

Vermont State
University- Lyndon
Student Government Association
-Constitution-

PREAMBLE

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

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

ARTICLE I. GENERAL PROVISIONS

Section 1. NAMES, ABBREVIATIONS, AND DEFINITIONS

- A. The name of this organization shall be the Vermont State University Lyndon Student Government Association.
- B. For the purposes of this document Vermont State University Lyndon may be referred to as VTSU- Lyndon or “the College”.
- C. For the purposes of this document the Student Government Association may be referred to as the SGA.
- D. For the purposes of this document the Student Government Association shall be defined as all VTSU- Lyndon students who pay the student activities fee.
- E. For the purposes of this document the Student Body shall be referred to as the SB.
- F. For the purposes of this document, “Recognized by the SGA” shall be defined as a club or organization having an approved constitution, a current registration of 5 general body members, 4 executive board members, an advisor and being in good standing as defined in Article VII / Section 3.

Section 2. PURPOSE OF THE ORGANIZATION

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

Section 3. MEMBERSHIP

- A. Qualifications

All students enrolled at VTSU- Lyndon are members of the SB, with all of

the rights, privileges, and responsibilities in any activity to which the authority of this SGA Constitution extends.

B. Student Activity Fee

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

C. Structure of the SGA

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

ARTICLE II. EXECUTIVE BOARD

Section 1. EXECUTIVE BOARD STRUCTURE

- A. The Executive Board will be composed of the: President, Executive Vice President, Financial Controller, and Administrative Vice President.
- B. Shall meet at least once in every meeting cycle, defined as every two weeks, of the SGA.
- C. All Executive Board positions are required to attend all meetings unless excused by Advisor, Assistant Director of Student Activities, or Associate Dean of Students.

Section 2. QUALIFICATIONS

- A. President must have at least one (1) semester of SGA experience to be elected. This requirement may be waived by appeal to the Advisor, Assistant Director of Student Activities, or Associate Dean of Students.
- B. The Executive Vice President must have at least one (1) semester of SGA experience to be elected. This requirement may be waived by appeal to the Advisor, Assistant Director of Student Activities, or Associate Dean of Students.
- C. The Financial Controller must have at least one (1) semester of SGA experience to be elected. This requirement may be waived by appeal to the Advisor, Assistant Director of Student Activities, or Associate Dean of Students.
- D. The Administrative Vice President must have at least one (1) semester of SGA experience to be elected. This requirement may be waived by appeal to the

Advisor, Assistant Director of Student Activities, or Associate Dean of Students.

- E. Each member of the Executive Board must maintain a cumulative Grade Point Average (GPA) of 2.5 or higher in order to run for or hold the position.
- F. Once elected, each member of the Executive Board must maintain a reasonable VTSU-Lyndon judicial record as determined by the Advisor(s) with consultation of the Assistant Director of Student Activities.
- G. Executive Board members shall not hold any executive positions in any SGA approved clubs or organizations without approval from two-thirds (2/3) majority of the SGA General Board at the time of their candidacy.

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

- A. SGA President
 - a. Shall be the official spokesperson of the SGA and the SB.
 - b. Shall call and preside over the meetings of the SGA using the most current version of Lyndon's modified version of Robert's Rules of Order as a guideline, found under Article XII.
 - c. May veto SGA legislation no later than seventy-two (72) hours in advance of the next regularly scheduled meeting after the passage of that legislation. The veto must be submitted in writing via email and must include specific justifications and recommendations. An emergency
 - d. The meeting will be called in conjunction with the following academic week's scheduled SGA meeting. By the end of the emergency meeting, the SGA can override the veto by two-thirds (2/3) majority vote. Otherwise, the veto remains in effect.
 - e. May call emergency Executive Board meetings with at least twelve (12) hours prior notice.
 - f. May appoint a member of the SB currently involved in SGA to temporarily fill an Executive Board position until the Board of Elections fills the position as described in this Constitution.
 - g. Shall determine the validity of excused absences for SGA Representatives, and notify them in writing at least ten (10) hours prior to the start of the next scheduled meeting of their decision.
 - h. May perform and/or assign the duties of any Executive Board member temporarily (defined as two (2) weeks) incapacitated.
 - i. May call an emergency SGA meeting with at least twenty-four (24) hours' notice.
 - j. Shall become an automatic member of the Vermont State College Student Association (VSCSA), and be the official representative of SGA, unless unable to fulfill that duty. In this event, the President will appoint another member of the Executive Board to be the official SGA representative(s).
 - k. Shall meet with the President and Associate Dean of Students on a monthly basis.
 - l. Shall serve as chair of Board of Elections, unless seeking reelection for the

following academic year. Should the President be unable to serve as chair, the Advisor will appoint another Executive Board member to serve as chair.

B. SGA Executive Vice President

- a. Shall have first priority to become President upon the resignation, impeachment, or incapacity of the President.
- b. Shall perform the duties of the President in the absence or temporary (defined as two (2) weeks) incapacity of the President.
- c. Shall count the secret ballot votes with Advisor(s) supervision.
- d. Shall regularly communicate with the Campus Activities Board, FAIR, and Arts & Lecture committees.
- e. Shall become an automatic member of the Vermont State College Student Association (VSCSA), unless unable to fulfill that duty. In this event, the Executive Vice President will appoint another member of the Executive Board to be the official SGA representative(s).
- f. Shall meet with the Executive Cabinet at least once a month.
- g. Shall be the planning head for large-scale SGA events, including but not limited to Spring Day, Involvement Fairs, and similar.

C. SGA Financial Controller

- a. Shall be the official financial officer of the SGA and shall act as the financial administrator for all recognized clubs and organizations within the SGA.
- b. Shall oversee income and expenses for all organizations of the SGA under the direction of the SGA Advisor and/or the Controller of the College.
- c. Shall compile the final budget of all clubs and organizations and present it to the SGA.
- d. Shall present to the SGA an accurate balance of the General Fund at every SGA meeting.
- e. Shall provide clubs an accurate breakdown of club spending upon request from the club's financial controller.
- f. Shall have the right to randomly audit any club's account.
- g. Shall be responsible for the SGA Operational Budget in conjunction with the Executive Board.
- h. Shall meet with the Controller of the College at least twice per semester to balance and check all budgets and General Fund allocations.
- i. Shall update budgets for all clubs at least once per month and when requested send reports to club treasurers to confirm that numbers match.
- j. Shall hold a financial workshop in conjunction with executive board and club treasurers at the beginning of each semester.

D. SGA Administrative Vice President

- a. Shall take attendance at the beginning of all SGA meetings.
- b. Shall maintain all necessary correspondence and records of SGA

activities. Correspondence to and with clubs shall take place via campus-provided email and similar methods of communication, and information shall be stored on campus-sponsored systems and networks.

- c. Shall submit minutes of the SGA to the Club Representatives, Elected Representatives, the Executive Board, and the SGA Advisor(s) no less than seventy-two (72) hours prior to the next scheduled SGA meeting.
 - d. Shall be the SGA Executive Board representative with full voting rights in SGA.
 - e. Shall collect and file all club constitutions digitally.
 - f. Shall maintain a website with minutes and agendas, and ensure content is current and correct.
 - g. Shall be in charge of making and distributing the agenda for General Business Meetings.
 - h. Shall enforce the VTSU-Lyndon Poster and Chalking Policy within the SGA.
 - i. All posters must be sent to the Assistant to the Dean and Associate Dean for approval two weeks before the event.
- E. SGA Advisor(s)
- a. Shall determine the validity of SGA legislation if questioned by any member of the SB.
 - b. Shall interpret the SGA Constitution.
 - c. Shall oversee the counting of all votes.
 - d. Must attend all SGA meetings. In the event of an absence, the Advisor(s) has the option to appoint a designee when unable to attend a scheduled meeting.
 - e. Shall determine the course of action if and when the Board of Elections deems an election unconstitutional.
 - f. Shall verify the academic eligibility of SGA Representatives.
 - g. With the consultation of the Assistant Director of Student Activities, the SGA Advisor(s) shall determine whether information regarding a club's behavior is deemed relevant and acceptable.
 - h. Shall meet with the Executive Board at least once per meeting cycle to discuss SGA issues.
 - i. Shall abide by the SGA Constitution at all times.
- F. All Executive Board members
- a. Before the first official meeting of SGA in the fall, may make internal reallocations as required or requested of clubs' accounts by a three-fourths (3/4) majority.
 - b. Shall have the ability to create and appoint ad-hoc committees
 - c. Shall meet with the SGA Advisor(s) once per academic week to discuss SGA issues.
 - d. Shall perform at least five (5) office hours per academic week.
 - e. Must make every effort to attend State of the University address, budget addresses, SGA Executive Board retreat, and any other

- informational presentation pertinent to the college and SB.
- f. Must participate in three (3) Town Hall meetings per semester, with one town hall in September, October, November, February, March, and April.
 - g. Shall promote and educate the SB of all SGA activities within the Lyndon community, including but not limited to meetings, elections, and open positions.
 - h. Shall abide by the SGA Constitution at all times.
- G. Terms of Office for the Executive Board Members
- a. The terms for Executive Board members are for one academic year from commencement to commencement.
 - b. Newly elected Executive Board members shall attend all required meetings for their position during their transitional period.
- H. Vacancies of Office For Executive Board Members
- a. Any Executive Board member may resign from SGA at any time by presenting a written letter to the SGA. Their resignation becomes effective immediately.
 - b. Upon the resignation of any Executive Board member, the other members of the Executive Board have first priority in filling the vacant position. Any positions left vacant will be open to any SGA Elected Official or Club Representative who will present their interest and qualifications to the SGA General Board along with an appropriate petition. The SGA General Board will then vote to confirm or reject that candidate.

Section 4. SGA LEADERSHIP COMPENSATION

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

ARTICLE III. EXECUTIVE CABINET

Section 1. STRUCTURE

- A. The Executive Cabinet shall consist of positions that are determined by the SGA Executive Board. These positions may include, but are not limited to: SGA Representative of Campus Activities Board, SAAC Representative, Residential Life Representative, and Peer Leading Representative.
- B. The SGA Executive Board must approve the appointment of the Executive Cabinet positions with a $3/4$ majority vote.
- C. Any additional positions to those noted in item A must be approved by the SGA Executive Board then voted on by a $(2/3)$ majority of the SGA General Board.
- D. Every member of the Executive Cabinet shall have full voting rights, which will be added to the elected representative voting totals.
- E. The Executive Cabinet shall serve as the Board of Elections, which will be overseen by the SGA President.

Section 2. QUALIFICATIONS

- A. Executive Cabinet Representatives must have at least one (1) semester of SGA experience to be appointed or may appeal this requirement to the Advisor, Director of Student Activities, or Associate Dean of Students.
- B. Executive Cabinet Representatives must maintain a cumulative Grade Point Average (GPA) of 2.5 or higher in order to hold the position or by appeal.
- C. Once appointed, each member of the Executive Cabinet must maintain a reasonable conduct record with the University. A reasonable conduct record will be determined by the Advisor(s) with consultation of the Assistant Director of Student Activities (or Associate Dean of Students).

Section 3. GENERAL DUTIES AND POWERS OF THE EXECUTIVE CABINET

- A. Campus Activities Board Representative

The general purpose of this advisory liaison is to foster collaboration between the SGA and Campus Activities Board (CAB) to better utilize resources. The specific duties of this position shall be determined by the CAB Executive Board and SGA Executive Board.

- B. SAAC Representative

The general purpose of this advisory liaison is to foster collaboration between the SGA and the Student Athlete Advisory Committee (SAAC) to better utilize resources. The specific duties of this position shall be determined by the SAAB Executive Board and SGA Executive Board.

This position must be filled by a SAAC member.

C. Residential Life Representative

The general purpose of this advisory liaison is to foster collaboration between the SGA and the student staff of Student Life, specifically Resident Assistants, to better address the needs of residential students at VTSU-Lyndon. The specific duties of this position shall be determined by the Assistant Director of Student Activities.

This position must be filled by a Resident Assistant.

D. Peer Leading Representative

The general purpose of this advisory liaison is to foster collaboration between the SGA and the student staff of Student Life, specifically Peer Leaders, to better address the needs of first-year students at VTSU-Lyndon. The specific duties of this position shall be determined by the Assistant Director of Student Activities.

This position must be filled by a Peer Leader.

E. Terms of Office for Executive Cabinet Members

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

All cabinet members shall abide by the SGA Constitution at all times.

ARTICLE IV. SGA REPRESENTATIVES

Section 1. STRUCTURE

- A. The Elected Representatives, at most, shall be structured as follows: three (3) representatives from each Lyndon class year, three (3) Commuter Representatives, two (2) Non-Traditional Representatives, and one (1) international student representative.
- B. The Club Representatives shall be structured as one representative and one alternate from each club.

Section 2. ELECTIONS

- A. Elected Representatives – Election Petitions for Elected Representatives will be available within the first week of classes. They will be due no later than forty-eight (48) hours prior to the first day of elections. Votes must be tallied and election results released within twenty-four (24) hours of the final day of voting.
- B. Club Representatives
 - a. Each club or organization will be required to elect a Representative to SGA.

- b. Alternates shall be a current member of their respective club's executive board.
- c. Club Representatives and Alternates are required to maintain a 2.0 GPA.

Section 3. TERMS AND VACANCIES OF OFFICE

- A. Elected Representatives
 - a. Terms of Office
 - i. The term of office shall begin following their acceptance of a position following a fall election to be held no later than the third week of the semester. Their appointment shall last until commencement.
- B. Vacancies of Office
 - a. Any Elected Representative may resign from SGA at any time by presenting a written letter to the SGA. Their resignation becomes effective immediately. For impeachments, see Article VI / Section 1.
 - b. Any student wishing to fill a vacant seat as an elected representative shall present a petition of fifty (50) signatures to the SGA for consideration to fill the vacant seat.
- C. Club Representatives
 - a. Each recognized club has one vote within the SGA. This vote may be cast by the Club Representative or their designated Alternate in the absence of the Club Representative.
 - b. Changes in representation for individual meetings must be presented to the President prior to the meeting for the record of the meeting.
 - c. Terms of office held by Club Representatives will begin and be effective immediately until their respective club elects another Representative.

Section 4. GENERAL DUTIES

- A. Elected Representatives
 - a. Must make every effort to attend State of the University addresses, budget addresses, and any other informational presentation pertinent to the college and SB.
 - b. Will bring issues to the SGA as it pertains to the University.
 - c. When available, attend the Vermont State University Student Leadership Conference.
 - d. Will be encouraged to participate in any venture taken on by the SGA.
 - e. Shall be required to hold town halls every other week to speak with their constituents. If a representative fails to hold three (3) of their town halls, the representative loses their voting rights for the remainder of the semester.
 - f. Shall fulfill obligations as assigned by the Executive Board or Advisor(s).
 - g. Will serve as a member of the Financial Committee.
- B. Club Representatives
 - a. Must register their group with the SGA, keep registration current, and maintain updated contact information in order to remain a recognized

- organization within the SGA.
- b. Must give an SGA update at each of their club meetings, providing members any information from the prior SGA meeting.
 - c. New and/or revised constitution requests must be presented by the Club Representative, to the Administrative Vice President five (5) school days before the SGA meeting they plan to present it at, for Executive Board approval. After Executive Board approval, the Administrative Vice President will distribute the new constitution to the SGA for member review at least 72 hours prior to be presented. Any constitution must pass by at least two-thirds (2/3) majority.
- C. Shared Responsibilities
- a. SGA Representatives will provide representation for all student populations. This requires attending all meetings and promoting all SGA activities to their represented population.
 - b. Shall be appointed to committees to aid in the administrative functions of the SGA by the SGA Executive Board.
 - c. Shall initiate and act upon legislation for the general welfare and social capital of the SB.
 - d. Shall facilitate discussions concerning the SB.
 - e. Shall, to the best of their ability, communicate and represent the wants and needs of the SB.
 - f. Will, at the beginning of the academic year, elect one (1) general board member representative to the Vermont State College Student Association (VSCSA)
 - g. Shall abide by the SGA Constitution at all times.

Section 5. MEETINGS

- A. The SGA will meet bi-weekly on a day and time designated by the Executive Board and Advisor(s) which may not conflict with meetings of Club Representatives designated as Wednesdays at 8:00 p.m.
- B. Emergency meetings may be called by request of two-thirds (2/3) majority of the members of the SGA.
- C. It is required that all Elected Representatives, Club Representatives (or Alternates), Executive Board members, and at least one (1) SGA Advisor be present at all SGA meetings.

ARTICLE V. ELECTIONS TO THE SGA

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

- A. Requirements for Positions: Refer to Article II, Section 2.
- B. Guidelines
 - a. Anyone wishing to run for any position as an Elected Representative must first complete a petition signed by fifty

members (50) of the SB by the date and time set by the Board of Elections. Executive Board members must first complete a petition signed by one hundred (100) members of the SB by the date and time set by the Board of Elections.

- b. Elections for the Executive Board of the Student Government for the coming academic year will begin no later than the last Wednesday of the third academic week in March. This will be a SB General Election.
 - c. Club Representatives and Alternates will be respectively elected by their individual clubs.
 - d. Elected Representatives must maintain a 2.5 GPA or by appeal to the Assistant Director of Student Activities. Club representatives must maintain a cumulative GPA of 2.0 in order to run for or hold the position.
- C. Open Candidates Form
- a. The open forum will occur after petitions are due but before elections begin at a place and time as determined by the Board of Elections.
 - b. When there are two or more candidates running for an Executive Board position, each must attend their respective open forum.
 - i. If a candidate does not attend their respective open forum, their name will be removed from the ballot for that position. The exception to this would be academic conflicts or other emergencies as determined by the SGA Advisor(s) and/or Board of Elections.
 - ii. Each open forum will be moderated by the Board of Elections.
 - iii. An open forum will consist of, but is not limited to, the following:
 - 1. Opening remarks from the candidates.
 - 2. Prepared questions. Shall be prepared by the Board of Elections in conjunction with members of the SGA Executive Board not seeking election.
 - 3. Open questions from any SB member present at the open forum.
 - 4. Closing remarks from the candidates.
- D. Voting Regulations
- a. The Board of Elections will set all dates pertaining to the elections in accordance with the SGA Constitution.
 - b. The voting will be held at various public sites or online as determined by the Board of Elections.
 - c. There will be no visible or audible campaigning within a reasonable distance of the voting area as determined by the board of elections.
 - d. A minimum of ten (10) percent of the SB must vote in order for the election to be considered valid. The candidate receiving the most

votes will be selected.

E. Elections Results

- a. The Board of Elections will contact the newly-elected individual via phone and/or email and request a response accepting their election within forty-eight (48) hours.
- b. If no response is given then it is assumed to be a declination of their election.
- c. If a declination occurs, then the person receiving the next highest number of votes will be contacted in the same manner as previously stated in number one (1).
- d. This process will continue until someone accepts the position who has received at least ten (10) percent of the total votes for that position.
- e. In the event that no eligible person is elected to fill a vacant position, the position shall be opened to the entire SB. To be eligible for election, the candidate must meet with the Advisor(s) and present a petition of 100 signatures to the SGA. The candidate must then present their interest and qualifications to the SGA General Board who will then vote to accept or reject the candidate by a simple majority.
- f. No information will be disseminated outside of the Board of Elections unless deemed necessary by the Board of Elections.
- g. The SGA will release percentages and numbers to the public and SB within forty-eight (48) hours of the closure of the election.

Section 2. BOARD OF ELECTIONS

- A. The Board of Elections shall consist of the Executive Cabinet and be chaired by the SGA President.
 - a. All referenda and elections shall be conducted in a neutral, independent manner.
 - b. Members of the Board of Elections serve for one (1) academic year, concurrent with their term in the Executive Cabinet, or until a member wishes to resign from their position in the Cabinet with a formal statement written to the SGA.
 - c. At least one (1) student member of the Board of Elections and the SGA Advisor(s) shall be present during the counting of ballots.
 - d. Advisor shall validate all election petitions brought before the Board of Elections.
 - e. Shall be in charge of advertising all elections.
 - f. In the event of a resignation or removal of an Executive Board member, the Board of Elections will attempt to fill the vacancy.

ARTICLE VI. IMPEACHMENT OF REPRESENTATIVES AND FORFEITURE OF POSITION

Section 1. IMPEACHMENT PROCEDURE

- A. Charges of impeachment may be brought by any member of the SB. A petition signed by at least ten (10) percent of the SB against any representative of the SGA for negligence in office, public slander or libel of administrators, faculty, staff, students, or the college, must be submitted to the Advisor(s).
- B. This petition must be validated by the Advisor before being presented to the SGA.
 - a. Upon validation of the petition by the Advisor, the SGA will begin and end a hearing proceeding within ten (10) academic days of receiving the petition. The SGA may decide upon a charge of impeachment or of non-impeachment with censure. A motion of impeachment must pass by two-thirds (2/3) majority. A motion of non-impeachment with censure, which results in a public statement made by the SGA regarding the accused member, must pass by two-thirds (2/3) majority.
 - i. hearing will proceed as follows:
 - 1. The Advisor(s) will preside over the meeting as chair.
 - 2. The charging party presents the reasoning for the impeachment.
 - 3. The charged party has the right to respond to the charges.
 - 4. The chair opens the meeting to the floor for comments, questions, and/or concerns.
 - 5. The chair then closes the hearing for comments, questions, and/or concerns and a vote is taken whether to censure or impeach.
 - b. Both charges of censure and impeachment must pass the SGA by two-thirds (2/3) majority. If found guilty on a charge of impeachment, the defendant shall forfeit their office for the remainder of the term; said individual may not seek future election of any kind. A charge of censure results in the publication of a statement composed by members of the SGA in college publications and in a permanent record with the SGA regarding the actions of that member.
 - c. The vote of censure or impeachment cannot be vetoed.

Section 2. FORFEITURE OF POSITION BY SGA REPRESENTATIVES

- A. Elected Representatives
 - a. Three (3) unexcused absences per academic year from a regularly scheduled SGA meeting shall be grounds for automatic dismissal. Individuals do not have to be brought through the impeachment process. Validity of excuses will be determined by the President and/or Advisor(s).
 - i. The President will notify an Elected Representative of all

unexcused absences at least three (3) days following the occurrence. The Elected Representative will also be notified of any penalties associated with these absences.

- ii. For an absence to be excused, it must be submitted to the SGA email 24 hours prior to the start of a SGA meeting and be approved by 3/4 of the SGA Executive Board.
- iii. Any Elected Representative needing to depart an SGA meeting early must be approved to do so by 3/4 of the SGA Executive Board.

- b. Elected Representatives are required to be on the Board of Elections and must attend the yearly budgeting process meetings assigned by the SGA Financial Controller. Representatives who cannot attend must notify the SGA Executive Board of their absence in writing at least seventy-two (72) hours in advance. Failure to meet this requirement will result in automatic forfeiture of their position.

B. Club Representatives

- a. If a club Rep. has three (3) unexcused absences per academic year from a regularly scheduled SGA meeting, this shall be the grounds for automatic dismissal. Individuals do not have to be brought through the impeachment process. Validity of excuses will be determined by the President and/or Advisor(s).

- b. Each club is permitted three (3) unexcused absences from the list above per academic year. Greater than three (3) unexcused absences automatically results in forfeiture of the club's voting and motioning power in the SGA for the remainder of the academic year. Four (4) unexcused absences will automatically result in the freezing of the club's budget for the remainder of the academic year, including fundraising. Five (5) unexcused absences from the club will result in the club's dismissal from the SGA for the remainder of the academic year. Validity of absences is determined by the President and/or Advisor(s).

- i. The SGA Administrative Vice President will notify a club of all unexcused absences three (3) days following the occurrence. The club will also be notified of any penalties associated with these absences.
- ii. For an absence to be excused, it must be submitted to the SGA email 24 hours prior to the start of a SGA meeting and be approved by 3/4 of the SGA Executive Board.
- iii. Any Club Representative needing to depart an SGA meeting early must be approved to do so by 3/4 of the SGA Executive Board.
- iv. In order for a club to lift the freeze off their budget, the club's entire executive board along with the Club Representative must attend the next SGA meeting to present a case as to why the freeze should be lifted.

- 1. The SGA must vote by two-thirds (2/3) majority to lift

- the freeze off a club's budget.
2. If the budget is unfrozen, all subsequent SGA meetings must be attended. A further unexcused absence will result in the permanent freezing of all funds for that club or organization for the rest of the academic year.

ARTICLE VII. STUDENT CLUBS AND ORGANIZATIONS

Section 1. RECOGNITION

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

Section 2. RULES, REGULATIONS AND POLICIES

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

Section 3. EXPECTATIONS OF EXECUTIVE BOARD MEMBERS OF CLUBS AND ORGANIZATIONS

- A. GPA requirements
 - a. Executive board members, with the exception of the SGA Representative, shall maintain a cumulative GPA of 1.8 for first year students and a cumulative GPA of 2.1 for students after that.
 - b. If GPA goes below those standards, an appeal must be made to the club advisor and that has to be sent as a written appeal to the Assistant Director of Student Activities to be approved.
 - c. If appeal is not made and approved within a month of being notified of status, then that individual may be asked to resign and the club would be responsible for beginning the process of filling that position.
- B. Involvement in multiple executive boards
 - a. If an individual is on the executive board for more than one club, they must set up a meeting with the Assistant Director of Student Activities before elections take place to discuss their eligibility.
 - b. Eligibility will be determined based on academic standing as well as other criteria.
 - c. In the case that you have been elected to multiple executive boards without prior approval of the Assistant Director of Student Activities, a meeting will take place within the first week of the new semester to discuss eligibility.
- C. Important deadlines - if any of these deadlines are not met, the club must appeal to the Assistant Director of Student Activities.

- a. Last Wednesday of march: executive board elections for the next academic year.
- b. Last Friday of March: budget application forms must be submitted.
- c. The Wednesday before the next SGA General Body Meeting: any additional budget requests.
- d. Two weeks in advance: All posters must be sent to the Assistant to the Dean and Associate Dean for approval.
- e. Six weeks in advance: any travel trips
 - i. All information including travel, accommodations, trip activities, amount requested by the SGA, amount requested by individual members, etc. must be sent to the Assistant Director of Student Activities to make sure the trip is feasible before sending it to the SGA.
- f. Six weeks in advance: any fundraisers
 - i. All information including event information, how much will be requested by the SGA, how much items will be resold for, estimated revenue, etc. must be sent to the Assistant Director of Student Activities to make sure the fundraiser is feasible before sending it to the SGA.

Section 4. GOOD STANDING POLICY

- D. A club or organization shall be considered in good standing with the SGA if all of the following are correct.
 - a. It acts in accordance with all University and SGA policies.
 - b. It conducts regular (defined as at least once a month) meetings that are open to all VTSU- Lyndon students.
 - c. It has an active and current registration with the SGA which must be completed within 3 weeks of the start of every academic year, which includes submission of an active constitution. This is required even if no changes have been made from the prior year.
 - d. In case registration with the SGA has become outdated during the academic year, a new registration must be completed within 2 weeks of organizational changes.
 - e. It has hosted an event solely or mutually with another club that contributes to the VTSU- Lyndon and/or surrounding community.
 - f. It has an active student membership roster of five (5) which does not include the club or organization's Executive Board.
 - g. It follows all financial policies set forth by VTSU-Lyndon, VSC, and the SGA Financial Controller.
 - h. It adheres to the Student Government Constitution at all times.
 - i. It adheres to the VTSU-Lyndon Poster and Chalking and Social Media Policies at all times.
 - i. All posters must be sent to the Assistant to the Dean and Associate Dean for approval two weeks before the event.
- E. Clubs and organizations not considered in good standing will have their budgets frozen.

- a. In order for a club to lift the freeze of their budget, the club's entire executive board along with the Club Representative must attend the next SGA meeting to present a case as to why the freeze should be lifted.
- b. The SGA must vote by two-thirds (2/3) majority to lift the freeze off a club's budget.

Section 5. NONDISCRIMINATION STATEMENT

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

Section 6. NEW CLUBS OR ORGANIZATIONS

- A. Any new club or organization that is recognized during the school year must abide by the same rules and policies as existing clubs.
- B. All clubs, new or existing, are expected to have a contract between the club and the advisor. The content of which is up to the club, but expectations and duties should be outlined. The Advisor Contract should be sent to the SGA no later than the second General Body Meeting of the Fall semester. If there is a change in advisors, the new contract should be sent as soon as possible.

Section 7. REVOCATION OF FUNDING

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

Section 8. CLUB / ORGANIZATION CONSTITUTIONS

Inactive clubs may be revived as long as their SGA Constitution was reviewed within the previous two (2) years.

Section 9. CLUB/ORGANIZATION BUDGETS

Should a club/ organization not use its allotted funds by the end of the fiscal year, those funds will be returned to the General Fund. This excludes fundraising monies.

Section 10. OUTSIDE REQUESTS FOR FUNDING

- A. Individuals and groups from VTSU- Lyndon not affiliated with the SGA may request funds from the General Fund at the discretion of the SGA.
- B. Individuals and groups external to VTSU- Lyndon must be affiliated with a SGA-sanctioned club or organization to request funds from the SGA. This can include sponsorship of a non-affiliated party by a club in events, fundraising, activities, trips, and similar.
 - a. Any fundraising requests need to be approved by the Assistant Director of Student Activities at least 6 weeks in advance.
 - b. Must provide the Fundraiser Form including how much will be spent of club funds, how much items will be resold for, estimated profit to be earned.
 - c. Any money earned from a fundraiser needs to be given to the Assistant Director of Student Activities or advisor as soon as possible after the event. If fundraising is happening over multiple days, funds must be returned to the Assistant Director of Student Activities or advisor at the end of the program and can be recollected before the next day of fundraising.

Section 11. FINANCIAL PAPERWORK

- A. All financial paperwork and information must be submitted through the SGA Financial Controller within 5 days of action. The SGA Financial controller shall have the authority to freeze the budgets of any clubs until the proper paperwork is submitted.
- B. Once approved, purchases must be made by the club advisor or SGA Advisor(s).

Refunds will not be given to club members who make purchases with personal funds.

Section 12. SGA SANCTIONED EVENTS

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

- reimbursing the SGA for loss of deposits, damages, or other expenses.
- F. All clubs must fill out a travel form prior to their request.
 - a. Overnight travel trips may not seek accommodations at any venue associated with Airbnb or any rental service managed by private individuals.
 - b. Overnight travel trips must be approved by the Assistant Director of Student Activities.
 - G. Alcohol shall not be permitted at any SGA club-sanctioned event without prior approval from the SGA Advisor(s). Failure to comply will result in sanctions imposed by the SGA Executive Board and Advisor(s).
 - H. Food should only be purchased for club events, not for snacks at general body meetings.

Section 13. DEBT MANAGEMENT

- A. No student club or organization may expend funds or incur obligations totaling more than the sum of its account and carryover account balances.
- B. Process for addressing a student club or organization's debt during the active school year:
 - a. Immediately upon the discovery by the SGA Financial Controller that a club or organization has spent funds or incurred obligations totaling more than the sum of its SGA and carryover account balances (and, thus, acquiring a "negative balance"):
 - i. The SGA Financial Controller will notify the club or organization, the SGA Executive Board, SGA Advisor, and the Business Office that the club or organization has violated the rule set forth in Subsection A.
 - ii. No further expenditures, allocations, or funding requests will be allowed and the account frozen.
 - iii. These restrictions will be lifted as soon as the organization resolves its negative balance. The SGA Financial Controller will notify the Business Office, the Controller of the College and the Department of Student Life of the restrictions placed on and lifted from a club or organization.
 - iv. Within 10 school days (inclusive of the tenth day) of the SGA Financial Controller's discovery that the club or organization has entered a negative balance, the club or organization must meet with the SGA Executive Board and the SGA Advisor(s) and present a plan for repaying the negative balance, to be approved by the Executive Board.
 - 1. The club or organization must make financial progress toward repayment within ten (10) days of plan approval.
 - 2. Within 40 school days (inclusive) of the SGA Financial Controller discovery that the club or organization has entered a negative balance, the club or organization must repay at least half of its initial negative balance.
 - 3. By the end of the academic semester (fall or spring)

following the semester in which the SGA Financial Controller discovers that the club or organization has entered a negative balance, the club or organization must eliminate that negative balance.

4. If the club or organization has not eliminated the negative balance, the club or organization will not be permitted to participate in the spring budgeting process and will start the next academic year with a frozen budget until the negative balance is eliminated.
- C. Process for addressing a student club or organization's negative balance after the close of the fiscal year.
- a. Immediately upon the discovery that a club or organization has closed the previous fiscal year with a negative balance, the club or organization's budget for the current year will immediately be frozen. A member of the SGA Executive Board and/or the SGA Advisor(s) will attempt to contact a member of the club or organization's Executive Board and will notify them that they have violated the rule set forth in Subsection A.
 - b. The club or organization's budget freeze will be lifted as soon as the organization resolves its negative balance. The SGA Financial Controller will notify the Business Office, the Controller of the College and the Department of Student Life of the restrictions placed on and lifted from a club or organization.
 - c. If a club or organization's debt is not eliminated by the end of the fall semester, the club or organization will not be permitted to submit a budget packet for the following year.

Section 14. TEN-PERCENT COMMITTEE

The Associate Dean of Students chairs and oversees the committee while the SGA financial controller is a non-voting member that ensures the 10% committee does not exceed their 10% appropriation from the student activities fee account. As for the two student representatives, they suggest and approve projects. The funding for this committee is from 10% of the total Student Activities Fee Revenue

ARTICLE IX. AMENDMENTS AND REFERENDA

Section 1. REFERENDA

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

The person or group requesting the funds will have a mandatory meeting with the SGA Executive Board to discuss the details of the request.

Section 2. AMENDMENTS

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

ARTICLE X.CONDUCT OF MEETINGS AND OPERATIONS

Section 1. RULES OF ORDER

- A.** SGA meetings will run in accordance with the SGA Constitution and will use Robert's Rules of Order as a guideline.
- B.** The use of any recreational and non-essential electronic device by Representatives during a meeting is strictly prohibited. If caught in violation of this the Representative is subject to automatic loss of voting rights for that meeting. If there is a second offense in the same meeting the representative will automatically receive one absence.
 - a.** The use of devices for the purposes of accessibility or at request (such as a laptop to take notes) is acceptable once the SGA has been notified.
 - b.** Sound recording devices must be immediately suspended during any voting.

Section 2. BY-LAWS

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

Section 3. EMERGENCY CLAUSE

In addition to any other emergency powers enumerated in this constitution, the advisor, Assistant Director of Student Activities, or Associate Dean of Students shall have the authority to supersede portions of this document in order to continue the proper functioning of the Student Government Association, and in order to provide quality and valuable services for

students. These emergency powers can be invoked in case of local, state, national, or global crisis, emergency, or pandemic, in response to a declaration of emergency by government officials and/or at the direction of the College President or their designee.

ARTICLE XI. RATIFICATION

Section 1. SGA CONSTITUTION

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

ARTICLE XII. BY-LAWS

Section 1. COMMUNICATION

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

Section 2. MEETING AGENDA

- A. Anyone wishing to be on the agenda for a specific SGA meeting shall notify the Administrative Vice President five (5) school days prior to the SGA meeting via email. If there are any discrepancies regarding a request to be on the next meeting's agenda, the party has 48 hours to make necessary changes in order to be included on the agenda.
- B. No financial discussions should occur in the Other Business portion of the meetings.
- C. If a club or organization that has requested to be on the agenda does not appear at the scheduled meeting then their proposal is postponed

Section 3. MEETING ETIQUETTE

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

Ratified on September 9, 2020 by the 2019-2020 SGA Board of Elections and Assistant Director of Student Activities and Advisor to the SGA, Michael Secreti.