5) representatives from each Lyndon year, five (5) Commuter Representatives, three (3) Non-Traditional Representatives, and one (1) seat for international students.
- B. The Club Representatives shall be structured as one representative and one alternate from each club.

## Section 2. ELECTIONS

- A. Elected Representatives – See Article V. B.
- B. Club Representatives
  - 1. Each club or organization will be required to elect a Representative to SGA.
  - 2. Alternates will be appointed by their respective clubs and are not required to attend SGA meetings if the representative is present.
  - 3. Club Representatives and Alternates are required to maintain a 2.0 GPA.

## Section 3. TERMS AND VACANCIES OF OFFICE

- A. Elected Representatives
  - 1. Terms of Office
    - a. The term of office shall begin following their acceptance of a position following a fall election to be held no later than the third week of the semester.
  - 2. Vacancies of Office
    - a. Any Elected Representative may resign from SGA at any time by presenting a written letter to the SGA. Their resignation becomes effective immediately. For impeachments, see Article VI / Section 1.
    - b. Any student wishing to fill a vacant seat as an elected representative shall present a petition of fifty (50) signatures to the SGA who will vote to instate or not instate that candidate.
- B. Club Representatives
  - 1. Each recognized club has one vote within the SGA. This vote may be cast by the Club Representative or their designated Alternate in the absence of the Club Representative.
  - 2. Changes in representation for individual meetings must be presented to the President prior to the meeting for the record of the meeting.
  - 3. Terms of office held by Club Representatives will begin and be effective immediately until their respective club elects another Representative.

## Section 4. GENERAL DUTIES

### A. Elected Representatives

1. Must make every effort to attend State of the College address, budget addresses, and any other informational presentation pertinent to the college and SB.
2. Shall serve the needs specific to the entire SB.
3. Will bring issues to the SGA as it pertains to the College.
4. When available, attend the Campus-Wide Retreat.
5. Will be encouraged to participate in any venture taken on by the SGA.
6. Shall be required to hold caucuses every other week to speak with their constituents. If a representative fails to hold three (3) of their caucuses, the representative loses their voting rights for the remainder of the semester.
7. Shall fulfill obligations as assigned by the Executive Board or Advisor(s).
8. Will serve as a member of the Board of Elections.
9. Must ensure they are on the SGA e-mail list and recognize this is the mail communication between the SGA Executive Board and the SB.

### B. Club Representatives

1. All Club Representatives will be responsible for maintaining their club's registration and keeping it current.
2. Must register their group with the SGA and keep contact information updated in order to remain a recognized organization within the SGA.
3. When a Club Representative approaches SGA for approval of a new constitution, they shall present that constitution to the Administrative Vice President for distribution to the SGA through email for member review at least 7 days prior to being presented. Any constitution must pass by at least two-thirds (2/3) majority.
4. Must ensure they are on the SGA e-mail list and recognize this is the mail communication between the SGA Executive Board and the SB, specifically club members.

### C. Shared Responsibilities

1. SGA Representatives will provide representation for all student populations. This requires attending all meetings and promoting all SGA activities to their

- represented population. The SGA Representatives shall work in conjunction with the Resident Assistants and Residence Hall Directors when issues arise regarding matters pertaining to the SGA.
2. Shall be appointed to ad-hoc committees to aid in the administrative functions of the SGA by the SGA Executive Board.
  3. Shall initiate and act upon legislation for the general welfare and social capital of the SB.
  4. Shall facilitate discussions concerning the SB.
  5. Shall, to the best of their ability, communicate and represent the wants and needs of the SB.
  6. Will, at the beginning of the academic year, elect one (1) representative to the Vermont State College Student Association (VSCSA). The second and third members of the VSCSA shall be any two (2) members of the Executive Board.
  7. Will set goals at the start of the academic year for the new SGA to work on over the course of the year concurrent to the student concerns and needs to be presented at every other meeting.
  8. Shall form the Board of Elections committee at the beginning of the academic year. See Article V / Section 2.
  9. Has the ability to allocate General Fund money to individuals, events, and/or activities that benefit the SB. Any requests \$500 and under may be allocated by the SGA Executive Board by a  $\frac{3}{4}$  majority vote.
  10. Shall approve the total dollar allocation for all SGA funded clubs and organizations.
  11. Funding Requests from the SGA General Fund must be approved by a  $\frac{2}{3}$  majority vote. After two rounds of voting, the motion must be approved by majority vote.
  12. Line items in a club's budget are considered a one-time allocation for a single and limited purpose. Internal reallocations in a club's budget are subject to SGA Executive Board approval with appropriate written notice. The SGA Executive Board reserves the right to deny a requested reallocation prior to being placed on the agenda. The SGA Executive Board will provide a written statement in the event of a denied reallocation. The SGA Advisor and the Director of Student Life may override the SGA Executive Board's decision.



13. The SGA shall have the power to unfreeze a club's budget by two-thirds (2/3) majority vote.
14. The SGA must develop and approve an annual budget of all SB clubs and organizations, except where certain clubs may receive their budget amount as a set percentage of the "magic number" by the President of the College. Such clubs hold no voting and motioning rights during budgetary portions of SGA meetings and must submit any reallocations through SGA as any other club and will submit a line-item budget to SGA for inclusion with the other clubs throughout the budgeting process.
15. Shall abide by the SGA Constitution at all times.

#### Section 7. MEETINGS

- A. The SGA will meet bi-weekly on a day and time designated by the Executive Board and Advisor(s). Club Representatives have designated Wednesday evenings at 8:00pm which must be taken into consideration whenever a new meeting time is discussed.
- B. Emergency meetings may be called by the President or per the request of two-thirds (2/3) majority of the members of the SGA.
- C. It is required that all Elected Representatives, Club Representatives (or Alternates), Executive Board members, and at least one (1) SGA Advisor be present at all SGA meetings.

## **ARTICLE V. ELECTIONS TO THE SGA**

#### Section 1. REPRESENTATIVES, PRESIDENT, EXECUTIVE VICE PRESIDENT, FINANCIAL CONTROLLER AND ADMINISTRATIVE VICE PRESIDENT

- A. Requirements for Positions
  1. Refer to Article II.
- B. Guidelines
  1. Anyone wishing to run for any position as an Elected Representative must first complete a petition signed by fifty members (50) of the SB by the date and time set by the Board of Elections. Executive Board members must first complete a petition signed by one hundred fifty (150) members of the SB by the date and time set by the Board of Elections.

2. Elections for the Executive Board of the Student Government for the coming academic year will begin no later than the Monday of the third academic week in April. This will be a SB General Election.
3. Club Representatives and Alternates will be respectively elected by their individual clubs.
4. Elected Representatives must maintain a 2.5 GPA or by appeal to the assistant director of student life and Club Representatives must maintain a cumulative GPA of 2.0 in order to run for or hold the position.

#### C. Open Forum

1. The open forum will occur after petitions are due but before elections begin.
2. When there are two or more candidates running for an Executive Board position, each must attend their respective open forum.
  - a. If a candidate does not attend their respective open forum their name will be removed from the ballot for that position. The exception to this would be academic conflicts or other emergency as determined by the SGA Advisor(s) or Board of Elections.
  - b. Each open forum will be moderated by the Board of Elections.
  - c. An open forum will consist of, but is not limited to, the following:
    - i. Opening remarks from the candidates.
    - ii. Prepared questions. Shall be prepared by the Board of Elections in conjunction with members of the SGA Executive Board not seeking reelection.
    - iii. Open questions from any SB member present at the open forum.
    - iv. Closing remarks from the candidates.

#### D. Voting Regulations

1. The Board of Elections will set all dates pertaining to the elections in accordance with the SGA Constitution.
2. The voting will be held at various public sites or online as determined by the Board of Elections.

3. There will be no visible or audible campaigning within a reasonable distance of the voting area as determined by the board of elections.
4. A minimum of ten (10) percent of the SB must vote in order for the election to be considered valid.

#### E. Election Results

1. The Board of Elections will contact the newly-elected individual via phone and/or email and request a response within forty-eight (48) hours.
2. If no response is given then it is assumed to be a declination.
3. If a declination occurs, then the person receiving the next highest number of votes will be contacted in the same manner as previously stated in number one (1).
4. This process will continue until someone accepts the position who has received at least ten (10) percent of the total votes for that position.
5. In the event that no eligible person is elected to fill a vacant position, the position shall be opened to the entire SB. To be eligible for election, the candidate must meet with the Advisor(s) and present a petition of 150 signatures to the SGA. The candidate must then present their interest and qualifications to the SGA General Board who will then vote to instate or not instate the candidate.
6. No information will be disseminated outside of the Board of Elections unless deemed necessary by the Board of Elections.
7. The SGA will release percentages and numbers to the public and SB within forty-eight (48) hours of the closure of the election.

## Section 2. BOARD OF ELECTIONS

- A. Election Petitions for Elected Representatives will be available within the first week of classes. They will be due no later than forty-eight (48) hours prior to the first day of elections. Votes must be tallied and election results released within twenty-four (24) hours of the final day of voting.
  1. All referenda and elections shall be conducted by a neutral, independent Board of Elections.
  2. Appointments to the Board of Elections are for one (1) academic year or until a member wishes to resign from their position with a formal statement written to the SGA.

3. At least one (1) student member of the Board of Elections and the SGA Advisor(s) shall be present during the counting of ballots.
4. Advisor shall validate all election petitions brought before the Board of Elections.
5. In the event that an election is deemed unconstitutional the Board of Elections will immediately halt the election and consult with the SGA Advisor(s) to determine a course of action.
6. Shall determine appropriate times and places for an open forum, if necessary, to be held in conjunction with the candidates running for contested positions.
7. Shall be in charge of advertising all elections.
8. In the event of a resignation or removal of an Executive Board member, the Board of Elections will attempt to fill the vacancy.
9. The Board of Elections shall verify the authenticity of elected members upon the advice and consent of the Advisor(s).
10. In elections of Elected Representatives, the Executive Board will act as the Board of Elections.

## **ARTICLE VI.**

### **IMPEACHMENT OF REPRESENTATIVES AND FORFEITURE OF POSITION**

#### **Section 1. IMPEACHMENT PROCEDURE**

- A. Charges of impeachment may be brought by any member of the SB. A petition signed by at least ten (10) percent of the SB against any representative of the SGA for negligence in office, public slander or libel of administrators, faculty, staff, students, or the college, must be submitted.
- B. This petition must be validated by the Advisor before being presented to the SGA.
  1. Upon validation of the petition by the Advisor, the SGA will begin and end a hearing proceeding within ten (10) academic days of receiving the petition. The SGA may decide upon a charge of impeachment or of non-impeachment with censure. A motion of impeachment must pass by two-thirds (2/3) majority. A motion of non-impeachment with censure, which results in a public statement made by the SGA regarding the accused member, must pass by two-thirds (2/3) majority.

- a. The hearing will proceed as follows:
  - i. The Advisor(s) will preside over the meeting as chair.
  - ii. The charging party presents the reasoning for the impeachment.
  - iii. The charged party has the right to respond back to the charges.
  - iv. The chair opens the meeting to the floor for comments, questions, and/or concerns.
  - v. The chair then closes the hearing for comments, questions, and/or concerns and a vote is taken whether to censure or impeach.
- b. Both charges of censure and impeachment must pass the SGA by two - thirds (2/3) majority. If found guilty on a charge of impeachment, the defendant shall forfeit their office for the remainder of the term; said individual may not seek future election of any kind. A charge of censure results in the publication of a statement composed by members of the SGA in college publications and in a permanent record with the SGA regarding the actions of that member.
  - i. The charges of censure or impeachment cannot be vetoed.

## Section 2. FORFEITURE OF POSITION BY SGA REPRESENTATIVES

### A. Elected Representatives

1. Three (3) unexcused absences per academic year from a regularly scheduled SGA meeting shall be grounds for automatic dismissal. Individuals do not have to be brought through the impeachment process. Validity of excuses will be determined by the President or Advisor(s).
  - a. The President will notify an Elected Representative of all unexcused absences at least three (3) days following the occurrence. The Elected Representative will also be notified of any penalties associated with these absences.
2. Elected Representatives are required to be on the Board of Elections and must attend the yearly budgeting process nights assigned by the SGA Financial Controller. Representatives who cannot attend must notify the SGA Executive Board of their absence in writing at least seventy-two (72) hours in advance. Failure to meet this requirement will result in automatic forfeiture of their position.

### B. Club Representatives

1. If a club Rep. has greater than three (3) unexcused absences per academic year from a regularly scheduled SGA meeting, this shall be grounds for automatic dismissal. Individuals do not have to be brought through the impeachment process. Validity of excuses will be determined by the President or Advisor(s).
2. Each club is permitted three (3) unexcused absences from the list above per academic year. Greater than three (3) unexcused absences automatically results in forfeiture of the club's voting and motioning power in the SGA for the remainder of the academic year. Four (4) unexcused absences will automatically result in the freezing of the club's budget for the remainder of the academic year, including fundraising. Five (5) unexcused absences the club will result in the club's dismissal from the SGA for the remainder of the academic year. Validity of absences is determined by the President and/or Advisor(s).
  - a. The SGA Administrative Vice President will notify a club of all unexcused absences three (3) days following the occurrence. The club will also be notified of any penalties associated with these absences.
  - b. In order for a club to lift the freeze off their budget, the club's entire executive board along with the Club Representative must attend the next SGA meeting to present a case as to why the freeze should be lifted.
    - i. The SGA must vote by two-thirds (2/3) majority to lift the freeze off a club's budget.
    - ii. If the budget is unfrozen, all subsequent SGA meetings must be attended. A further unexcused absence will result in the permanent freezing of all funds for that club or organization for the rest of the academic year.

## **ARTICLE VII.**

### **STUDENT CLUBS AND ORGANIZATIONS**

#### **Section 1. RECOGNITION**

- A. All clubs must be recognized, defined in Article I / Section 1 / F, by the Student Government to receive a budget from the SB General Fund or to use the SB's name.

#### **Section 2. RULES, REGULATIONS AND POLICIES**

- A. Each club or organization will abide by the rules, regulations, and policies of NVU-Lyndon, and any regulations of clubs passed by the SGA. Failure to do so will result in action(s) approved by the SGA in a two-thirds (2/3) majority vote. The President of NVU- Lyndon has the power to enforce all rules, regulations, and policies of both the VSC and NVU- Lyndon as appropriate.

### Section 3. GOOD STANDING POLICY

- A. A club or organization shall be considered in good standing with the SGA if all of the following are correct.
1. It acts in accordance with all College and SGA policies.
  2. It conducts regular (defined as at least once a month) meetings that are open to all NVU- Lyndon students.
  3. It has an active and current registration with the SGA which must be completed within 3 weeks of the start of every academic year.
    - a. In case registration with the SGA has become outdated during the academic year, a new registration must be completed within 2 weeks of organizational changes.
  4. It has hosted an event solely or mutually with another club that contributes to the NVU- Lyndon and/or surrounding community.
  5. It has an active constitution Submitted yearly to the SGA. If no changes are made, one must still be submitted.
  6. It has an active student membership roster of five (5) which includes the club or organization's Executive Board.
  7. It follows all financial policies set forth by NVU-Lyndon, VSC, and the SGA Financial Controller.
  8. It adheres to the Student Government Constitution at all times.
  9. It adheres to the NVU-Lyndon Poster and Chalking Policy at all times.
- B. Clubs and organizations not considered in good standing will have their budgets frozen.
1. In order for a club to lift the freeze of their budget, the club's entire executive board along with the Club Representative must attend the next SGA meeting to present a case as to why the freeze should be lifted.
  2. The SGA must vote by two-thirds (2/3) majority to lift the freeze off a club's budget.

### Section 4. NONDISCRIMINATION STATEMENT

- A. No SGA organization shall discriminate on the basis of race, ethnicity, sex, religion, creed, national origin, sexual orientation, gender identity, disability, veteran status, age, economic or social class, political affiliation, major, or minor,. Each club or organization must include a statement of non-discrimination in its Constitution that includes all items currently listed per VSC policy. By applying for funding each year and attending SGA meetings, clubs acknowledge this policy and automatically accept any modifications to that policy without amending their Constitution.

#### Section 5.NEW CLUBS OR ORGANIZATIONS

- A. Any new club or organization that is recognized during the school year must abide by the same rules and policies as existing clubs.

#### Section 6.REVOCATION OF FUNDING

- A. After the Controller of Northern Vermont University and the SGA Advisor have made a determination that a club is no longer in existence, then the SGA has the ability to revoke any or all funds from the General Fund that were given to that club. After two (2) years of non-existence all fundraising money will be liquidated into the General Fund.

#### Section 7.CLUB / ORGANIZATION CONSTITUTIONS

- A. Inactive clubs may be revived as long as their SGA Constitution was reviewed within the previous two (2) years. After two (2) years of non-existence all fundraising money will be liquidated into the General Fund.

#### Section 8. CLUB/ ORGINZATION BUDGETS

- A. Should a club/ organization not use its allotted funds by the end of the fiscal year, those funds will be returned to the General Fund. This excludes funds raised as fundraisers.

#### Section 9.OUTSIDE REQUESTS FOR FUNDING

- A. Individuals and groups from NVU- Lyndon not affiliated with the SGA may request funds from the General Fund at the discretion of the SGA.
- B. Individuals and groups external to NVU- Lyndon must be affiliated with a SGA-sanctioned club or organization to request funds from the SGA. This can include sponsorship of a non-affiliated party by a club in events, fundraising, activities, trips, and similar.

#### Section 9.FINANCIAL PAPERWORK



- A. All financial paperwork and information must be submitted through the SGA Financial Controller within 5 days of action. The SGA Financial controller shall have the power to freeze the budgets of any clubs until the proper paperwork is submitted.

#### Section 11. SGA SANCTIONED EVENTS

- A. All students participating in and/or attending an SGA-sanctioned event are required to follow all College and SGA policies.
- B. All members must act in a professional manner and represent the college in a positive light at all times. Any unprofessional behavior on a trip shall be brought to the attention of the SGA Executive Board who will make a recommendation to be presented to and voted on by the SGA.
- C. Clubs and organizations are responsible for ALL participants in an NVU-Lyndon sanctioned event, regardless of enrollment status at NVU-Lyndon.
- D. This action could include revocation of funding, voting rights, or club status and those involved may be subject to judicial action by the College and must be passed by a 2/3 majority of the SGA. NOTE: *The College may take action independent of an SGA decision.*
- E. In the case that unprofessional student behavior directly results in the loss of security deposits or other costs, student(s) may be held responsible for reimbursing the SGA for loss of deposits, damages, or other expenses.
- F. All clubs must fill out a travel form prior to their request.

#### Section 12. DEBT MANAGEMENT

- A. No student club or organization may expend funds or incur obligations totaling more than the sum of its account and carryover account balances.
- B. Process for addressing a student club or organization's debt during the active school year:
  - 1. Immediately upon the discovery by the SGA Financial Controller that a club or organization has spent funds or incurred obligations totaling more than the sum of its SGA and carryover account balances (and, thus, entered a "negative balance" or fallen "into debt"):
    - a. The SGA Financial Controller will notify the club or organization, the SGA Executive Board, SGA Advisor, and the Business Office that the club or organization has violated the rule set forth in Subsection A.

- b. No further expenditures, allocations, or funding requests will be allowed and the account frozen.
    - c. These restrictions will be lifted as soon as the organization resolves its debt. The SGA Financial Controller will notify the Business Office, the Controller of the College and the Department of Student Life of the restrictions placed on and lifted from a club or organization.
  2. Within 10 school days (inclusive of the tenth day) of the SGA Financial Controller's discovery that the club or organization has entered a negative balance, the club or organization must meet with the SGA Executive Board and the SGA Advisor(s) and present a plan for repaying the debt, to be approved by the Executive Board.
  3. Within 20 school days (inclusive) of the SGA Financial Controller discovery that the organization has entered a negative balance, the club or organization must make financial progress toward repaying its debt.
  4. Within 40 school days (inclusive) of the SGA Financial Controller discovery that the club or organization has entered a negative balance, the club or organization must repay at least half of its initial debt.
  5. By the end of the academic semester (fall or spring) following the semester in which the SGA Financial Controller discovers that the club or organization has entered a negative balance, the club or organization must eliminate that negative balance.
  6. If the club or organization has not eliminated the negative balance, the club or organization will not be permitted to participate in the spring budgeting process and will start the next academic year with a frozen budget until the negative balance is eliminated.
- C. Process for addressing a student club or organization's debt after the close of the fiscal year.
  1. Immediately upon the discovery that a club or organization has closed the previous fiscal year with a negative balance, the club or organization's budget for the current year will immediately be frozen. A member of the SGA Executive Board and/or the SGA Advisor(s) will attempt to contact a member of the club or organization's Executive Board and will notify them that they have violated the rule set forth in Subsection A.
  2. The club or organization's budget freeze will be lifted as soon as the organization resolves its debt. The SGA Financial Controller will notify the Business Office, the Controller of the College and the Department of Student Life of the restrictions placed on and lifted from a club or organization.

3. If a club or organization's debt is not eliminated by the end of the fall semester, the club or organization will not be permitted to submit a budget packet for the following year.

#### Section 12. FUNDING RESTRICTIONS

- A. The SGA will only fund conferences in which some educational value is gained.
- B. The SGA will not fund food for regular club or organization meetings.
- C. Any clubs requesting additional funding from the SGA are required to complete a minimum of one (1) fundraiser per year.
- D. The SGA will only contribute to a maximum of two conferences per academic year per club.
- E. The SGA will only contribute a maximum of \$300 per student, per conference. These funds may only be expended for travel, lodging and/or conference registration fees.
- F. Exams or classes which are required for licenses or certifications may only be funded when a direct benefit to NVU-Lyndon is established.
- G. Student attendance at conferences is supported to assist the leadership of the student organizations.
- H. SGA funds may not be used for the purchase of fundraising supplies. The only funds available for this purchase are existing club fundraising funds or funds requested from the SGA reserve fund.

#### Section 13. FUNDRAISING LOANS

- A. Any SGA club or organization may apply for a fundraising loan.
- B. A club or organization may only borrow once per semester.
- C. A loan may not exceed \$500.
- D. The payback period will be determined at the time of the loan approval.
- E. Any loan requested above \$250 must be approved by a 2/3 vote of the SGA.
- F. Any loan under \$250 will be approved or denied at the discretion of the SGA Executive Board and Advisor.

- G. If the club repays the loan in full within the first 30 academic days, no penalty will be incurred. If the loan is not repaid they will be in band standing until the loan is repaid or a payment plan is established with the SGA.
- H. Any club in bad standing with the SGA may not borrow money from the SGA reserve fund.

## **ARTICLE VIII. BUDGETING**

### Summary

*The SGA must develop and approve an annual budget of all SB clubs and organizations, except where certain clubs may receive their budget amount as a set percentage of the upcoming academic year Student Activities General Fund. Said clubs must submit any proposed budget, which shall be broken down into individual line items. Such clubs shall not be permitted to vote or motion on any other clubs' proposed budget during Finance Committee Meetings*

### Section 1.SGA OPERATIONAL BUDGET

- A. Prior to the start of the budget session, the following line items will be allocated to the SGA Operational Budget. No vote is necessary.

1.	Student Activities and Leadership Center	\$2,500.00
2.	Events and Dining	\$2000.00
3.	VSC Student Association (VSCSA)	\$450.00
4.	Spring Day	\$8,500.00
5.	Organization Insurance	\$4,000.00
6.	Senior Week Funding	\$6,000.00
7.	Catamount Arts	\$2,500.00
8.	Leadership Conference	\$3,500.00
9.	Reserve Fund	\$1,000.00
10.	Leadership Scholarship	\$6,000.00
11.	Leadership Banquet	\$1,000.00

### Section 2.BUDGET PROPOSAL SUBMISSION

- A. Schedule

- 1. Club Proposal Deadline

- a. All club proposals must be submitted online by the first Friday in April.

- i. If the proposal is not submitted by the deadline, the club will not be eligible to submit a budget proposal.

2. Finance Committee Phase

- a. The Finance Committee will consider, evaluate and finalize the budget as described in Section 4 by the third week of April.

3. SGA Contest Phase

- a. If called for by the SGA body, the SGA contest phase will begin in the third week of April. The Executive Board, in deliberation with the SGA, will decide on all meeting times, dates and locations for future meetings. These meetings will be supplemental to the regularly scheduled bi-weekly meeting of the SGA.

4. Completion

- a. The budget should be completed and approved by the SGA the third week of April.

- B. The SGA Executive Board has the right to deny reject budget proposal submission that is not completed in full by the Club Proposal Deadline.

### Section 3. FINANCE COMMITTEE

#### A. Membership

1. The Finance Committee will be composed of all Elected Representatives.
2. The Chairperson of the Finance Committee will be the Financial Controller by default, unless the SGA President elects to nominate another person to the position. The SGA President's nomination must be approved by majority vote of the Finance Committee.

#### B. Duties and Responsibilities

1. The Finance Committee's responsibility will be to evaluate the budget proposals of each club and determine what the best appropriation of the Student Activity Fee is.

### Section 4. PROCEDURE

#### A. Finance Committee

1. The Finance Committee Chairperson will determine a random order that will be used in Phase I, II and III. A different random order will be generated for each set of three (3) Phases after that.

3. Phase I will be for the purposes of presentation and discussion. Every phase thereafter will be club cuts.
4. Phases
  - a. Phase 1: Presentation and Discussion
    - i. Each budget will be brought to the floor for discussion by the club representative and/or club treasurer.
  - b. Phase 2: Club Cuts
    - i. Cuts begin. All cuts must pass by a majority vote. All votes will be done by hand-raise. A motion to move on is required to proceed to the next club's budget.
4. The Finance Committee may meet at any date or time declared by the Committee Chairperson with the understanding that the Finance Committee must have their proposal completed by the end of the second week in April, as described in Article IX / Section 2.
  - a. Quorum is defined as  $\frac{2}{3}$  of the Finance Committee membership. If quorum is not met, no action may be taken at the meeting.
5. Finance Committee Rules of Order and procedure will be the same as those used during the SGA Regular Business Meeting.
  - a. Any Finance Committee member who is a member of a club may not discuss, motion or vote on business pertaining to that club.

#### B. Submission to the SGA

1. Upon the Finance Committee's budget proposal gaining approval by the SGA Executive Board, the Finance Committee will submit the proposal to the SGA for consideration at the next SGA Regular Business Meeting. The Chairperson of the Finance Committee will present the budget line by line, offering explanation where appropriate. Any NVU- Lyndon student may ask questions of the Finance Committee during this time. All members of the Finance Committee are permitted to speak on behalf of the Committee. The SGA will then be permitted to motion to "contest" or "not contest" the proposal. This motion must pass by two-thirds ( $\frac{2}{3}$ ) majority.
  - a. Contest

- i. A “Contest” majority vote by the Club Representatives will require that the SGA convene for Budgeting Sessions that will be supplemental to the regularly scheduled bi-weekly meeting of the SGA.
- ii. During the “Contest” meetings, only Club Representatives will be permitted to motion and vote. Members of the Finance Committee will be permitted to discuss.
- iii. The Finance Committee Chairperson will determine a random order of clubs for use during the meetings. This random order will be re-shuffled every three (3) phases.
- iv. Phases
  - a. *Club Rebuttal*

Should a Club feel that the Finance Committee cut a portion of their budget that it should not have, Club Speakers will have the opportunity to present their case to the other Club Representatives.

    - i. Any Club who accepts the Finance Committee’s recommendation for their budget can elect to pass. No motion is required.
    - ii. Club Representatives can motion to return funds to a Club in question’s budget or to move on. A motion to return funds must pass by two-thirds (2/3) majority. A motion to move on must pass by majority.
  - b. *Club Cuts*

During this round of cuts, the clubs offer up items and amounts to be self-cut from their budgets. Any cut made during this phase must be sanctioned by the club that is having its budget cut. Other members of SGA may make suggestions about cuts. No vote is necessary for the cut to occur.
  - c. Phases will alternate between Club Rebuttal and Club Cuts until the “Contest” phase is ended.
- v. Ending “Contest”
  - a. At the end of each phase, the Finance Committee Chairperson will announce whether or not the budget is within an acceptable range (under a 7% freeze). Club Representatives can motion to accept the budget, continue to open the next phase, or end the meeting for the night. Should the meeting end without budget approval, another meeting will be called for.

b. No Contest

- i. A “No Contest” majority vote by the Club Representatives will close budgeting. The budget will then be presented to the SGA at the next Regular Business Meeting for approval. The budget must be approved by two-thirds (2/3) majority. The method of voting will be secret ballot. The budget will then be passed on to the SGA President for ratification as described in Article IX / Section 6.

Section 5. POLICIES

A. Attendance

1. Attendance is mandatory for every member of the SGA including Elected Representatives and Club Representatives.
2. Any extenuating circumstances that prevent clubs from meeting deadlines or attending budgeting meetings must be brought to the attention of the SGA Executive Board at least twenty-four (24) hours prior to the event. At that time, the SGA Executive Board and Advisor(s) will decide on a course of action.
3. The first unexcused absence at a budgetary meeting for club reps will result in the loss of voting and motioning privileges during the entire budgeting process.
4. The second unexcused absence will result in the cutting of the club’s proposed budget by fifty (50) percent of each line item.
5. The third unexcused absence will result in the cutting of the remainder of the club’s proposed budget.

B. Club Representation

1. Declarations

a. *Speaking Members*

The Club may have two members speak on behalf of the club during the budgeting process. These two members should be the Club Representative and Club treasurer. Both members are required to attend every non-Finance Committee budgeting meeting.

- i. If either member is a member of the Finance Committee, the club may inform the SGA Executive Board and designate a substitute. This must be done prior to or at the same time as the Club Proposal Submission.



- ii. If there are any extenuating circumstances preventing either of those members from participating in the budgeting process, the Club may approach the SGA Executive Board and request a substitution. This must be done a minimum of twenty-four (24) hours prior to the next budgeting event.

b. *Voting Member*

The Club may have one designated voting member. This member may not change once declared unless the member is absent and excused from the meeting by the SGA Executive Board.

## Section 6. RATIFICATION

### A. SGA President

1. Upon the SGA approval of the budget, the SGA President must sign the budget within one (1) academic week or veto.
2. Should the budget pass approval by the SGA President, it will be submitted to the College President.
  - a. Should the SGA President veto the budget, an emergency meeting will automatically occur within one (1) academic week of the veto to allow the SGA the opportunity to override the President's veto with a two-thirds (2/3) majority vote where each vote will occur by secret ballot. If the SGA President's veto stands, the SGA will hold an emergency meeting on the next available Wednesday evening. The meeting will begin with the first step of the "Contest" process, as described in Article IX / Section 4 / B / 1 / a.
  - b. Should the motion fail, the SGA will hold an emergency meeting on the next available Wednesday. The meeting will begin with the first step of the "Contest" process, as described in Article IX / Section 4 / B / 1 / a.

### B. College President

1. Should the budget pass approval by the SGA President, it will be submitted to the College President. The College President will determine whether or not the budget is acceptable. Should the budget be rejected by the College President, the SGA will hold an emergency meeting on the next available Wednesday. The meeting will begin with the first step of the "Contest" process, as described in Article IX / Section 4 / B / 1 / a.

## **ARTICLE IX.**

### **AMENDMENTS AND REFERENDA**

#### Section 1. REFERENDA

- A. Amendments to the SGA Constitution must be approved in referendum with at least ten (10) percent of the SB.
- B. The SGA, by majority vote, may hold a referendum to satisfy any question or issue brought before it.
- C. A student referendum may be called by a petition signed by ten (10) percent of the members of the SB.
- D. Any funding request over \$10,000 will automatically be sent to referenda. The person or group requesting the funds will have a mandatory meeting with the SGA Executive Board to discuss the details of the request.

#### Section 2. AMENDMENTS

- A. SGA Initiative
  - 1. Amendments to the SGA Constitution must be approved by a two-thirds (2/3) majority vote of the SGA prior to being brought before the SB.
- B. Student Initiative
  - 1. A petition for amendment, if signed by ten (10) percent of the SGA members, shall be presented to the SGA. The validity of the petition must be validated by the Board of Elections. The SGA will vote to send the proposed amendment to the SB for ratification.
  - 2. If passed by the SGA, the amendment must be approved by simple majority of the SB with at least ten (10) percent of the SB voting.

## **ARTICLE X.**

### **CONDUCT OF MEETINGS AND OPERATIONS**

#### Section 1. RULES OF ORDER

- A. SGA meetings will run in accordance with the SGA Constitution and will use Robert's Rules of Order as a guideline.

- B. The use of any recreational and non-essential electronic device by Representatives during a meeting is strictly prohibited. If caught in violation of this the Representative is subject to automatic loss of voting rights for that meeting. If there is a second offence in the same meeting the representative will automatically receive one absence.
  - i. The use of devices for the purposes of accessibility or at request (such as a laptop to take notes) is acceptable once the SGA has been notified.
  - ii. Sound recording devices must be immediately suspended during any voting.

#### Section 2.BY-LAWS

- A. All student organizations recognized by the SGA shall retain the right to establish bylaws regarding their internal operations in accordance with the SGA Constitution.
- B. By-laws have to be approved by the SGA, but do not have to be ratified by the SB.

## **ARTICLE XI. RATIFICATION**

#### Section 1.SGA CONSTITUTION

- A. This SGA Constitution shall become effective on the first business day following its adoption by the membership in referendum. At least ten (10) percent of the SB must vote to ratify the Constitution.
- B. The voting on this SGA Constitution shall be conducted by the Board of Elections.
- C. The SGA Constitution shall have its statement of non-discrimination automatically updated as the VSC policy on non-discrimination is modified.

## **ARTICLE XII. BY-LAWS**

#### Section 1.COMMUNICATION

- A. School emails are the official means of notification for any SGA affairs.

#### Section 2.MEETING AGENDA

- A. Anyone wishing to be on the agenda for a specific SGA meeting shall notify the Administrative Vice President one (1) week prior to the SGA meeting via email.
- B. No financial discussions should occur in the Other Business portion of the meetings.
- C. If a club or organization that has requested to be on the agenda does not appear at the scheduled meeting then their proposal is postponed.

### Section 3. MEETING ETIQUETTE

- A. The chair of a meeting may call into effect a “two-talk” rule which states that unless an individual is directly addressed, has a point of information, or is stating a motion, they may only speak twice on a given topic (i.e. A club’s budget during budgeting, a topic during a luncheon, or etc.).
- B. Any financial matter over five hundred (\$500) dollars will be voted on by secret ballot.
- C. Any vote concerning the final budget will be done by secret ballot.
- D. In order to hold a meeting where action needs to be taken, a quorum must be held. Quorum will be defined as two-thirds (2/3) of elected representatives and two-thirds (2/3) of club representatives.

## **ARTICLE XIII. RULES OF ORDER**

Section 1. The SGA Rules of Order is meant to serve as a guideline. For further information, see Robert’s Rules of Order. SGA uses Robert’s Rules as a guide and in some instances; there are SGA rules alone.

### A. Claiming the Floor

- 1. Any member or non-member must be called upon to speak by the chair. During some situations where a more casual atmosphere is possible, the chair may allow for a caucus-like discussion with a guest or about a topic. The chair has the right to return to procedure as needed. In the event of a debate, the chair may keep a speaker list and call upon people in that order or to impose a time limit on discussion.

### B. Voting

- 1. In all votes, except to open or close a meeting, there are four (4) different methods of voting.

- a. Yes to approve a motion.
- b. No to deny a motion.
- c. Abstain when an individual does not enough information to have an opinion or to make a decision. Abstentions go to the majority.
- d. A “no” vote will not be counted toward the majority.

### C. Motions

1. Motions must be made in the following manner: “I would like to motion that...” In order for the motion to be brought forward, it must be seconded by another voting member called upon by the chair. Once a motion has been seconded, it must be called to question by a third voting member for the motion to be brought to vote. There may only be two (2) motions on the floor at one (1) time. A motion must be retracted or voted on before any other motion to be made while there are two (2) motions on the floor. Any member of the body speaking out of turn or without being called upon may be reprimanded. All discussion stops unless the chair decides the discussion is pertinent and then may allow all members currently on the list to speak before the vote is taken. The chair restates the motion and a vote is taken. A point of order may be called by any member to make a suggestion as to what type of vote it may be. Only yes and no votes are needed to open a meeting.

## Section 2. TYPES OF VOTES

- A. The chair, by his or her discretion or as outlined in this document, may choose the type of vote.
  1. *Voice/Show of Hands Vote*: traditionally taken for uncontested, non-monetary issues. If members vote against, abstain, or blank on this motion, their votes are counted by a show of hands. If the vote becomes contested and/or confused, a recount may be taken by a show of hands.
  2. *Secret Ballot*: taken for issues where secrecy, impartiality, and intimidating vote may be a concern. Each member writes their vote on a slip of paper to be collected by the chair and the Advisor(s) (a non-voting, preferably, non-student, designee in absence of Advisor(s)) who also counts the ballots and informs the body of the outcome. The vote count shall be reported after each vote and recorded in the minutes.
  3. *Roll Call*: used when an individual’s specific vote is counted. Each member will be called upon by the chair, using the attendance list for a reference and may ask to be

called upon by at the end of voting if the person is still undecided. This vote allows a record of how each member voted.

4. *Long Roll*: similar to Roll Call, except members may now speak about the issue and how it pertains to their vote. The procedure follows that of a roll call vote. The chair may impose a time limit at their discretion.

### Section 3. TERMS TO KNOW

- A. *Precedent*: equivalent of common law in the United States government. Meaning that it is using a motion or action from a previous meeting and applying it to the current situation. When using the term, be prepared to show documentation (minutes, etc.) that support the claim.
- B. *Point of Order*: may be called out by any member at any time during discussion about an issue of interpretation of rules or policy or to request a certain type of vote. A point of order will override anyone's "having the floor" and end after the point is made. The person making the point must make it known to the chair that they are making the point, and the current speaker must yield the floor. A specific point of order is when the chair calls the body or an individual to order.
- C. *Parliamentary Inquiry*: may interrupt a speaker to ask a question or clarify information being presented that has nothing to do with the procedure or policy. Once the chair, speaker, or designee has answered the question, the floor returns to the previous speaker.
- D. *Table*: a motion to table an item of discussion may be made when there is need for more information than the body currently has. The item will automatically be placed upon the agenda of the next regularly scheduled meeting as long as new information is provided. Any member may make a motion to table or remove said motion any time after it has been made.

### Section 4. VOTE CALCULATIONS

- A. When votes are tallied, elected representative votes and club representative votes will each be weighted to 50%.
- B. The vote from the Administrative Vice President will be counted as an elected representative.

Ratified on May 10, 2019 by the 2018-2019 SGA Board of Elections and Assistant Director of Student Life and Advisor to the SGA, Michael Secreti.

