

Bylaws of the Student Government Association

Amended by the SGA on September 28th, 2018

Preamble

These Bylaws are established so that proper procedures are followed to ensure efficient operations conducted by the Student Government Association at Western Connecticut State University.

Article I – Legislative Branch Responsibilities

Section 1 – All Senators shall be required to uphold the following duties of their office at all times during their term of office, unless excused by the Vice President of Internal Affairs:

1. Must hold a minimum of three (3) office hours per week during the Fall and Spring Semesters, that are to be scheduled with the Vice President of Internal Affairs at the start of the term.
2. Must complete weekly Student Outreach goals and contribute to the completion of Student Outreach goals as assigned by the President.
3. Miss no more than two (2) regular meetings of the Senate per semester.
4. Required to serve on and actively participate and contribute to two (2) committees including any combination of SGA Committees and University Committees.
5. Maintain a minimum 2.50 cumulative GPA (this stipulation may not be waived by the VPIA).
6. Required to help set up/breakdown/execute four (4) SGA-sponsored events.
7. Required to wear proper business casual attire to all meetings of the Senate.
8. Must attend mandatory training sessions during the Fall and Spring Semesters.
9. Must sign a contract to fulfill the aforementioned and any other responsibilities and duties pertaining to his/her position in order to be eligible to receive a stipend, which is to be voted on and approved each semester.

Section 2- All Representatives shall be required to uphold the following duties of their office at all times during their term in office, unless excused by the Vice President of Internal Affairs.

1. Must be appointed to office each semester, terms are only one (1) semester in length.
2. Must hold a minimum of two (2) office hours per week during their appointed term, which may to be scheduled with the Vice President of Internal Affairs at the start of the term.
3. Required to serve on and actively participate and contribute to one (1) committee including any combination of open SGA Committees and University Committees.

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4. Maintain a minimum 2.50 cumulative GPA (this stipulation may not be waived by the VPIA).
5. Required to help set up/breakdown/execute two (2) SGA-sponsored events.
6. Must attend mandatory training sessions during their appointed term.
7. Must sign a contract to fulfill the aforementioned and any other responsibilities and duties pertaining to his/her position in order to be eligible to receive a stipend, which is to be voted on and approved each semester.

Article II – Executive Branch Responsibilities

Section 1 – All Executive Board members shall be required to uphold the following duties of their office at all times during their term of office, unless excused by the Vice President of Internal Affairs:

1. Must hold a minimum of ten (10) office hours per week during the Fall and Spring Semesters. The president must hold a minimum of twenty (20) office hours per week during the Fall and Spring Semesters.
2. Miss no more than one (1) regular meeting of the Senate per semester.
3. Maintain a minimum 2.75 cumulative GPA (this stipulation may not be waived by the VPIA).
4. Required to help set up/breakdown/execute six (6) SGA-sponsored events.
5. Required to wear proper business casual attire to all meetings of the Senate.
6. Must attend the training sessions scheduled in the Fall and Spring Semesters.
7. Must sign a contract to fulfill the aforementioned and any other responsibilities and duties pertaining to his/her position in order to be eligible to receive a stipend/scholarship, which is to be voted on and approved each semester.
8. In the event the Vice President of Internal Affairs needs to be excused from one of their duties, the President shall have authority to excuse him/her.

Article III – Judicial Board Responsibilities

Section 1 –

1. The Chairperson of the Judicial Board shall be the Parliamentarian.
2. The membership of the Judicial Board shall consist of the Parliamentarian and the six (6) senators elected by Senate. The voting membership shall consist of all members of the Board.
3. Quorum shall be counted amongst all voting members.
4. The Judicial Board must have members no later than the first meeting of the Senate.

Section 2 – The Parliamentarian shall be required to uphold the following duties of their office at all times during their term of office:

1. Must hold a minimum of ten (10) office hours per week during the Fall and Spring Semesters.
2. Miss no more than one (1) regular meeting of the Senate per semester and one (1) Executive Board Meeting per semester, nor one (1) Judicial Board Hearing per semester.
3. If the Parliamentarian must miss a Senate Meeting, an Executive Board Meeting, or a Judicial Board Hearing the Vice President of Internal Affairs shall serve as “Acting Parliamentarian.”
4. Maintain a minimum 2.75 cumulative GPA.
5. Required to wear proper business casual attire to all meetings of the Senate and the Judicial Board.
6. Shall appoint an Archivist, who will be a voting member of the Rules Committee and work directly under the Parliamentarian.
7. Act as the Sergeant-at-arms at all meetings of the Senate.
8. Must attend the training sessions scheduled in the Fall and Spring Semesters.
9. Must sign a contract to fulfill the aforementioned and any other responsibilities and duties pertaining to his/her position in order to be eligible to receive a stipend/scholarship, which is to be voted on and approved each semester.

Section 3 – Original Jurisdiction – The Judicial Board shall have original jurisdiction over review of the “Governing Documents,” orders of the Senate, and regulations within the jurisdiction of the SGA. They may also issue advisory opinions to the SGA to ensure constitutionality of all orders of the Senate, regulations within the jurisdiction of the SGA, and the “Governing Documents.”

Section 4 – Appellate Jurisdiction – The Judicial Board shall have original jurisdiction to hear appeals on cases concerning senator performance, impeachment, or votes of confidence.

Section 5 – Any SGA member shall be allowed to write a Letter of Grievance and submit it to the Parliamentarian for automatic consideration by a Judicial Board. Within twenty-four (24) hours of receiving a Letter of Grievance the Parliamentarian shall provide notification to the parties in question.

Section 6 – The Judicial Board shall initiate a hearing within seven (7) days after receiving a Letter of Grievance.

1. All decisions of the Judicial Board shall be made by a simple majority.
2. The Parliamentarian will deliver the Board’s decision at the following Senate meeting, followed by the Senate’s vote of confirmation, which must be in the two-thirds (2/3) majority.

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3. The Judicial Board shall notify the Plaintiff and the Defendant of the hearing, in writing, within six (6) hours after a decision is reached and confirmed, by both the Judicial Board and Senate.

4. The Judicial Board shall notify the public within twenty-four (24) hours after a decision is reached and confirmed by both the Judicial Board and the Senate.

Section 7 – For cases brought before the Judicial Board, the Defendant maintains the right to choose a representative or to have a representative appointed by the SGA President. The representative has the authority to act on behalf of the Defendant before the court.

Section 8 – A hearing of the Judicial Board shall be conducted in accordance with the following procedure:

- Call to Order.
- Verbal confirmation of understanding by the Plaintiff and Defendant of their rights granted to them by the SGA governing documents and the process by which the hearing will be conducted.
- Reading of the charges.
- Plea of the Defendant.
- Opening Statement by the Plaintiff.
- Opening Statement by the Defendant.
- Direct Examination- Witness and Evidence for the Plaintiff
- Cross Examination by the Defendant.
- Direct Examinations- Witness and Evidence for the Defendant.
- Cross Examination by the Plaintiff.
- Closing Arguments by the Plaintiff.
- Closing Arguments by the Defendant.
- Closed Discussion of the case by the Judicial Board.
- Decision and sentencing.
- Adjournment.

Article IV – Committees

Section 1 – The Standing Committees shall include:

- Elections Committee

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- Finance Committee
- Graduating Class Affairs Committee
- Intersession Senate
- Rules Committee
- Senate Review Committee
- Strategic Planning Committee
- Student Philanthropy Committee
- Student Relations Committee

Section 2 – The Elections Committee:

1. The Chairperson of the Elections Committee shall be a Senator. The Chairperson must resign if he/she is campaigning for a contested executive board position and the Senate shall elect a new Chairperson during the next regularly scheduled SGA meeting.
2. The membership of the Elections Committee shall consist of an open number of Senators and the Parliamentarian.
3. The voting membership shall consist of all members of the committee, excluding the Chairperson, unless in the event of a tie. The Parliamentarian shall not have a vote.
4. The Elections Committee shall create the Elections Packet and coordinate the elections during the Fall and Spring Semesters.
5. The Elections Committee shall coordinate the Executive Board Debate during the Spring Semester.
6. Quorum shall be counted amongst all voting members.

Section 3 – The Finance Committee:

1. The Chairperson of the Finance Committee shall be the Vice President of Finance.
2. The membership of the Finance Committee shall consist of the Vice President of Finance and six (6) Senators elected by the Senate.
3. The voting membership shall consist of six (6) Senators serving on the committee, excluding the chairperson, unless in the event of a tie.
4. The Finance Committee shall review all proposed budgets and financial expenditures for submission to the Senate and assist the Vice President of Finance in the financial operations of the SGA.
5. The Finance Committee must follow the Financial Resolutions of the SGA.
6. Quorum shall be counted amongst all voting members.

Section 4 – The Graduating Class Affairs Committee:

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1. The Chairperson of the Graduating Class Affairs Committee shall be a Senator.
2. The membership of the Graduating Class Affairs Committee shall be open to all members of the SGA.
3. The voting membership shall consist of all members of the committee.
4. The Graduating Class Affairs Committee shall plan and execute graduating class activities.
5. Quorum shall be counted amongst all voting members.

Section 5 – The Intersession Senate:

1. The Chairperson of the Intersession Senate shall be the President.
2. The membership of the Intersession Senate shall consist of the President, Parliamentarian, and six (6) Senators elected by the Senate.
3. The voting membership shall consist of six (6) Senators serving on the committee, excluding the Chairperson, unless in the event of a tie. The Parliamentarian shall not have a vote.
4. The Intersession Senate shall act on behalf of, and assume all powers of, the Senate during WCSU recognized holidays, breaks, and intersessions.
5. Quorum shall be counted amongst all voting members.
6. Membership in this committee will not count toward fulfilling the committee requirement during the Fall or Spring semesters.

Section 6 – The Rules Committee:

1. The Chairperson of the Rules Committee shall be the Parliamentarian.
2. The membership of the Rules Committee shall consist of a maximum of six (6) Senators, one Senator must be appointed as Archivist.
3. The voting membership shall consist of all members of the committee, excluding the Chairperson unless in the event of a tie.
4. The Rules Committee shall consider recognition of student organizations and issues concerning student organizations.
5. Quorum shall be counted amongst all voting members.

Section 7 – Senate Review Committee:

1. The Chairperson of the Senate Review Committee shall be the Vice President of Internal Affairs.

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2. The membership of the Senate Review Committee shall be the Vice President of Internal Affairs, Parliamentarian, and four (4) Senators appointed and confirmed by the Senate.
3. The voting membership shall consist of all members of the committee, excluding the Chairperson unless in the event of a tie.
4. The Senate Review Committee shall evaluate the fulfillment of the contractual duties of all SGA members and oversee discrepancies and disputes that may occur in regards to the Senator, Committee Contract, Representative, and Executive Board contracts.
5. The Senate Review Committee will hold each member responsible, relating to their contractual obligations, and will be responsible for evaluating each SGA member performance (including Executive board members) with mid-term and end-of-semester evaluations.
6. The Senate Review Committee will have original jurisdiction over all actions concerning Senator, Committee Chair, Representative and Executive Board performance (including the Vice President of Internal Affairs), and stipend allocation.
7. Quorum shall be counted amongst all voting members.

Section 8 – The Strategic Planning Committee:

1. The Chairperson of the Strategic Planning Committee shall be the Vice President of Internal Affairs.
2. The membership of the Strategic Planning Committee shall consist of the Vice President of Internal Affairs, an open number of Senators or Representatives.
3. The voting membership shall consist of all members of the committee.
4. The Strategic Planning Committee shall work to make the inner-workings of SGA more efficient. The committee shall also develop and implement a vision and set of goals for the SGA.
5. Quorum shall be counted amongst all voting members.

Section 9 – The Student Philanthropy Committee:

1. The Co-Chairs of the Student Philanthropy Committee shall be any two members of the Student Government Association nominated and confirmed by a two-thirds (2/3) vote by the Senate.
2. The membership of the Student Philanthropy Committee shall consist of an open number of SGA members and WCSU students.
3. The voting membership shall consist of all members of the committee.
4. The Student Philanthropy Committee shall plan and carry out programs in order to raise funds to benefit the campus community through donations, either monetary or material.

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5. Quorum shall be counted amongst all voting members.

Section 10 – The Student Relations Committee:

1. The Chairperson of the Student Relations Committee shall be the Vice President of Student Relations.
2. The membership of the Student Relations Committee shall consist of the Vice President of Student Relations and eight (8) Senators.
3. The voting membership shall consist of the eight (8) Senators serving on the committee, excluding the chairperson, unless in the event of a tie.
4. The Student Relations Committee shall advertise and promote the SGA and recognized student organizations. The committee shall also plan, advertise, and promote SGA-sponsored events that benefit the student body.
5. Quorum shall be counted amongst all voting members.

Section 11 – Refer to Article III, Section I.

Section 12 – The following committees must have a Chairperson and members no later than the first (1st) meeting of the SGA of the Semester (excluding the spring transition meeting).

1. Elections Committee
2. Finance Committee
3. Intersession Senate
4. Rules Committee
5. Strategic Planning Committee

Section 13 – Ad-hoc Committees may be created at the discretion of the Senate by a majority vote in the affirmative by all members of the Senate present and voting.

Section 14- All Committee chairs, including Executive Board members, are subject to Chair training at the discretion of the Vice President of Internal Affairs.

Section 15- Senator's may only chair one committee, unless excused by the Senate Review Committee.

Article V – Agenda and Meetings

Section 1 – The agendas for the Senate meetings shall adhere to the following format:

- Heading
- Student Government Association Senate Meeting
- (Date and Time of Meeting)
- (Location of Meeting)
- (Name and Contact Information of President)

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- Body
- Call to Order
- Roll Call
- Acceptance of the Previous Minutes
- Special Speakers
- Public Comment
- Executive Board Reports
- Committee Reports
- Old Business
- New Business
- Advisors' Report
- Board of Regents Report
- Appointments
- Open Session
- Adjournment

Section 2 – The Senate meeting agenda, along with all relevant and supporting documents, shall be sent through email at least forty-eight (48) hours in advance. Copies of the agenda and all relevant and supporting documents must be available in the SGA office.

1. If the above conditions are not met, the Senate meeting in question shall be postponed to such a time where at least forty-eight (48) hours have passed after meeting the aforementioned conditions.

Section 3 – The agendas for all Standing Committees and Ad-Hoc Committees shall adhere to the following format:

- Heading
- Committee Name
- (Date and Time of Meeting)
- (Location of Meeting)
- (Name and Contact Information of Committee Chairperson)
- Body
- Call to Order

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- Roll Call
- Acceptance of Previous Minutes
- Public Comment
- Old Business
- New Business
- Open Session
- Adjournment

Section 4 – The Committee meeting agenda, along with all relevant and supporting documents, shall be sent through email at least twenty-four (24) hours in advance. Copies of the agenda and all relevant and supporting documents must be available in the SGA office.

1. If the above conditions are not met, the committee meeting in question shall be postponed to such a time where at least twenty-four (24) hours have passed after meeting the aforementioned conditions.

Section 5 – The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the WCSU SGA in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order WCSU’s SGA may adopt.

Article VI – Impeachments

Section 1 – The Impeachment Process shall:

1. Require a petition to be signed by one-third (1/3) of the Senate and presented to the President. If the President is the accused, the petition shall be presented according to the Presidential Order of Succession.
2. Once the President or the appropriate person is presented with the petition, he/she must inform the accused party within forty-eight (48) hours by presenting him/her a written statement in person at least fourteen (14) days prior to the scheduled date of an impeachment hearing. If the President is the accused, the statement shall be presented according to the Presidential Order of Succession.
3. The President must notify the Senate and Judicial Board fourteen (14) days prior to an impeachment hearing. If the President is the accused, the notification shall be presented according to the Presidential Order of Succession.

Section 2 – The Impeachment Hearing:

1. The President shall chair the impeachment hearing. If the President is the accused, the chair of the impeachment hearing shall be determined according to the Presidential Order of Succession.

2. Representatives for the petitioners shall present their case followed by representatives for the accused.
3. The Senate must render a decision before the conclusion of the impeachment hearing. An order of impeachment shall pass by a two-thirds (2/3) vote of the voting membership present.
4. The vote must be taken by secret ballot.
5. Upon conviction, the impeached member will be removed from office and forfeit all rights and privileges of their position for one full semester. The impeached officer may come before the Senate following the aforementioned time period for reinstatement as a member of the SGA.

Article VII – Vote of No Confidence

Section 1 – The purpose of the Vote of No Confidence is to impeach a Committee Chairperson or a Committee Member. Any Chairperson or Committee Member may be subject to a Vote of **No** Confidence, with the exception of the Chairperson of the Intersession Senate, Archives, Finance, Rules, Senate Review, Strategic Planning, and Student Relations Committees. If the Chairperson of the aforementioned committees is not performing his/her duties, the more appropriate course of action would be to initiate the impeachment process.

A Vote of No Confidence may be called for, but not limited to, the following reasons:

- Willingly violating the SGA Constitution
- Willingly violating the SGA Bylaws

Section 2 – Any member of the Executive or Legislative Branch may call for a Vote of **No** Confidence. It must be submitted to the Parliamentarian prior to a Senate Meeting. The written statement must provide clear explanation for calling for such a vote and will be entertained during the New Business by the Parliamentarian.

Section 3 – A Chairperson or a Committee Member must achieve a two-thirds (2/3) majority vote in favor of said officer to remain in their position. A Chairperson or Committee Member who fails to obtain a two-thirds (2/3) majority vote is removed from their Chairperson or Committee Member position.

Section 4 – Upon the removal of a Chairperson or Committee Member, the Senate will appoint and confirm a new Chairperson or Committee Member as they see fit.

Article VIII – New Student Organization Formation

Section 1 – Students interested in forming a new student organization or reactivating an inactive student organization shall fulfill the following obligations:

1. Must review the “New Student Organization Creation Packet” and submit a completed “Application for Recognition” to the Center for Student Involvement.

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2. A member of the pending new student organization must submit an electronic copy of their Constitution to the Parliamentarian in order for the pending organization's constitution to be considered for approval.
3. The pending new student organization must have at least one (1) representative present at the Rules Committee meeting in which its constitution is being reviewed in order for the pending new student organization's constitution to be considered for approval.
4. The pending new student organization's constitution shall then be reviewed by the Rules Committee.
 1. Should the Rules Committee approve the constitution, it will then be recommended to Senate for final approval of the constitution.
 2. The acceptance of a pending new student constitution will be determined by a two-thirds (2/3) vote in the affirmative of senators present and voting.
5. The student organization will be put on probation for ninety (90) days in which the university is in session from the date that the student organization is approved by the Senate. During that period:
 1. The student organization may receive no more than \$1,000 from the SGA.
 2. The student organization may not receive funding from the SGA for traveling purposes.
 3. The student organization must hold a minimum of one (1) on-campus program and one (1) fundraiser and have the receipts from the deposit from the Center for Student Involvement emailed or sent to the Parliamentarian.
 4. The student organization must maintain at least five (5) members.
 5. The student organization must meet at least twice a month and have the minutes electronically emailed to the Parliamentarian.
 6. The Student Organization must complete all training and necessary forms prescribed by The Center for Student involvement by the deadline set by the Center for Student Involvement. At the end of the ninety (90) day probationary period, a review of the probationary student organization will take place by the Rules Committee.
 7. The Rules Committee has the authority to either remove the student organization from the probationary period, continue the probationary period, or dissolve the student organization.

Article IX – Student Organizations

Section 1 – All student organizations must hold their annual elections no later than May 1st and must submit all required information to the SGA and the Center for Student Involvement no later than May 8th.

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Section 2 – The Senate may suspend or dissolve any student organization under the jurisdiction of the SGA by two-thirds (2/3) vote in the affirmative of Senators present and voting.

Section 3 – Student organization club accounts shall be automatically closed after four (4) consecutive semesters of inactivity, unless the inactivity of a student organization is imposed upon by the administration of the university. Any remaining funds in the student organization's fundraising account will be transferred to the SGA Surplus Account.

Section 4 – All student organization officers are required to maintain a Western Connecticut State University email account.

Section 5 – Hazing shall be defined as any action which recklessly or intentionally endangers the health or safety of a person for the purpose of initiation, admission into or affiliation with, or as a condition for continued membership in a student organization. The term shall include, but not be limited to:

1. Requiring indecent exposure of the body.
2. Requiring any activity that would subject the person to extreme mental stress, such as sleep deprivation or extended isolation from social contact.
3. Confinement of the person to unreasonably small, unventilated, unsanitary or unlighted areas.
4. Any assault upon the person.
5. Requiring the ingestion of any substance or any other physical activity which could adversely affect the health or safety of the individual. The term shall not include an action sponsored by an institution of higher education which requires any athletic practice, conditioning, or competition or curricular activity.

Section 6 – No student organization or member of a student organization shall engage in hazing any member or person pledged to be a member of the organization. The implied or express consent of the victim shall not be a defense in any action brought under this section.

Section 7 – A student organization which violates Article IX, Section 5 and Section 6 shall forfeit for a period of not less than one year all the rights and privileges of being an organization organized or operating at an institution of higher education.

Section 8 – Executive Council meetings are mandatory for all student organizations recognized by the SGA and the Center for Student Involvement.

1. At least one (1) student representative from each organization must be in attendance.
2. If a student organization is not represented at an Executive Council meeting, the student organization shall be placed under a thirty (30) day probation period with the advisement of the Vice President of Student Relations for the purpose of assisting in finding a representative for Executive Council.

Article X – Amendments

Section 1 – Proposed amendments to these Bylaws must be submitted by the Strategic Planning committee to the Rules Committee, and approved by a majority vote of the voting members present at the Rules Committee meeting.

Section 2 – Amendments to these Bylaws shall be passed with a two-thirds (2/3) vote of the Senate members present and voting.