



**STUDENT GOVERNMENT
ASSOCIATION**

CONSTITUTION AND BYLAWS

**WESTFIELD STATE UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION CONSTITUTION**

**ARTICLE I
NAME**

The name of the organization shall be the Student Government Association and shall hereafter be referred to as the SGA.

**ARTICLE II
PURPOSE**

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

**ARTICLE III
DEFINITIONS**

- A) Ex Officio- by virtue of office or official position.
- B) Matriculate- to enroll in a college or university as a candidate for a degree.
- C) General Election- an election in which all full time undergraduate students may vote.
- D) Quorum- the minimum number of people needed to vote and or conduct business.

**ARTICLE IV
MEMBERSHIP AND STRUCTURE**

SECTION 1 – MEMBERSHIP

- A. All members of the SGA must be enrolled at Westfield State University (WSU) as fully matriculated students and have paid their current Student Activities Fee.
- B. All representatives must be elected from, and be part of, their respective constituency.
- C. All members of the SGA shall serve in their positions for a period of one (1) year beginning June 1st and ending on May 31st of the following year, with the exception of the Student Member of the Board of Trustees and the Student Member of the Westfield State Foundation Inc., who shall end following the annual meeting of each respective organization.
- D. All members of the SGA are required to abide by all membership rules as designated in the Constitution and Bylaws. SGA members accepting ex officio status assume all rights and responsibilities of membership unless otherwise specified.

- E. Student Senators are expected to act as role models in adhering to the Student Government Association Constitution and Bylaws, and exhibiting behavior suitable to the student leadership position. Any member exhibiting behavior which impinges on the integrity of the Student Government Association will be subject to removal from the Student Government Association pursuant to procedures within Article VII, Section 3, Letter A.

SECTION 2 – STRUCTURE

A. EXECUTIVE COUNCIL:

1. President
2. Vice Presidents
 - a. Vice President of Student Life
 - b. Vice President of Academic Life
 - c. Vice President of Finance
 - d. Vice President of Student Equity
 - e. Vice President of Publicity
3. Executive Secretary
4. Student Representative to the Board of Trustees

B. LEGISLATURE:

1. All members of the Executive Council are ex officio members of the Legislature.
2. Four (4) Class Presidents are ex officio members. One (1) from each class.
3. One (1) Commuter Council President as an ex officio member.
4. One (1) Diversity/Inclusion Representative to represent the diverse and inclusive groups at Westfield State University. This representative shall be elected by the student body.
5. One (1) student representative to the Westfield State University Student Athletic Council who shall be appointed by the WSU Athletic Department. This representative need only be an undergraduate student and not a representative from any particular class. The SAAC Representative will be responsible for attending Student Athletic Advisory Council meetings and will act as a liaison to SGA.
6. One (1) Community Relations and Fundraising Representative to be the point person and act in the interest of all SGA related fundraising, charity, or community related programs.
7. SGA Representatives:
 - a. One (1) Representative at Large per 500 (five hundred) full-time day students.
 - b. Sixteen (16) Class Representatives. Four (4) from each class.
 - c. One (1) Hall Representative per 100 (one hundred) students for each residence hall.
 - d. One (1) Commuter Council Representative per 250 (two hundred and fifty) students from the commuting segment of the student body.
 - e. One (1) SGA Club Representative to represent SGA clubs and organizations that fall under the Faith, Heritage and Identity club specifications.
 - f. One (1) SGA Club Representative to represent SGA clubs and organizations that fall under the Leadership and Service club specifications.
 - g. One (1) SGA Club Representative to represent SGA clubs and organizations that fall under the Sport and Leisure club specifications.

- h. One (1) SGA Club Representative to represent SGA clubs and organizations that fall under the Arts and Music club specifications.
 - i. One (1) SGA Club Representative to represent SGA clubs and organizations that fall under the Academic and Career club specifications.
8. One (1) student representative who shall be appointed by Veterans Affairs. This representative need only be an undergraduate student and not a representative from any particular class. This representative must also meet any and all requirements set forth by the Veteran Affairs Office and will act as a liaison to SGA.
 9. Four (4) students to the Westfield state university student of color council shall be appointed by the student of color council. These students need only be an undergraduate student and not a representative from any particular class. The four students will be responsible for attending the student of color council meetings and act as a liaison to SGA.

ARTICLE V EXECUTIVE COUNCIL DUTIES

SECTION 1 – FUNCTION

- A. The Executive Council is to work together and with the Legislature in order to guide and carry out SGA business in the interest of the student body.

SECTION 2 - COLLECTIVE DUTIES

- A. Shall have regularly scheduled meetings at least once (1) a week while classes are in session:
 1. The President or any four (4) voting members of the Executive Council may call a special Executive Council Meeting.
- B. The agenda for the regularly scheduled Executive Council Meetings shall be set by the President.
 1. All executive offices must be given the opportunity to report on office activity.
- C. Shall make regular reports to the Legislature.
- D. Shall be collectively and individually responsible for the execution and follow-up of acts passed by the Legislature.
- E. Shall work on all agendas for SGA meetings.
- F. Shall not be permitted to hold an office of the Executive Council unless they plan to be physically present to attend to all prescribed duties outlined in this constitution and its bylaws for the duration of one (1) academic year except in the case of resignation or academic withdrawal.
- G. Shall not serve as a member of the general Legislature and Executive Council concurrently.
- H. Shall hold town hall meetings as needed.
- I. Shall be knowledgeable of and willing to assist in SGA procedures.

SECTION 3 - INDIVIDUAL EXECUTIVE COUNCIL OFFICERS

A. PRESIDENT:

1. Shall call and preside over the Executive Council meetings.

2. Shall work to ensure that all Executive Council members are attending to their duties as assigned by the constitution and bylaws.
3. Shall call and preside over the SGA Meetings unless a Chair is designated by the President:
 - a. Must act impartial while in the role of chair.
 - b. May delegate chair to any member of the Legislative or Executive Council if they deem it necessary, or may share duties of chair with a member of the Legislature or Executive Council.
4. Shall appoint or approve chairs and members of all committees unless the constitution or bylaws specify otherwise.
5. May remove a committee member or chair if they are not performing duties as set by the bylaws.
6. Shall be an ex officio voting member on all SGA Committees.
7. Shall have the right to make a final statement on all questions before the Legislature, previous to the final vote.
8. Shall act as the official liaison for the SGA in all matters.
9. Shall make appointments to fill any vacancies on the Executive Council or Representative-at-Large position within three (3) weeks of vacancies:
 - a. All appointments must be approved by a majority vote of the Legislature.
10. Shall have the power to veto over any action taken by the Legislature:
 - a. If a presidential veto is exercised after the close of an SGA Meeting, it must be posted on the door of the president's office and must remain there until the veto has been announced to the Legislature at the beginning of the next legislative meeting.
 - b. A veto must occur prior to the minutes approval from the meeting in which the act of the legislature occurred.
 - c. Shall report any veto to the Executive Secretary within twenty-four (24) hours of the veto occurring (Refer to Article V Section 3 Letter F Number 5.)
 - d. Veto power shall not be handed down to any other member acting in the place of the President.
11. Shall establish, post, and spend a minimum of five (5) hours per week in the SGA Office.
12. Shall set the agenda for all regularly scheduled SGA Meetings with the approval of the Executive Council.
13. The President, in order to be elected, must have served at least one (1) semester on SGA in any capacity.

B. VICE PRESIDENT OF STUDENT LIFE:

1. Shall assist the President in all duties, and serve as Chair of the SGA Meeting whenever directed by the President.
2. Shall assume the duties of the President in their absence.
3. Shall monitor and report all issues relevant to students in the areas, including but not limited to, the areas of Student Conduct, Residential Life, commuter concerns and Public Safety to both the Executive and Legislative Councils.
4. Shall be a member of the Student Affairs Committee
5. Shall approve and help set agendas to all SGA Committees falling under the Vice President of Student Life (Refer to Appendix A).

6. Shall monitor the work of all committees falling under the Vice President of Student Life.
7. Shall be an ex officio nonvoting member of all SGA committees.
8. In the event that the position of President is vacant, the Vice President of Student Life shall, within three (3) legislative meetings, fill this position themselves and appoint a Vice President of Student Life or announce an appointment of a new President. All changes must be approved by a two-thirds (2/3) vote of the legislature.
9. Shall establish, post, and spend a minimum of four (4) hours per week in the SGA Office.
10. Shall serve as the liaison to Health Services and Counseling Services.

C. VICE PRESIDENT OF ACADEMIC LIFE

1. Shall assist the President in all duties.
2. Shall assume the duties of the President in their absence and in the absence of the Vice President of Student Life.
3. Shall monitor and report all issues relevant to academic life to the Division of Academic Affairs and the Legislature.
4. Shall monitor the work of all committees falling under the Vice President of Academic Life (Refer to Appendix A).
5. Shall be an ex officio nonvoting member of all SGA committees.
6. Shall work with the Student Representative to the Westfield State University Board of Trustees to oversee all Representatives-at-Large.
7. Shall establish, post, and spend a minimum of four (4) hours per week in the SGA office.

D. VICE PRESIDENT OF FINANCE:

1. Shall assist the President in all duties.
2. Shall assume the duties of the President in their absence and in the absence of the Vice President of Student Life and the Vice President of Academic Life.
3. Shall be responsible for working in conjunction with the SGA Advisor to oversee all SGA accounts.
4. Shall serve as the chair of the Finance Committee.
5. Shall abide by all policies dealing with the allocations of SGA funds as set in the bylaws.
6. Shall have access to all financial transactions having to do with the operations, programming, contingency and reserve accounts.
7. Shall report all relevant transactions having to do with club accounts to the SGA.
8. Shall report all transactions, proposals and reports to the Executive Council.
9. Shall be an ex officio nonvoting member of all SGA committees.
10. Shall act as the Representative to the Westfield State Foundation, Inc. Board of Directors. In the event that the Vice President of Finance cannot attend this meeting, the Vice President of Finance will work in conjunction with the President of SGA to appoint a suitable designee.
11. Shall work with the Parliamentarian in order to ensure that all clubs are in good standing.
12. Shall co-chair and oversee the SGA Club Representative Committee with the Vice President of Programming (or designee appointed by the SGA Executive Council).
13. Shall establish, post and spend a minimum of four (4) hours per week in the SGA

Office.

F. VICE PRESIDENT OF STUDENT EQUITY:

1. Shall assume the duties of the President in the absence of the President, the Vice President of Student Life, the Vice President of Academic Life, and the Vice President of Finance.
2. Shall monitor and report all issues and initiatives related to students in affinity groups, LGBTQIA+ organizations, and student disability services.
3. Shall be responsible for monitoring the SGA demographic makeup.
4. Shall be an ex officio nonvoting member of all SGA committees.
5. Shall report all relevant information to the Executive Council.
6. Shall establish, post, and spend a minimum of four (4) hours per week in the SGA Office.
7. The Vice President of Student Equity, in order to be elected, must have served at least one (1) semester on a campus affinity group or LGBTQIA+ organization.
8. Shall sit on the Blue Key Committee.

F. EXECUTIVE SECRETARY:

1. Shall be responsible for the Minutes of all SGA Meetings. These responsibilities include:
 - a. Shall record the Minutes or be responsible for the supervision of any person recording and/or transcribing the Minutes in the absence of the Executive Secretary.
 - b. Shall be responsible for sending transcribed Minutes to SGA professional staff no later than Friday morning of the week the SGA Meeting is held unless special arrangements are made between the Executive Secretary and SGA professional staff.
 - c. Ensure that the Minutes of all SGA Meetings are distributed weekly via email in accordance with SGA Bylaws. (Refer to Article VII, Section 2, Subsection B).
2. Shall assume the duties of the President in the absence of the President, the Vice President of Student Life, the Vice President of Academic Life, the Vice President of Finance, and the Vice President of Programming.
3. Shall be responsible for informing all members of the Legislature of any presidential veto within two (2) business days by email of being informed by the President and must be announced at the next SGA Meeting during the Executive Secretary's report.
4. Shall be responsible for the maintenance and publication of the attendance at all SGA Meetings and the attendance records for all committee meetings.
5. Shall track current SGA legislature office hours.
6. Shall be responsible for informing the President of any necessary procedures for the removal of any members of SGA who violates the Attendance Bylaws.
7. Shall be responsible for the distribution of the New Senator Packet which shall include, but not be limited to, the SGA Constitution, SGA Parliamentary Reference Guide, the Summary of Responsibility Sheet and the SGA Executive Council Contact Sheet. The packet will be distributed to each new Senator who is appointed or elected after the initial distribution of the Senator Binder.
8. Shall be responsible for coordinating SGA sponsored elections during the fall and spring semester in cooperation with SGA professional staff.

9. Shall be an ex-officio non-voting member of all SGA Committees.
10. Shall establish, post, and spend a minimum of four (4) hours per week in the SGA Office.
11. Shall be responsible for the timely distribution of the Senator Binders which shall include, but not be limited to, the SGA Constitution, the Duties of Senate Members, current academic year Committee List and the Executive Council Contact Sheet. The Senator Binder will be distributed to the SGA Representative Mailboxes before the first meeting of the academic year.

G. VICE PRESIDENT OF PUBLICITY:

1. Shall be responsible for publicity related to SGA, all SGA programming and events via conventional means (e.g. posters, flyers), email and social media outlets including but not limited to Facebook, Twitter and Instagram.
2. Shall assume the duties of the President in the absence of the President, the Vice President of Student Life, the Vice President of Academic Life, the Vice President of Finance, the Vice President of Programming, and the Executive Secretary.
3. Shall coordinate and distribute Senator of the Week (on an as need basis).
4. Shall be responsible for the timely preparation of Senator Nametags, Mailbox Nametags, the SGA Legislature Seating Chart and the SGA Monthly Calendar.
5. Shall be chair of the Blue Key Committee with duties and responsibilities associated with the selection of the annual Blue Key Award.
6. Shall be chair of the Owl Ball Committee and work in cooperation with SGA professional staff for preparations associated with the annual Owl Ball.
7. Shall coordinate the annual SGA Awards Ceremony in cooperation with SGA professional staff for preparations associated with the SGA Awards Ceremony.
8. Shall be an ex officio nonvoting member of all SGA committees.
9. Shall establish, post, and spend a minimum of four (4) hours per week in the SGA Office.

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

1. Shall attend all regular, annual, and special meetings of the Board of Trustees.
2. Shall serve on all standing committees assigned to them by the Chair of the Board of Trustees.
3. Shall report all relevant information to the Executive Council and Legislature in a timely manner:
 - a. Review and consult with the Executive Council on all agendas for upcoming Board of Trustees' Meetings and other trustee duties as to the best of their ability.
4. Shall represent WSU at all state meetings as deemed necessary by the Student Trustee and in conjunction with the Executive Council.
5. Shall be responsible to keep Westfield State University students informed of issues on the state level.
6. Shall represent the interests of the student body and Westfield State University in all dealings as trustee.
7. Shall be an ex officio nonvoting member of all SGA committees.
8. Shall work with the Vice President of Academic Life to oversee all Representatives-at-Large.

9. Shall adhere to the bylaws of the Board of Trustees of Westfield State University.
10. Shall establish, post, and spend a minimum of five (5) hours per week in the SGA Room.
11. The student representative to the Westfield State University Board of Trustees, in order to be elected, must have served on SGA for at least one (1) semester in any capacity.

ARTICLE VI **LEGISLATURE**

SECTION 1 - FUNCTION

- A. The Legislature is to represent their constituents to ensure the welfare of Westfield State University as an institution, and the student body as a whole.

SECTION 2 - RIGHTS AND RESPONSIBILITIES

- A. Shall meet at least once (1) per week as long as classes are in session. Special meetings may be called by the President of the SGA and/or twenty-five percent (25%) of the Legislature by way of a floor vote or petition:
 1. If a vote is taken, it must take place during a scheduled SGA Meeting.
- B. Shall run all meetings by the current volume of Robert's Rules of Order unless otherwise stated.
- C. Shall elect a Parliamentarian who shall perform the duties described in Article VIII.
- D. Quorum for all SGA Meetings shall be fifty percent (50%) plus one (1) of the total membership.
- E. All meetings shall be open to the public in accordance with the Open Meeting Bylaws (See SGA Bylaws, Article VII).
- F. The Legislature reserves the right to remove an inadequate chair by a two-thirds (2/3) vote (if the chair is not fulfilling their duties) for nomination and election procedures.
- G. The Legislature shall make all final decisions for allocation of SGA funds to SGA recognized clubs and organizations after receiving a recommendation, whether it be positive or negative, from the Vice President of Finance on behalf of the Finance Committee.
- H. The Legislature, upon the recommendation of the Rules and Regulations Committee, may vote to revoke SGA's acceptance of a student club or organization by a two-thirds (2/3) majority.
- I. The Legislature may direct the Executive Council, or any member thereof, to take any action deemed necessary for the proper conduct of business by a two-thirds (2/3) vote.
- J. The Legislature may enact all legislation necessary and proper for the fulfillment of its aforementioned duties, as long as it is consistent with their function.
- K.
- L. The Legislature may override a presidential veto by a two-thirds (2/3) vote. The override vote must occur in the week following the announcement of the Executive Secretary, to Legislature, that a veto has occurred.

SECTION 3 – GENERAL LEGISLATURE POSITIONS

A. SGA REPRESENTATIVE-AT-LARGE:

1. One seat represents at most five hundred (500) full-time day students.
2. Serve on at least one (1) campus-wide governance committees.
3. Serve on other committees as appointed by the SGA President, Vice President of Academic Life, and the Student Representative to the Board of Trustees.

B. SGA COMMUNITY RELATIONS AND FUNDRAISING REPRESENTATIVE:

1. Point person for all SGA related fundraising, charity, or community related programs.
2. In charge of the coordination of the Blood Drives throughout the academic year.
3. Serve as Chair to the Neighborhood Advisory Board, or shall appoint an alternate.
4. Work in conjunction with SGA Executive Council to plan and implement the annual Turkey Drive.
5. Serve as Chair to the Community Relations and Fundraising Committee.

C. DIVERSITY/INCLUSION REPRESENTATIVE:

1. Point person for all organizations associated with the Diversity/Inclusion Council.
2. Will serve as a member of the Diversity/Inclusion Council.
3. This representative will serve as the chair of the SGA Diversity/Inclusion Committee. The committee represents diverse and inclusive interests at Westfield State University. This committee will organize one (1) or two (2) programs per semester around diversity and inclusion initiatives.
4. The Diversity/Inclusion Committee will consist of the Vice President of Student Life and one (1) member of the legislature from each class (but not necessarily class officers).

D. SGA CLUB REPRESENTATIVES:

1. Point person for all the clubs and organizations that fall under their specifications.
2. Serve on the SGA Club Representative Committee.
3. Relay relevant information to respective clubs on a weekly basis.
4. Represent respective club concerns, needs, and missions during and outside of SGA Meetings.

ARTICLE VII **THE PARLIAMENTARIAN**

- A. Shall serve SGA as the ex officio authority of Robert's Rules of Order and make certain that all meetings are run in accordance with the current edition of Robert's Rules of Order.
- B. Shall serve as Chair whenever there is a motion on the floor as directed.
- C. Shall serve as Chair of the SGA Meeting whenever directed by the President.
- D. Shall serve as Chair of the Rules and Regulations Committee.
- E. Shall monitor all SGA club, organization, and class council constitutions and ensure that all constitutions meet current SGA standards.
- F. Shall review and approve all resolutions brought forth by members of the Legislature.
 1. The Parliamentarian may only check for procedural matters that may affect the resolution and will remain impartial at all times.
- G. Shall refrain from all voting while acting as chair, unless needed to break a tie.

- H. Shall be responsible for the upkeep of the Constitutional Journal (Refer to Article X, Section 5).
- I. Shall establish, post, and spend a minimum of four (4) hours per week in the SGA Office.

ARTICLE VIII
RULES AND REGULATIONS COMMITTEE

SECTION 1 - PURPOSE

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

SECTION 2- COMMITTEE MEMBERSHIP

- A. The Parliamentarian of the SGA shall be an ex officio member of the Rules and Regulations Committee and act as Chair. The Parliamentarian shall only vote in the event of a tie.
- B. The President of the SGA shall be an ex officio member or send a designee.
- C. The Vice President of Student Life shall be an ex officio member or send a designee.
- D. The Vice President of Finance shall be an ex officio member or send a designee.
- E. One (1) member of the legislature from each class, although not necessarily a class council representative, shall be nominated and elected by the Legislature.

SECTION 3 - RIGHTS AND RESPONSIBILITIES

- A. No individual member of this Committee may speak on behalf of this Committee other than the Parliamentarian or the Vice President of Finance.
- B. Only the Parliamentarian or the Vice President of Finance may speak on behalf of the committee after a vote has been taken within the Rules and Regulations Committee:
 - 1. The Parliamentarian may only give the tally of votes unless the committee votes to release a statement with an additional explanation.
- C. The Committee shall be responsible for all necessary interpretations of the SGA Constitution as requested by the SGA.
- D. The Parliamentarian shall keep an updated log of all decisions and/or statements that shall be used as an official log when future decisions are made.
- E. No decisions shall be made by the Committee without first looking in the official log for previous decisions that may relate to the present issue.
- F. The Parliamentarian is responsible for reporting all relevant information to the Rules and Regulations Committee.
- G. All decisions made by the Rules and Regulations Committee pertaining to the acceptance or denial of registered student organizations shall be confirmed by the Legislature by a fifty percent (50%) plus one (1) majority vote. Alternatively, the Legislature may vote to request that the Rules & Regulations Committee undertake additional deliberations. Prior to this vote, the Constitution for the club or organization shall be provided to SGA members and the Parliamentarian shall provide the detailed recommendation of the Rules & Regulations Committee. A representative from the club or organization shall be given the opportunity to speak before the Legislature prior to this vote regardless of the recommendation of the Rules & Regulations Committee.
- H. The Rules and Regulations Committee is authorized to review all current and proposed

student clubs and/or organizations for official recognition status. The committee may deny official SGA recognition and/or funding based on the following grounds as interpreted by Rules and Regulations Committee members:

1. Budget considerations
 2. Risk management considerations
 3. Duplication or similar clubs or organizations already in existence
 4. Lack of adequate student interest or participation
 5. Lack of active advisors
 6. Lack of proper constitution
 7. Noncompliance with hazing and/or other state/federal regulations.
- I. The Rules and Regulations Committee is authorized to require all proposed and current clubs to file an annual Club Information Form with the chair of the Student Organization Council. The form will consist of the:
1. Name of club
 2. Name and signature of advisor
 3. Name of all active/proposed members
 4. Name of officers (existing clubs only)
- J. In the event that the Rules and regulations Committee has not been formed, all rights and responsibilities will be deferred to the Executive Council.

SECTION 4 – RIGHT TO APPEAL

- A. In the event that a prospective club or organization is denied the right to be registered under the Student Government Association or if the official registration for a club or organization is revoked, the club or organization may file an appeal with the Special Committee on Appeals within five (5) business days of SGA's decision via a form maintained by the Parliamentarian. An appeal may be considered by the Committee under the following circumstances:
1. Allegations of a material procedural error in the denial or revocation of the club's recognition under the established procedures that would substantially change the outcome.
 2. To contest the evidence used against the club or organization.
 3. Allegations that the rules established under the Constitution and Bylaws pertaining to the denial of recognition or derecognition of clubs and organizations were improperly applied.
 4. Allegations of improper treatment by the Rules & Regulations Committee or the SGA in reference to the denial of recognition or derecognition of the club or organization.
- B. The Special Committee on Appeals shall arrange for a hearing within five (5) business days of the submission of the appeal form. The club or organization shall be allotted time to speak and answer questions posed by the Committee. During this period, the club or organization shall be allowed to have a person of their choice (faculty, staff, or librarian) present for advice and counsel. This individual may speak during the designated period. The Committee shall then deliberate with only the SGA Advisor(s) and/or other Student Affairs official present.
- C. Should the Committee, by a fifty percent (50%) plus one (1) majority vote of its membership, hold that the charges outlined in Subsection A of this section are valid, then

the club or organization shall be deemed to be registered under the Student Government Association.

ARTICLE IX
SPECIAL COMMITTEE ON APPEALS

SECTION 1 - PURPOSE

- A. The Special Committee on Appeals is charged with hearing appeals related to decisions made regarding the removal of a member of the SGA and the denial or revocation of a club or organization's official recognition by the SGA.

SECTION 2 – RECORD & MANNER OF PROCEEDINGS

- A. All proceedings held in accordance with this article shall be held in executive session consistent with M.G.L. ch.21A §1 (Open Meeting Law).
- B. All records pertaining to this article, including correspondence, reports, and other materials, shall be submitted to and retained by the Parliamentarian. These documents may only be reviewed internally by appropriate individuals, except in the case of a public records request.
- C. All votes shall be taken by secret ballot.
- D. An SGA Advisor and/or other Student Affairs official must be present at all meetings to provide advice and counsel to the Committee.
- E. The requirements for an appeal to be considered, procedures for hearings, and minimum votes required for a successful appeal are detailed in their respective articles.

SECTION 3 – MEMBERSHIP

- A. In the event that an appeal is raised, then the President, in consultation with the SGA Advisor(s), shall randomly select five (5) members of the SGA to serve as members of the Special Committee on Appeals for the sole consideration of the appeal in question.
- B. No members shall be appointed that have a conflict of interest in the specific matter. All members of the SGA are expected to recognize when other potential conflicts of interest (i.e., close relationships) exist that may prevent the SGA from providing an impartial, independent appeal process.
1. For matters related to the removal of a member under Article X, Section 5, no members of the Rules & Regulations Committee may serve on this Committee.
 2. For matters related to the denial or revocation of club or organization's official recognition by the SGA, no members of the Rules & Regulations Committee or the club in question may serve on this Committee.

ARTICLE X
REMOVAL OF SGA MEMBERS

SECTION 1 - PURPOSE

- A. As a governing body, members of the Student Government Association are expected to be professional and abide by all standards detailed within the Constitution and Bylaws of the SGA. It is recognized, however, that failing to uphold these standards may warrant the removal of a member of the SGA.

SECTION 2 – RECORD & MANNER OF PROCEEDINGS

- A. All proceedings held in accordance with this article shall be held in executive session consistent with M.G.L. ch.21A §1 (Open Meeting Law).
- B. All records pertaining to this article, including correspondence, reports, and other materials, shall be submitted to and retained by the Parliamentarian. These documents may only be reviewed internally by appropriate individuals, except in the case of a public records request.
- C. All votes shall be taken by secret ballot.
- D. No member subject to removal may vote on motions pertaining to their own removal or engage in deliberations unless otherwise specified in this article.
- E. An SGA Advisor and/or other Student Affairs official must be involved at all stages of the below processes for advice and counsel.

SECTION 3 – ATTENDANCE & GPA REQUIREMENT VIOLATIONS

- A. Should a member of the SGA fail to meet the minimum requirements set under the Attendance Bylaws or the minimum GPA requirements set under the Legislative Accountability Bylaws, then the President shall, in consultation with the Executive Secretary and SGA Advisor(s), remove the member. The member shall be informed in writing of this decision, with the member being removed effective at the receipt of this written notice. They shall also be informed of their opportunity to appeal.
- B. A member removed under this section may appeal the decision of the President to the Special Committee on Appeals within five (5) business days of the decision through an appeal form maintained by the Parliamentarian. An appeal may be considered by the Committee under the following circumstances:
 - 1. Allegations of a material procedural error in the removal of the member under the procedures established under this section that would substantially change the outcome.
 - 2. To contest the evidence used against the member in their removal.
- C. The Special Committee on Appeals shall arrange for a hearing within five (5) business days of the submission of the appeal form. The removed member shall be allotted time to speak and answer questions posed by the Committee. During this period, the removed member shall be allowed to have a person of their choice (faculty, staff, or librarian) present for advice and counsel. This individual may speak during the designated period. The Committee shall then deliberate with only the SGA Advisor(s) and/or other Student Affairs official present.
- D. Should the Committee, by a fifty percent (50%) plus one (1) majority vote of its membership, hold that the charges outlined in Subsection B of this section are valid, then the removed member shall be reinstated.

SECTION 4 – STUDENT CONDUCT

- A. Should a member of the SGA be subject to an active judicial file of a serious nature under the purview of the Office of Student Conduct, then the SGA Advisor(s), at their professional discretion, may suspend the member until the matter is resolved.
- B. Should the Office of Student Conduct and/or the Student Conduct Board hold that the member shall be removed from the SGA, then the SGA Advisor(s) shall be notified that the member has been removed.
- C. The removed member may petition for reinstatement through the appeal procedures outlined in the Student Handbook.

- D. Nothing in this section shall be applied to alleged violations of the Equal Opportunity, Nondiscrimination, and Title IX Plan. Alleged violations pertaining to the Plan will be handled according to the procedures outlined in the Plan.

SECTION 5 – GENERAL REMOVAL

- A. Any member of the SGA may submit a written charge against a fellow SGA member alleging certain violations that constitute removal via a form maintained by the Parliamentarian. A rationale and pertinent evidence (if available) shall be included.
- B. Violations that constitute removal from the Student Government Association under this section include:
1. Failure to adhere to the general and/or position-specific responsibilities outlined in the Constitution and Bylaws.
 2. Negligence in the performance of their duties.
 3. Financial Impropriety
 4. Gross Misconduct
 5. Serious Unprofessional Behavior
- C. Upon receipt of a written charge, the Parliamentarian shall convene the Rules & Regulations Committee within five (5) business days. The Committee shall hold a hearing to review the charge and shall allot a portion of the hearing for both the member who submitted the charge and the accused member (at separate portions of the hearing) to speak and answer questions, the latter of whom shall be allowed to have a person of their choice (faculty, staff, or librarian) present for advice and counsel. This individual may speak during the designated period. At the conclusion of the hearing, the Committee shall deliberate (with only the SGA Advisor(s) and/or other Student Affairs official present) and may, by a two-thirds (2/3) majority vote of its membership, recommend that the SGA remove the member. The accused member shall be informed of the Committee's decision in writing by the Parliamentarian within twenty-four (24) hours.
- D. At the next full meeting of the SGA, the Parliamentarian shall report on the recommendation of the Rules & Regulations Committee. The accused member shall be given an opportunity to speak and answer any questions posed by fellow members with advice and counsel from a person of their choice (faculty, staff, or librarian). This individual may speak during the designated period. Following deliberations (with only the SGA Advisor(s) and/or other Student Affairs official present), the full SGA, by a two-thirds (2/3) majority of its present membership, may remove the member from their position. The member shall be informed in writing of this decision within twenty-four (24) hours, with the member being removed effective at the receipt of this written notice. They shall also be informed of their opportunity to appeal.
- E. A member removed under this section may appeal the decision of the SGA to the Special Committee on Appeals within five (5) business days of the decision through an appeal form maintained by the Parliamentarian. An appeal may be considered by the Committee under the following circumstances:
1. Allegations of a material procedural error in the removal of the member under the procedures established under this section that would substantially change the outcome.
 2. To contest the evidence used against the member in their removal.
- F. The Special Committee on Appeals shall arrange for a hearing within five (5) business days of the submission of the appeal form. The removed member shall be allotted time to

speak and answer questions posed by the Committee. During this period, the removed member shall be allowed to have a person of their choice (faculty, staff, or librarian) present for advice and counsel. This individual may speak during the designated period. The Committee shall then deliberate with only the SGA Advisor(s) and/or other Student Affairs official present.

- G. Should the Committee, by a fifty percent (50%) plus one (1) majority vote of its membership, hold that the charges outlined in Subsection E of this section are valid, then the removed member shall be reinstated.

ARTICLE XI **AMENDING THE CONSTITUTION OR BYLAWS**

SECTION 1 - GENERAL GUIDELINES AND RESTRICTIONS

- A. All constitutional or bylaw amendments must be sponsored by no fewer than five (5) Representatives.
- B. No amendment shall be made to the SGA Constitution or Bylaws unless it is in line with the function and interest of the SGA as a whole.
- C. All amendments to the constitution and its bylaws must be presented to the Executive Council and the Legislative Council for informational purposes. The proposed constitutional amendment must be submitted to both parties by email within five (5) business days of being presented to the Legislative Council and Executive Council after its referral by the Rules and Regulations Committee.

SECTION 2 - CONSTITUTIONAL AMENDMENT PROCESS

- A. The SGA Constitution may only be revised, amended or repealed as designated by the following process:
 1. All amendments must be presented to the Rules and Regulations Committee prior to the review by the Legislature. The Rules and Regulations Committee may offer suggestions to the initiating party of amendments.
 2. The Rules and Regulations Committee shall make a recommendation to the Legislature as to the constitutionality of the amendment proposed within two (2) weeks.
 3. The Legislature is required to allow the initiating party of the proposed amendment to speak on the amendment.
 4. To end discussion on the legislative floor by means of a motion shall take a three fourths (3/4) vote.
 5. The Legislature may tentatively approve the proposed amendment by a two-thirds (2/3) majority vote, table the proposed amendment with a majority vote or defeat it. If an amendment is placed on the table; it must appear on the minutes each week until it is properly dealt with.
 6. The Legislature may, at the next regularly scheduled meeting, implement the proposed amendment by a three-fourths (3/4) majority vote after a tentative approval of two-thirds (2/3) majority vote.

SECTION 3 - BYLAW AMENDMENT PROCEDURES

- A. The SGA Bylaws may only be revised, amended or repealed as designated by the following process:
 - 1. All amendments must be presented to the Rules and Regulations Committee prior to the review by the Legislature. The Rules and Regulations Committee may offer suggestions to the initiating party of amendments.
 - 2. The Rules and Regulations Committee shall make a recommendation to the Legislature as to the constitutionality of the amendment proposed within two (2) weeks.
 - 3. The Legislature is required to allow the initiating party of the proposed amendment to speak on the amendment.
 - 4. The Legislature may approve and implement the proposed amendment with a two thirds (2/3) vote.

SECTION 4 – CONSTITUTIONAL REVIEW COMMITTEE

- A. Every three (3) academic years, a committee shall be formed for the purposes of reviewing the current constitution and bylaws and/or creating recommendations for amendments to the constitution and bylaws for submission to the Rules and Regulations Committee.
- B. The Committee shall be chaired by the parliamentarian and consist of no less than one (1) Representative from each class, although not necessarily a class council representative, and two (2) Executive Council members who are appointed by the President.
 - 1. The Parliamentarian shall be an ex officio member and act as chair of the committee.
 - 2. The Parliamentarian has the discretion to determine the size of the Constitutional Review Committee.
 - 3. Members of the Constitutional Review Committee may not sit on the Rules and Regulations Committee.
- C. The mission of this committee shall be to assure that the constitution, once approved, will be consistent with the current practices of the SGA.

SECTION 5 – THE CONSTITUTIONAL JOURNAL

- A. It shall be the duty of the Parliamentarian to maintain an updated Constitutional Journal.
- B. The Constitutional Journal shall consist of three (3) sections:
 - 1. A copy of the current SGA Constitution and Bylaws
 - 2. A History of the Constitution, containing a record of every proposed amendment to the Constitution or Bylaws. A record should include the Amendment as presented to the legislature, a copy of the debate over passage as taken from the official SGA minutes, and the results of the vote(s).
 - 3. A Constitutional Archive, containing older copies of the Constitution and Bylaws.
- C. The Constitutional Journal shall be made available to the University Community for viewing whenever the SGA Office is open; however, the original copy of the journal must not be removed from the SGA Office.

ARTICLE I
ATTENDANCE BYLAWS

Section 1 – Removal

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

Section 2 – Absences

- A. The following shall constitute a half (1/2) absence:
 - 1. Missing a Roll Call at a SGA meeting.
 - 2. Failure to complete one (1) full office hour or approved equivalent by the Executive Secretary for a week.
- B. The following shall constitute a full absence:
 - 1. Missing a Committee Meeting.
 - 2. Missing both roll calls at a SGA meeting.
 - 3. Missing a Council Town Hall Meeting.
- C. Excused Absences
 - 1. Roll call, a committee meeting, and/or Campus Engagement may be excused by the Executive Secretary.
 - 2. A committee meeting absence may also be granted excused by the chair of the respective committee.
 - 3. The form of excuse shall be written.
- D. A member of the legislature may appeal to the Rules and Regulations Committee to reverse a decision in reference to excused absences as long as the complaint is registered in writing to the Chair of the Rules and Regulations Committee within two (2) SGA meetings. A reversal shall require a two-thirds (2/3) majority vote of the Rules and Regulations Committee.
- E. All other absences shall be considered unexcused except if specified differently in Section 2, Letter B.
- F. Half absences may be made up at the discretion of the Executive Secretary.
- G. A designee shall be appointed under the following circumstances:
 - 1. A member of the Legislature may appoint a designee to serve in the Legislature in their place for up to one (1) academic semester if said member is unable to attend the regularly scheduled SGA meetings for either academic reasons or at the discretion of the Executive Council
 - 2. A designee shall have the rights and responsibilities of the member that they are replacing during the weekly SGA meetings. Any action that a designee takes shall reflect upon the member that is being replaced.
 - 3. Additional designees may replace the original if they cannot complete the assigned term but shall not exceed the allotted initial term set forth.
 - 4. A designee should be implemented by the President at the next scheduled SGA Meeting.
- H. Alternates
 - 1. Representatives will be allowed to send two (2) alternates per semester to SGA and committees combined.

2. An alternate is a full-time matriculated undergraduate student who comes from a representative's constituency, who acts in a non-voting capacity, in place of an unexcused absence.

ARTICLE II

BLUE KEY AWARD BYLAWS

Section 1 – Nomination Procedures

- A. The Chair of the Blue Key Committee (hereafter referred to as BKC) shall ensure that nomination papers are made available to the entire university community beginning with the third (3) Tuesday in February and shall be available until the second (2) Tuesday in March. Said nomination papers may be obtained at the following locations:
 1. The SGA Office
 2. Electronically
- B. Publicity pertaining to the Blue Key Award shall be the direct responsibility of the Chair of the BKC. Publicity posters shall be placed in all Residence Halls, Academic Buildings, in the Campus Center and in the SGA office. It is also the direct responsibility of the Chair of the BKC to ensure that the open nomination period be publicized.

Section 2 – Blue Key Committee

- A. The BKC shall be formed the second (2) Tuesday in February and consist of the following members:
 1. Vice President of Publicity as Chair.
 2. Two (2) members from each class to be nominated and selected by the members of said class within the Legislature.

Section 3 – Blue Key Selection Committee Function and Process

- A. Function
 1. The function of the committee shall be to select Blue Key recipients based on their merit as described in the nomination papers and other information provided by the respective nominee and/or references provided.
- B. Process
 1. The BKC reviews nomination papers and notifies all nominees so that they may submit any necessary additional information. Nominees shall be given a minimum of ten (10) business days to compile and submit said information.
 - a. All nomination papers and additional information provided is confidential and shall not be seen by or discussed with anyone except the members of the BKC.
 2. The BKC shall convene to review all nomination papers and information provided no less than two (2) times. No final decisions shall be made by the Committee during the first (1) session; however, preliminary votes may be taken.
 3. The Selection Committee shall reconvene to once again review nominees and at this point (or at any meeting following until the Selection Committee adjourns for the year) the Committee may vote on their final decision. The selection of Blue Key recipients shall be made carefully, objectively and in line with the spirit of the award.

4. Should the Chair be nominated, a pre-determined member of the committee will facilitate discussion of that nomination.
- C. Selection of the Recipients
1. Neither the Chair nor the Committee may set a limit, being minimum or maximum, regarding the number of awards that may be granted. It is the duty of the Committee to award those students who embody that which is the spirit of the Blue Key Award.
 2. Any discussion pertaining to a nominee's merit must be based solely on the nomination(s) provided and the information/references provided by the nominee. Any nominee who does not choose to respond to the Committee's request of additional information within ten (10) business days upon receipt of notification, shall no longer be considered for the award and will subsequently be disqualified.
 3. A member of the Committee who is nominated shall leave the meeting during any discussion and/or vote regarding that nomination.
 4. A member of the Committee who has submitted a nomination shall maintain their responsibilities and participate in objective discussion and voting.
 5. A member of the Committee shall not divulge any information pertaining to those individuals who have been selected to be Blue Key Recipients.
 6. All members of the Committee shall receive a copy of the Blue Key Awards Bylaws.
 7. The final vote for selection of Blue Key recipients shall be
 - a. A Secret Ballot.
 - b. Ballots counted by the Advisor.
 - c. Any voting member of the Committee shall have the right to vote in the affirmative or the negative for each individual.
 - d. Any candidate receiving affirmative votes from a majority of fifty percent (50%) plus one (1) of the committee shall receive an award.
 - e. In the case of a tie, the Chair shall decide.

ARTICLE III

ELECTION BYLAWS

Section 1 – Signature Papers

- A. There will be no nomination papers, only signature papers.
- B. Signature papers will be available on the last Monday in March at 9:00am in the SGA Room, which is located in the Garden level of the Ely Campus Center.
 1. In the event the last day of March is a Monday, the signature papers will be released one (1) week earlier.
- C. One will obtain no less than twenty-five (25) signatures from prospective constituents of that position.
- D. Prospective Candidates may not sign their own signature paper.
- E. Signature papers must be returned to the SGA room by the first (1) Friday in April at 5:00pm. In the event that the first (1) Friday in April falls within the same week as the release of the signature papers, the deadline will be pushed to the following Friday.
- F. Each signature paper will state the following clause:
 1. I have read, understand, and agree to follow the Election Committee Bylaws.
- G. All candidates must be provided with a copy of job requirements/responsibilities and a

copy of election guidelines upon submission of signature papers.

- H. No student may run for more than one (1) position on the Student Government Association Legislative Council and/or Executive Council in the same election.
- I. Any student studying abroad during the election period may designate a representative to fill out their signature papers for them by informing the Executive Secretary, by email, who the representative will be.
 - 1. The representative may sign their name at the bottom of the signature paper in place of the candidate.

Section 2 – Responsibility of the Executive Secretary with regards to Elections

- A. Distributing election paperwork according to specified timeline from Article III, Section 1, Clause B.
- B. Providing proper notification in appropriate locations, and in any other available means of campus communication, of the availability of signature papers. This notification must include the date, time and location, as well as the specifications required for completion of signature papers.

Section 3 – Election Procedures

- A. Timeline
 - 1. The first general meeting of the SGA shall be held on the first Tuesday of the academic year. The first full meeting of the SGA shall be the fourth (4) meeting of each year. All elections must be completed prior to the first full meeting.
 - 2. Elections for the Executive Board, class officers, and Representative-At-Large positions will be held on the third (3) Tuesday and Wednesday of April.
- B. Candidate Requirements
 - 1. A candidate may be disqualified if seen loitering or soliciting votes to students while voting. In addition, no other students will be allowed to loiter or solicit.
 - 2. Candidates will not slander any other candidate.
 - 3. No candidate may use SGA office materials for campaign promotions.
 - 4. No candidate shall promote their campaign until 5:00pm on the day the signature papers are due. This includes all posters and all electronic advertising.
 - 5. In the case that a candidate fails to adhere to the Election Bylaws, said candidate will be subject to removal from the ballot and/or dismissal from the position from which their candidacy was derived after the investigation and decision of the Rules and Regulations Committee.
 - 6. Election results may be contested, prior to the last SGA meeting of the academic year in which the election occurred, if it can be proven before the Rules and Regulations Committee and the SGA that violations of the election procedure have occurred.
 - 7. No candidate may seek out endorsements from faculty, staff, or librarian, excluding student staff.
- C. Voting Procedures
 - 1. Time and location of voting will be determined at the discretion of the Executive Secretary.
 - 2. Voting locations, times, and dates must be posted no less than five (5) days prior to elections. All information distributed at that time must be adhered to as closely as possible.

3. Voting locations shall be manned by non-returning SGA members from either Senate or the Executive Board.
4. Ballots will be prepared utilizing the lottery system.
5. Only matriculating, full-time undergraduate students are eligible to vote.
6. In an election where there are no names on the ballot for a specific office, write-in candidates will be accepted and announced as winners if they have received at least twenty-five percent (25%) of the total votes that were cast in the said election.
7. Voting reports must be made available by the parties holding the election within twenty-four (24) hours of election conclusion. Voting reports must include: the total number of ballots cast, the dates and times of the said election, and the number of ballots cast for each candidate. Write-in candidates need only be included on the final totals if they qualify using the pre-existing twenty-five percent (25%) rule.
8. All ballots, voter logs, and signature papers must be kept on file for one (1) academic year. The Executive Secretary and the Rules and Regulations Committee reserve the right to request said information at any time deemed necessary.
9. The Executive Secretary will notify the campus of the results of the election within forty-eight (48) hours.

ARTICLE IV **FINANCE BYLAWS**

Section 1 – Purpose

- A. It is the purpose of these Bylaws to state the basic financial procedures and the policies of the Student Government Association (SGA) in order to ensure consistency in the financial dealings of SGA and its related groups. These Bylaws may be used in conjunction with, but hold precedence over, other documents.

Section 2 – Finance Committee

- A. Purpose
 1. The Finance Committee shall act as an advisory committee to SGA on financial-related matters, including:
 - a. Requests from SGA-recognized clubs and organizations for additional funds.
 - b. Approval of the fiscal year SGA budget.
 - c. Review of the Finance Bylaws for SGA.
 - d. Audits of SGA-recognized clubs and organizations.
- B. Membership
 1. The Vice President for Finance shall serve as Chair in an ex-officio, non-voting capacity.
 2. One (1) member from each class, though not necessarily class officers, shall be appointed by the SGA Vice President for Finance. Members may be senators or Executive Council members.
- C. Quorum
 1. Quorum for all Finance Committee meetings shall be fifty percent (50%) of the voting membership of the Committee.
- D. In the event that the Finance Committee has not been formed, all rights and responsibilities will be deferred to the Executive Council.

Section 3 – SGA Budget

- A. The Student Government Association (SGA) shall operate on a fiscal-year budget cycle in line with the University and the Commonwealth of Massachusetts.
 1. The fiscal year shall commence on July 1st and conclude on June 30th of the subsequent calendar year.
- B. SGA shall have the power, in accordance with applicable University policies and statutes of the Commonwealth and of the United States of America, to raise revenues through a Student Activity Fee set by the Westfield State University Board of Trustees.
- C. Preliminary Budget Development and Approval
 1. In the spring prior to the start of the new fiscal year, the SGA Vice President for Finance shall work with appropriate staff members and club leaders to craft a preliminary budget for the next fiscal year.
 2. Utilizing information obtained from individual meetings and pertinent documents, the SGA Vice President for Finance shall develop a preliminary budget package to present to the Finance Committee no later than the third week of April.
 - a. The Finance Committee shall have the power to render one of the following opinions on the preliminary budget presented by the SGA Vice President for Finance:
 - i. Endorsement: The Finance Committee agrees with the preliminary budget, as submitted, with no modifications.
 - a. The Finance Committee shall vote by a fifty percent (50%) majority plus one (1) in favor of the preliminary budget without modifications. In the event of a tie, the SGA Vice President for Finance shall break the tie.
 - ii. Recommendation: The Finance Committee may opt to modify or rewrite sections of the preliminary budget without denying it in full.
 - a. The Finance Committee shall vote by a fifty percent (50%) majority plus one (1) in favor of the preliminary budget with modifications. In the event of a tie, the SGA Vice President for Finance shall break the tie.
 - iii. Rejection: The Finance Committee does not agree with the preliminary budget, as submitted, in its entirety.
 - a. The Finance Committee shall vote by a fifty percent (50%) majority plus one (1) in favor of denying the preliminary budget as submitted. In addition, less than a fifty percent (50%) majority plus one (1) in favor of the preliminary budget with modifications shall suffice as a rejection. In the event of a tie, the SGA Vice President for Finance shall break the tie.
 - b. In the event that the preliminary budget is rejected, the SGA Vice President for Finance shall work with members of the Finance Committee to develop a new preliminary budget.
 - iv. Table: The Finance Committee may elect to postpone a final decision on the preliminary budget until such time that more information is provided.
 - a. The Finance Committee shall vote by a fifty percent (50%) majority plus one (1) in favor of tabling the preliminary budget as submitted. In the event of a tie, the SGA Vice President for Finance shall break the tie.

3. The preliminary budget, following an endorsement or recommendation by the Finance Committee, shall be presented to the Legislature for final approval no later than the first week of May.
 - a. The Legislature shall vote by a fifty percent (50%) majority plus (1) in favor of the preliminary budget in order to take effect as of July 1st of the following fiscal year.
 - b. The Legislature shall have the power to modify the preliminary budget via line-item amendment by a two-thirds (2/3) majority vote.
4. The approval of the preliminary budget entitles SGA professional staff to transmit funds in consultation with the SGA Vice President for Finance and the Executive Council.

D. Final Budget Development and Approval

1. In the fall following the start of the fiscal year, the SGA Vice President for Finance shall work with appropriate staff members and club leaders to finalize all revenue and expense amounts.
2. Utilizing information obtained from individual meetings and pertinent documents, the SGA Vice President for Finance shall develop a final budget package to present to the Finance Committee no later than the first week of October.
 - a. The Finance Committee shall have the power to render one of the following opinions on the final budget presented by the SGA Vice President for Finance:
 - i. Endorsement: The Finance Committee agrees with the final budget, as submitted, with no modifications.
 - a. The Finance Committee shall vote by a fifty percent (50%) majority plus one (1) in favor of the final budget without modifications. In the event of a tie, the SGA Vice President for Finance shall break the tie.
 - ii. Recommendation: The Finance Committee may opt to modify or rewrite sections of the final budget without denying it in full.
 - a. The Finance Committee shall vote by a fifty percent (50%) majority plus one (1) in favor of the final budget with modifications. In the event of a tie, the SGA Vice President for Finance shall break the tie.
 - iii. Rejection: The Finance Committee does not agree with the final budget, as submitted, in its entirety.
 - a. The Finance Committee shall vote by a fifty percent (50%) majority plus one (1) in favor of denying the final budget as submitted. In addition, less than a fifty percent (50%) majority plus one (1) in favor of the final budget with modifications shall suffice as a rejection. In the event of a tie, the SGA Vice President for Finance shall break the tie.
 - b. In the event that the final budget is rejected, the Vice President for Finance shall work with members of the Finance Committee to develop a new final budget.
 - iv. Table: The Finance Committee may elect to postpone a final decision on the final budget until such time that more information is provided.
 - a. The Finance Committee shall vote by a fifty percent (50%) majority plus one (1) in favor of tabling the preliminary budget as submitted. In the event of a tie, the SGA Vice President for Finance shall break the tie.

3. The final budget, following an endorsement or recommendation by the Finance Committee, shall be presented to the Legislature for final approval no later than the third week of October.
 - a. The Legislature shall vote by a fifty percent (50%) majority plus (1) in favor of the final budget in order to take effect immediately.
 - b. The Legislature shall have the power to modify the final budget via line-item amendment by a two-thirds (2/3) majority vote.
4. The approval of the final budget entitles SGA professional staff to transmit funds in consultation with the Vice President for Finance and the Executive Council.
- E. The Executive Council shall have the authority to modify budget line-items following the approval of the final budget and reallocate funds to other purposes by a fifty percent (50%) plus one (1) vote, provided that the Legislature is informed of these modifications.

Section 4 – Fundraising Policies

- A. Any active club or organization that falls under the oversight, management, or is subject to review by the Student Government Association (SGA) must adhere to policies and procedures related to fundraising activities on and off-campus.
 1. All SGA-recognized clubs and organizations must adhere to the policies and procedures outlined by the SGA Vice President for Finance, the Finance Committee, and the University.
 2. All SGA-recognized clubs and organizations must complete paperwork in line with SGA and University policies.
- B. A Fundraising Request Form must be submitted to the SGA Vice President for Finance five (5) business days or more prior to the start of the fundraiser.
 1. The SGA Vice President for Finance shall have the authority to revise the Fundraising Request Form as needed.
- C. A Fundraising Report Form must be submitted to the SGA Vice President for Finance within five (5) business days of the completion of the fundraiser.
 1. The SGA Vice President for Finance shall have the authority to revise the Fundraising Report Form as needed.
- D. Guidelines and bylaws include expressed, written, or stated directions given by the SGA Vice President for Finance or their designee(s) accompanying any paperwork received by a club or organization's officer.
- E. Any active club or organization that falls under the oversight, management, or is subject to review by the Student Government Association (SGA) is subject to the following penalties for not adhering to SGA and/or University fundraising policies:
 1. The club or organization's account shall be frozen at the discretion of the SGA Vice President for Finance until such time that the situation has been remedied, as determined by the Finance Committee.
 2. The club or organization shall be subject to a probationary period of twenty (20) days (or longer at the discretion of the Finance Committee) whereby the club or organization may not request funds via the Finance Committee.
- F. Any fundraiser deemed to have an off-campus audience or require the solicitation of outside businesses must be approved by the Vice President for Institutional Advancement (or their designee) prior to the submission of a Fundraising Request Form through SGA.

Section 5 – Finance Proposals

- A. All SGA-recognized clubs and organizations (with the exception of club sports teams) shall have the right to request additional funds from the Finance Proposal Pool via the Finance Committee.
- B. To request additional funds, the officer of the club or organization shall submit a Finance Proposal Form, which should include an explanation of the proposed expenditure, a description of what is to be purchased, quantities and prices for items to be purchased, and pertinent documentation to verify the amounts submitted. All proposals must be submitted to the SGA Vice President for Finance at least twenty-four (24) hours before the Finance Committee is slated to meet.
 1. The SGA Vice President for Finance shall have the authority to revise the Finance Proposal Form as needed.
- C. An officer from the club or organization that submitted the Finance Proposal Form is expected to appear before the Finance Committee to answer questions posed by the Committee.
 1. If a club or organization is denied the right to meet with the Finance Committee by the SGA Vice President for Finance, it may appeal the decision through the procedure outlined in Section 8.
- D. Upon questioning the officer of the club or organization and upon further discussion, the Finance Committee shall render one of the following opinions:
 1. Endorsement: The Finance Committee agrees with the finance proposal, as submitted, with no modifications.
 - a. The Finance Committee shall vote by a fifty percent (50%) majority plus one (1) in favor of the proposal without modifications. In the event of a tie, the SGA Vice President for Finance shall break the tie.
 2. Recommendation: The Finance Committee may opt to modify or rewrite sections of the finance proposal without denying it in full.
 - a. The Finance Committee shall vote by a fifty percent (50%) majority plus one (1) in favor of the proposal with modifications. In the event of a tie, the SGA Vice President for Finance shall break the tie.
 3. Rejection: The Finance Committee does not agree with the finance proposal, as submitted, in its entirety.
 - a. The Finance Committee shall vote by a fifty percent (50%) majority plus one (1) in favor of denying the finance proposal as submitted. In addition, less than a fifty percent (50%) majority plus one (1) in favor of the finance proposal with or without modifications shall suffice as a rejection. In the event of a tie, the SGA Vice President for Finance shall break the tie.
 4. Table: The Finance Committee may elect to postpone a final decision on the finance proposal until such time that more information is provided.
 - a. The Finance Committee shall vote by a fifty percent (50%) majority plus one (1) in favor of tabling the finance proposal as submitted. In the event of a tie, the SGA Vice President for Finance shall break the tie.
 - b. A tabled proposal must be reviewed at the next Finance Committee meeting.
 5. Other Stipulations: The Finance Committee, in addition to the above-mentioned options, may elect to add restrictions on the finance proposal.

- a. Such restrictions may include, but are not limited to, time, purpose, vendor, and document verification.
- E. The finance proposal shall then be presented to the Legislature at the next scheduled SGA meeting.
 - 1. The SGA Vice President for Finance will present the Legislature with the opinion of the Finance Committee along with the applicable vote totals.
 - 2. The SGA Vice President for Finance shall make a motion before the Legislature on behalf of the Finance Committee to accept its opinion.
 - a. The decision of the Finance Committee to table the proposal does not necessitate SGA action and shall remain within the Finance Committee.
 - b. Decisions of the Finance Committee to either endorse, recommend, or reject the proposal shall necessitate SGA action.
 - 3. The SGA shall have the power to vote for or against the proposal, make a motion to amend the proposal, or vote to table the proposal and send it back to the Finance Committee for further review.
 - a. A fifty percent (50%) majority plus one (1) vote is necessary to accept the endorsement or recommendation of the Finance Committee.
 - A. A two-thirds (2/3) majority vote is necessary to accept an amendment to the proposal.
 - c. This vote is the official and final decision of the SGA.
- F. All funding must be approved at least fifteen (15) business days prior to an activity or purchase and forty-five (45) business days prior to a conference.
- G. It is the responsibility of the President or Treasurer of an SGA-recognized club or organization to submit an accurate proposal, comply with the proposal once approved, and ensure the proper, ethical, and efficient use of SGA funds, along with funds derived from other sources.
 - A. It is the responsibility of the President or Treasurer of an SGA-recognized club or organization to submit an accurate proposal, comply with the proposal once approved, and ensure the proper, ethical, and efficient use of SGA funds, along with funds derived from other sources.

Section 6 – Club Standing

- A. An SGA-recognized club or organization may not receive SGA funds or initiate new purchases if it is not in good standing with the Student Government Association as defined in this section.
- B. Use of Funds
 - 1. SGA-recognized clubs and organizations may not use funds in a manner that is illegal, in violation of the SGA Constitution and/or Bylaws, unethical in any aspect, inefficient, or unproductive.
 - 2. The Finance Committee shall have the power to suspend funding and withhold access to a club's account by a vote of fifty percent (50%) plus (1) of the Finance Committee.
- C. Membership Requirements
 - 1. SGA-recognized clubs and organizations shall be open to all students who have paid their Student Activity Fee.

D. Election Requirements

1. All SGA-recognized clubs and organizations shall hold elections for their respective officers during the first few weeks of the fall semester to coincide with the SGA First-Year Class and Hall Representative Elections. All clubs and organizations may, however, opt to hold elections during the spring semester in conjunction with the SGA Spring Elections.

E. Adherence to Financial Policies

1. SGA-recognized clubs and organizations must comply with SGA and University fundraising policies and procedures.
2. SGA-recognized clubs and organizations must deposit all revenues into their respective club account within one (1) business day.
3. SGA-recognized clubs and organizations must not owe money to any departments on-campus.

F. Constitutional Requirements

1. SGA-recognized clubs and organizations shall have a current constitution on file with the Parliamentarian that is reviewed at least every three (3) years by the Rules and Regulations Committee.

G. SGA-Sponsored Trainings & Meetings

1. SGA-recognized clubs and organizations must attend meetings deemed mandatory by the Student Government Association.
2. All club presidents (or their designee) are expected to attend an annual and monthly set of trainings for club officers on SGA procedures.
 - a. Failure to attend these trainings shall result in the suspension of the club's access to SGA funding until such time that the training has been provided.
3. All club advisors are expected to attend trainings deemed mandatory by the Student Government Association, including annual Title IX and Clery Act trainings.
 - a. Failure to attend these trainings shall result in the suspension of the club's activities until such time that the trainings have been provided.

H. Exclusive Groups & Activities

1. The Student Government Association is unable to recognize clubs that are deemed exclusive and are not open to all students who have paid their Student Activity Fee.
 - a. In the event that the Finance Committee believes an SGA-recognized club or organization is exclusive, they shall request the opinion of the Rules and Regulations Committee within five (5) business days.
2. The Executive Council shall have the power to grant funding to exclusive groups and activities at their discretion.

I. Club Standing Appeals

1. If the SGA-recognized club or organization is not in agreement with the SGA Vice President for Finance or the Parliamentarian regarding their standing, they shall have the right to appeal their standing with the Rules and Regulations Committee.

J. New Clubs

1. Any club or organization that has not been in existence and has their constitution ratified by the Rules and Regulations Committee, or any club or organization that is reactivated and has less than one hundred dollars (\$100) in their club account shall be eligible for a one hundred dollar (\$100) allocation to serve as seed funding for the club, provided that they attend mandatory club trainings.

- a. Reactivation shall be defined as a club or organization that was active in the past, but has not been meeting or conducting events for the previous two (2) academic years.

Section 7 – Finance Audit

- A. The SGA Vice President for Finance shall have the power to audit SGA-recognized clubs and organizations when it is suspected that funds are being used in a manner that is illegal, in violation of the SGA Constitution and/or Bylaws, unethical in any aspect, inefficient, or unproductive.
 - 1. The SGA Vice President for Finance shall inform the Finance Committee of the pending audit and shall request the assistance of members in completing said audit.
- B. The SGA Vice President for Finance shall publish an audit report within thirty (30) business days of informing the Finance Committee of the pending audit. The report and its findings shall be transmitted to the membership of the Finance Committee, the membership of the Rules and Regulations Committee, the Executive Council, SGA professional staff, and the president of the SGA-recognized club or organization in question.
- C. Upon review of the audit report, the Finance Committee may, by a vote of fifty percent (50%) plus (1), determine that the club or organization is not in good standing with SGA and revoke the club or organization’s funding and access to their club account.

Section 8 – Appeal Process

- A. Should an SGA-recognized club or organization be denied the right to appear before the Finance Committee by the SGA Vice President for Finance, the club or organization may request a hearing and/or written determination of the club or organization’s standing or proposal via the Rules and Regulations Committee.
- B. The Rules and Regulations Committee will determine whether the SGA Vice President for Finance denied the right of the club or organization to appear before the Finance Committee.
 - 1. If the Rules and Regulations Committee agrees that the club or organization is not properly prepared to meet with the Finance Committee, no action will be taken.
 - 2. If the Rules and Regulations Committee disagrees with the decision of the SGA Vice President for Finance, it may mandate that the club or organization be invited to the next meeting of the Finance Committee and that an opinion be rendered or tabled if further information is necessary.

Section 9 – Expenditures

- A. Requirements
 - 1. The Student Government Association will not fund expenses which exceed club estimates. This includes, but is not limited to: expenditures based on the estimated number of participants, estimated prices, and/or estimated quality.
 - 2. Purchase orders are required if expenditures exceed two hundred dollars (\$200). No reimbursement will be issued for expenditures over two hundred dollars (\$200) if a purchase order has not been completed through the Office of Student Activities, Involvement, and Leadership (SAIL).

3. Proof of expenditure (such as an itemized bill or receipt) must explicitly state the price and quantity of goods or services provided.
4. All reimbursement requests and itemized receipts must be submitted to SAIL professional staff as soon as possible after the purchase. Reimbursements will not be accepted any later than forty-five (45) days after the purchase.

B. Maximum Expenditures

1. Overall Policy

- a. The Student Government Association has set the following maximum percentages and/or totals for the following expenditure types along with funding stipulations.
- b. These maximum expenditure percentages and/or totals can be adjusted by the Student Government Association by a two-thirds (2/3) majority for a particular request or line-item.
- c. All travel funded by the Student Government Association must comply with the University's Travel Policy, with one (1) faculty or staff chaperone per ten (10) students.

2. Transportation

- a. The maximum funding for vehicle lease or rental is fifty percent (50%) and no more than two thousand dollars (\$2,000).
- b. The maximum funding for fuel costs is fifty percent (50%) of the current mileage rate set by the University for use of the University vehicle.
- c. There shall be no maximum funding for parking and toll costs, provided that they are reasonable and within the scope of the event, conference, or excursion.
- d. Funding costs associated with personal vehicles will not be considered unless a University vehicle or contracted transportation service is not available or feasible. Transportation practice must adhere to current University travel policies.
- e. If an individual or group declines University transportation and/or misses their scheduled transportation, SGA is not fiscally responsible.
- f. SGA is unable to fund travel by air or rail.

3. Conferences

- a. The maximum funding for conference registration is \$2,000.
- b. There shall be no maximum funding for conference registration for the required amount of advisors and chaperones.
- c. Student Opportunity Fund
 - i. SGA shall maintain a Student Opportunity Fund for students who are unable to afford the cost of conference registration.
- d. Procedures for Trips & Conferences
 - i. Registration for trips and conferences for clubs and organizations shall be made through SAIL professional staff.
 - ii. All clubs and organizations are expected to adhere to the Westfield State University Travel Policy.
 - iii. If a student is unable to attend a conference and funds have been prepaid for their registration and/or hotel accommodations, the student must speak to their club advisor and the SGA Vice President for Finance. Every attempt must be made to receive a refund for registration and/or hotel costs. In the event this does not happen, then the student may be held responsible for repaying SGA for said expenses in its entirety.

4. Hotel Accommodations
 - a. The maximum funding for hotel accommodations is fifty percent (50%) for students and no more than two thousand dollars (\$2,000).
 - b. There shall be no maximum funding for hotel accommodations for the required amount of advisors and chaperones.
 - c. Hotel reservations must be made through SAIL professional staff.
5. Dining & Refreshments
 - a. The maximum funding for food and refreshments consumed on-campus is fifty percent (50%) and no more than five hundred dollars (\$500).
 - b. All meal-related purchases must be made through authorized vendors pursuant to contracts signed between the Student Government Association and said vendors.
 - c. The Student Government Association shall not fund meals consumed off-campus.
 - i. SGA-recognized clubs and organizations are entitled to use their club funds for meals consumed off-campus, provided that they receive the approval of the SGA Vice President for Finance at least five (5) business days prior to the meal.
 - d. Alcohol is not eligible for funding.
6. Equipment
 - a. There shall be no maximum funding for equipment provided that the equipment purchased is within the scope of the club's mission.
 - b. Equipment Responsibilities & Procedures
 - i. Clubs and organizations are expected to complete yearly inventory reports.
 - ii. Clubs and organizations must abide by all SGA restrictions on use or users.
 - iii. Maintenance stipends may be provided to clubs and organizations up to \$1,000. All repairs, either customary or extraordinary, are the responsibility of the club or organization.
 - iv. Equipment shall be stored in areas designated by the Student Government Association.
 - v. Personal use is forbidden under any circumstance.
 - vi. A request for joint ownership of equipment must be made prior to a decision by the Finance Committee.
7. Dues
 - a. The maximum funding for national chapter and/or local dues is fifty percent (50%) and no more than one thousand dollars (\$1,000).
 - b. Licenses and certifications are not considered dues.
8. Subscriptions
 - a. There shall be no maximum funding for subscriptions.
 - b. Only subscriptions related to the club's mission will be funded.
9. Licenses & Certifications
 - a. There shall be no maximum funding for licenses and certifications.
10. Prizes & Raffles
 - a. Prizes, awards, and gifts shall not be funded by the Student Government Association.
 - b. All raffles must be approved by the Vice President for Institutional Advancement.

11. Apparel & Novelty Items
 - a. Apparel and novelty items shall not be funded by the Student Government Association.
12. Guest Speakers
 - a. The maximum funding for an on-campus guest speaker shall be no more than two thousand dollars (\$2,000), provided that the speaking event is open to the entire campus community.
 - b. A guest speaker is defined as an individual giving a lecture and/or presentation.
13. Guest Instructors
 - a. The maximum funding for an on-campus guest instructor is seventy-five percent (75%) and no more than one thousand dollars (\$1,000), provided that the instruction is open to the entire campus community.
 - b. A guest instructor is defined as an individual guiding students through an activity, workshop, or lesson.
14. Performers
 - a. The maximum funding for a performer or a performance show held on-campus (i.e., comedy routine, magic show, or dance event) is fifty percent (50%) and no more than one thousand dollars (\$1,000), provided that the performance is open to the entire campus community.
15. Off-Campus Outings
 - a. The maximum funding for an off-campus outing (i.e., ropes course, performance, or bowling event) is fifty percent (50%) and no more than one thousand dollars (\$1,000).
 - i. This section applies to ticket costs, registration, and applicable fees.
16. On-Campus Events
 - a. The maximum funding for items not covered under a section above as it relates to on-campus events (i.e., inflatables, caricature artist, or gaming vendor) is fifty percent (50%) and no more than three hundred dollars (\$300), provided that the on-campus event is open to the entire campus community.
 - i. SGA-recognized clubs and organizations are encouraged to collaborate with fellow clubs and organizations, the Campus Activities Board (CAB), the Office of Student Activities, Involvement, and Leadership (SAIL), and other University offices in organizing on-campus events for students.

Section 10 – Review Procedures

- A. These Bylaws shall be reviewed annually by the SGA Vice President for Finance and the Finance Committee in order to ensure that all procedures are current and meet the requirements of Westfield State University and the Commonwealth of Massachusetts.

ARTICLE V

LEGISLATIVE ACCOUNTABILITY BYLAWS

Section 1 – Committee Responsibilities

- A. All members of the Legislature shall be required to participate in a minimum of two (2) SGA recognized committees.
 1. Any Committee a representative serves on is subject to affect their SGA attendance.
 2. A student representative for each committee is responsible for reporting committee

attendance to the Executive Secretary.

Section 2 – Campus Engagement Requirements

A. Office Hours:

1. All senators are required to complete one (1) office hour or approved equivalent by the Executive Secretary.
2. All senators are required to sign in to their office hours or notify the Executive Secretary of their approved equivalent.
3. Office hours shall coincide with SGA business hours, which are from Monday through Friday between 8:00am to 5:00pm.
4. The Executive Secretary shall determine what other actions constitute office hours.

B. Council Town Hall Meetings

1. All councils shall hold Town Hall Meetings as needed.
2. The date, time, and location of the Council Town Hall Meeting shall be submitted, by email, to the Executive Secretary at least two (2) weeks in advance.
3. The Chair of the Council shall report on the Council Town Hall Meeting at the next scheduled SGA meeting.

Section 3 – Academic Responsibility

- A. A minimum cumulative grade point average of 2.3 is required for all Representatives.
- B. All representatives must maintain a matriculated course of study each semester in order to hold their position.
- C. The SGA advisor shall be responsible for obtaining the academic standing, and the cumulative grade point averages of all Senators.

Section 4 – Four Year Senator

- A. In order to qualify for the Four Year Senator Award, a Representative must have served on SGA for eight (8) semesters consecutively, with a maximum of one (1) semester represented by permanent designee.

ARTICLE VI **CLUB/ORGANIZATION BYLAWS**

Section 1 – Definition

- A. The SGA defines a club/organization as the following: a group of ten (10) or more students (or fewer by the discretion of the Rules and Regulations Committee) that have come together for a common purpose. This purpose and the structure of the club/organization are to be outlined in a constitution that has been approved by the Rules and Regulations Committee. After the constitution has been approved, it shall be kept on file with the SGA.

Section 2 – Membership

- A. Membership of clubs/organizations recognized by the SGA shall be open to all full and part-time undergraduate or graduate students who have paid their student activities fee for the current semester.

Section 3 – Elections

- A. All clubs/organizations shall hold elections of club/organization officers during the first few weeks of the fall semester so that these elections coincide with the SGA, First-Year Class and the Hall Representative Elections. If the club/organization chooses, it may hold elections during the spring semester in conjunction with the SGA spring elections.
- B. All clubs/organizations must report all changes in club/organization officers to the SGA within one (1) week of the changes.
- C. All clubs/organizations must report changes in club/organization advisors to the SGA within one (1) week of changes being made.
- D. All clubs/organizations must provide at least one (1) contact person (President or designee) with the SGA Parliamentarian and Vice President of Finance.

Section 4 – Club Activity

- A. All clubs/organizations must hold regularly scheduled meetings to be considered active and eligible to procure funds from the SGA.
- B. All clubs/organizations must update their constitution at least once every three (3) years in order to be considered active and eligible to procure funds from the SGA.
- C. All clubs/organizations must maintain a constitution on file with the SGA to be considered active and eligible to procure funds from the SGA.

Section 5 – Student Organization Council (SOC)

- A. The SOC will be made up of one (1) member of each SGA recognized student club and /or organization.
- B. The SOC will meet at least once (1) per semester during the academic year.
- C. The SOC will be chaired by the Vice President of Finance.
- D. One (1) person can only represent one (1) club at each meeting. The representing member for each club/organization can change from semester to semester, and a member can represent different clubs at different per semester meetings but never at the same time.
- E. Completion of a Club Information Form and club training provided by SGA is required prior to accessing or requesting funds from SGA.
- F. Good standing, as stated in the SGA Finance Bylaws, means active status and involves having an up to date Club Information Form on file and following all current SGA policies.

ARTICLE VII
OPEN MEETING BYLAWS

The Student Government Association, being a governing entity, must make every effort to ensure that all meetings remain open to the public. The following policy (hereafter “OMBL”) is based upon the Massachusetts Open Meeting Law (referred to as “sunshine” laws), which can be found in its entirety in M.G.L. C. 30A, §§ 18-25.

Section 1 – Meetings

- A. The OMBL shall apply to all regular SGA Meetings, as well as to the meetings of any

- subcommittee, joint committee, or emergency meetings in which a quorum is reached.
- B. The OMBL does not apply to any “chance” or “social” meetings of Representatives or committee members (e.g. The Owl Ball Committee).
 - C. Executive sessions (also referred to as “closing the doors”) also fall under the jurisdiction of the OMBL, as described in Section 3 below.

Section 2 – Required Procedures

- A. Notice of Meetings
 - 1. All SGA meetings require a public notice that includes the date, time and place of a meeting. This notice can be made verbally at a regularly scheduled SGA meeting or may be physically posted within the SGA meeting room.
- B. Minutes of Meetings
 - 1. Accurate minutes must be kept of any and all SGA meetings. At a minimum, minutes must include the date, time, and place of the meeting, identity of the members present or absent, and all “action taken.”
 - 2. “Action taken” refers not only to votes and other formal decisions made at a meeting, but also to discussion and consideration of issues where no vote is taken or final determination is made. A verbatim record of each discussion is not required.
 - 3. SGA subcommittees may consider their reports to the Legislature as minutes, so long as the written report given to the Executive Secretary includes all required items listed in Section 2, Letter B, Number 2.
 - 4. Minutes for Executive Sessions, including Executive Council meetings, must mirror those required for open session meetings, with the additional requirement that all votes taken in such meetings be recorded by “roll call.”
 - 5. All minutes must be made available to any member of the public upon oral or written request within ten (10) business days of a meetings adjournment.
- C. Conduct of Meetings
 - 1. All SGA meetings, including committee meetings, are to be open to the public. Any person shall be permitted to attend any such meetings unless the body (1) validly decides to hold an executive session for one (1) of the below listed reasons and follows the prescribed procedures for holding such an executive session.
 - 2. No vote taken by the SGA may be made by secret ballot, except for the election of members of the Rules and Regulations Committee, the Blue Key Committee, the Constitutional Review Committee, and the Parliamentarian. All votes pertaining to the removal of an SGA member shall also be taken by secret ballot.
 - 3. Any member of the public may address the Legislature, provided that they gain permission of the chair. The Executive Council retains the authority to deny non-Representative speakers the ability to address the organization if they feel that doing so would be in the best interest of the organization.
 - 4. Any member of the public may ask questions of the speaker during a meeting, provided that they are first recognized by the chair. At all other times, visitors must not interfere with the conduct of the meeting. Any person, who after being warned by the chair, continues to behave in a disorderly or disruptive manner, may be directed by the chair to leave the room for the remainder of the meeting.

Section 3 – Executive Sessions & Executive Council Meetings

- A. An Executive Session is defined by the OMBL as any meeting of the SGA or its subsidiary committees that is closed to certain persons for deliberation on certain matters. During executive session, only voting and ex officio members are allowed access to the proceedings.
- B. Executive Sessions are only permitted for the following reasons:
 - 1. To discuss the “reputation, character, physical condition or mental health rather than the professional competence of an individual. (See Subsection F below)
 - 2. To consider the discipline or dismissal of, or to hear complaints or charges brought against a Representative or SGA affiliated organization. (See Subsection F below)
 - 3. To investigate charges of criminal misconduct or to discuss the filing of criminal complaints.
 - 4. To comply with the provisions of any general or special law or Federal grant-in-aid requirements.
 - 5. To interview applicants for open seats on SGA.
 - 6. To discuss procedural matters regarded as “housekeeping”, including, but not limited to: discussion regarding overall behavior of Representatives
 - 7. To take part in the annual superlative award ceremony following the final SGA meeting of the year.
- C. The BKC is exempt from the limitations imposed on executive sessions due to the nature of their work.
- D. While meetings of the Finance Committee are to be open to the public, the final deliberations and final vote taken on all finance proposals may be made in executive session, provided that the outcome of the vote and the names of the members present be reported at the next regular meeting of the SGA.
- E. Meetings of the Executive Council are exempt from the limitations imposed on executive sessions to allow for brainstorming without fear or potential political backlash and/or misunderstanding, provided that:
 - 1. The meeting’s minutes are later made publicly available as described above.
 - 2. Any action taken by members of the Executive Council at said meeting be brought before the Legislature at the next regular meeting.
- F. Rights of Individuals
 - 1. Whenever the SGA or any committee under its umbrella holds an executive session to discuss an individual’s reputation, character, physical condition, or mental health (exception 1) or to consider disciplinary sanctions against an individual or group (exception 2), the OMBL affords the individual(s) with the following rights:
 - a. to be present at the executive session during discussions or considerations involving the individual(s);
 - b. to have a representative of their own choosing, attend the session with the individual(s), to advise the individual(s), but not to participate actively in the executive session;
 - c. to speak in their own behalf;
 - d. to receive written notice at least forty-eight (48) hours in advance of the proposed executive session;
 - e. to request that the meeting be open rather than closed.
- G. Procedures
 - 1. An executive session may only occur during the process of a regular open meeting.

Once convened, a two thirds (2/3) majority of voting members is required to enter into executive session.

2. Following a successful vote to enter executive session, the President or chair must make a statement as to the purpose for entering into executive session, as well as whether or not the meeting will reconvene in an open meeting after the executive session is over.
3. All non-procedural votes (including but not limited to limiting or extending debate and moving the question) are required pass with a two-thirds (2/3) majority vote and shall be recorded.
4. Minutes of every executive session must be kept. These minutes must set forth the date, time, place, members present or absent, and any action taken (including topics of discussion).
5. With the exception of the Executive Secretary, no one is allowed to electronically record any portion of the executive session. Any recording made by the Executive Secretary shall be used only for the purpose of completing the minutes by the Executive Secretary, who is within their right to withhold the tape from public release provided that written minutes are available or will be made available within five (5) business days of a request.
6. The minutes of an executive session may be kept secret as long as publication may defeat the lawful purposes of the executive session, but no longer.

H. Remedy for Injured Parties

1. Any action taken during an executive session that is later found to be in violation of the OMBL shall be immediately considered null and void, and must be reconsidered in full at the next SGA meeting.

ARTICLE VIII CLASS COUNCIL BYLAWS

Section 1 – Sister Classes

- A. The purpose of sister classes is to provide guidance and mentorship to underclassmen and to provide aid and logistical support to each other.
- B. A sister class is defined as the two (2) odd or two (2) even graduation year classes.
- C. Sister classes should in no way prohibit or impede bonding, aid, and/or logistical support between non sister classes.

Section 2 – Charitable Fundraising Events

- A. Charitable Fundraising Events are defined as large-scale events that are held within the grounds of Westfield State University and are run by class councils.
- B. If a class council establishes an event, they can choose to chair their event until they graduate or choose to decline their position as chair.

Section 3 – Finances

- A. Class Councils may receive funding from line items, fundraising, and charitable donations.
- B. Class Councils may only request funding via SGA Executive Council Discretionary

Funds.

ARTICLE IX
SGA CLUB REPRESENTATIVE COMMITTEE

- A. Committee will act as a main source of communication between SGA Clubs and the Student Government Association.
- B. Committee will be chaired by the Vice President of Finance and the Vice President of Programming (or a designee appointed by the SGA Executive Council).
- C. Membership will consist of the Vice President of Finance, the Vice President of Programming (or a designee appointed by the SGA Executive Council) and all SGA Club Representatives.
- D. The Committee is required to meet at least two (2) times per month.



**STUDENT GOVERNMENT
ASSOCIATION**

APPENDIX A

Appendix A¹:
Further Explanation with Regards to Executive Board Responsibilities

President

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

Vice President- Student Life

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

- 1) Student Affairs Committee
- 2) Substance Advisory Committee
- 3) Food Services Committee
- 4) Student Athletic Advisory Council
- 5) Enrollment Management Committee

Vice President- Academic Life

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

- 1) Academic Policies Committee
 - 2) Curriculum Committee
-

- 3) Academic Honesty Committee
- 4) International Programs Committee
- 5) Academic Technology and Information Services Committee
- 6) Parking Appeals Board
- 7) Parking Control Board

Vice President- Finance

The following committees report to the Vice President of Finance:

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

Vice President- Programming

The following committees fall under the Vice President of Programming:

- 1) Campus Activities Board
- 2) SGA Club Representative Committee

Student Trustee

The following committees fall under the Student Trustee:

- 1) All University Committee
- 2) Student Advisory Council

Vice President of Publicity

The following committees fall under the Vice President of Publicity:

- 1) Neighborhood Advisory Committee
- 2) Community Relations/Fundraising Committee
- 2) Owl Ball Committee
- 3) Blue Key Committee

¹ The Appendix is changed at the discretion of the President, based on Administrative convenience and does not require approval of the Legislature

STUDENT GOVERNMENT ASSOCIATION

APPENDIX B

