

VTSU SGA

CONSTITUTION

Anticipated Ratification: April 2024

TABLE OF CONTENTS

TABLE OF CONTENTS	1
PREAMBLE	3
NONDISCRIMINATION STATEMENT	3
ARTICLE I. NAME	3
ARTICLE II. PURPOSE	3
ARTICLE III. MEMBERSHIP	4
Section 1: General Membership	4
Section 2. Student Activities Fee:	4
ARTICLE IV. STRUCTURE OF THE SGA	4
Section 1. Structure	4
Section 2. Qualifications for SGA Membership	5
Section 3. Terms of Office	5
Section 4. Meeting Guidelines	5
Section 5. Bylaws	5
ARTICLE V. SENATE	5
Section 1. Structure	5
Section 2. Membership and General Duties	6
Section 3. Powers of the Senate	6
Section 4. Voting Privileges	7
Section 5. President of the Senate	7
Section 6. Vice President of the Senate	8
Section 7. Senate Clerk	8
Section 8. Senators	8
Section 9. Chief Justice	8
ARTICLE VI. CONGRESS	9
Section 1. Structure	9
Section 2. Membership and General Duties	10
Section 3. Powers of Congress	10
Section 4. Voting Privileges	10
Section 5. President	11
Section 6. Executive Vice President	11
Section 7. Secretary of Academics	12
Section 8. Secretary of Administration	12
Section 9. Secretary of Campus Activities	12
Section 10. Secretary of Community Relations	13
Section 11. Secretary of Diversity, Equity, and Inclusion	13
Section 12. Secretary of Sustainability	13
Section 13. Secretary of Wellness	13
Section 14. Congressional Clerk	13
Section 15. Treasurer	14
Section 16. Deputy Secretary of Community Relations	14
Section 17. Deputy Secretary of Administration	15

Section 18. Delegates	15
ARTICLE VII. GENERAL ASSEMBLY	15
Section 1. Structure	15
Section 2. Membership and General Duties	16
Section 3. Powers of the General Assembly	16
Section 4. Voting Privileges	16
Section 5. Assembly member	16
ARTICLE VIII. STUDENT COURT	17
Section 1. Structure	17
Section 2. Membership and General Duties	17
Section 3. Powers of the Student Court	17
Section 4. Deputy Justice	18
Section 5. Court Clerk	18
Section 6. Court Justices	18
ARTICLE IX. CAMPUS ACTIVITIES BOARD	18
Section 1. Structure	18
Section 2. Membership and General Duties	19
Section 3. Powers of the Campus Activities Board	19
Section 4. Voting Privileges	19
Section 5. Deputy Secretary of Campus Activities	20
Section 6. Chair of Advertising	20
Section 7. Chair of Social Media	21
Section 8. Chair of Traditions	21
Section 9. Campus Activities Board Clerk	21
Section 10. General Member	21
ARTICLE X. ELECTIONS, REFERENDA, AND VACANCIES	22
Section 1. Elections	22
Section 2. Referenda	22
Section 3. Vacancies	22
ARTICLE XI. IMPEACHMENT AND RIGHTS TO REPEAL	23
Section 1. Impeachments	23
Section 2. Repeal	23
ARTICLE XII. STUDENT CLUBS AND ORGANIZATIONS	23
Section 1. Rights of Clubs and Organizations	23
Section 2. Club Recognition	24
ARTICLE XIII. AMENDMENT	24
ARTICLE XIV. RATIFICATION	24
ARTICLE XV. DISSOLUTION CLAUSE	25

PREAMBLE

We, the students of Vermont State University (VTSU), value being knowledgeable and self-sufficient, promote advocacy and engagement, encourage collaboration among the University and its surrounding community, recognize the importance of equity and diversity through all decision making, and are dedicated to ensuring excellence among our students and this institution. Therefore, in order to realize and enshrine student power, we do ordain and establish this constitution and the formation of the VTSU Student Government Association.

NONDISCRIMINATION STATEMENT

The Student Government will not tolerate language or actions which may discriminate against or devalue any individual student, group of students, or student organizations. This includes, but is in no way limited to, discrimination on the basis of race, ethnicity, sex, religion, creed, national origin, sexual orientation, gender identity and expression, disability, age, veterans status, marital status. Any elected or appointed members of the Student Government who are found to have acted in a discriminatory manner will face consequences that may end in their removal from office.

In recognition of the systemic pressures and issues that perpetuate cultural bias and discrimination, the Student Government is required to host semesterly Diversity, Equity, Inclusion, and Social Justice (DEISJ) anti-discrimination training either through virtual or in-person modalities. All elected and appointed members of the Student Government are required to attend said trainings or participate with supplementary training materials. These trainings shall also be available to the Student Body.

ARTICLE I. NAME

- A. The name of this organization shall be VTSU Student Government Association, hereinafter abbreviated as SGA.

ARTICLE II. PURPOSE

- A. The purpose of the SGA shall be to promote the educational, social, and general welfare of the students at VTSU.
- B. To unify the students throughout VTSU behind common ideologies, goals, accomplishments, and projects.
- C. To anticipate and stimulate the interests of students through the development and sponsorship of student clubs and activities.
- D. To present students' opinions, issues, and concerns to faculty, staff, and administration.
- E. To elevate the system's engagement with diversity, equity, inclusion, and social justice principles.
- F. To provide a forum for an open exchange of opinions and ideas.
- G. To collaborate with local communities and foster opportunities for all students.
- H. To serve all matriculated undergraduate students at VTSU equitably.

ARTICLE III. MEMBERSHIP

Section 1: General Membership

- A. All VTSU students will be further referred to as the Student Body. The Student Body shall be members of the SGA with all rights, privileges, and responsibilities in any activity to which this constitution extends.

Section 2. Student Activities Fee:

- A. All members of the Student Body will be assigned a Student Activities Fee. This fee will not exceed the maximum amount set by the Vermont State Colleges Board of Trustees.
- B. The Student Body 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. This vote must pass with a simple majority vote institution wide.

ARTICLE IV. STRUCTURE OF THE SGA

Section 1. Structure

- A. The SGA shall consist of an institution-wide Senate and up to five campus-specific Chapters.
- B. The five main VTSU campuses—Castleton, Johnson, Lyndon, Randolph, and Williston—have in their power the right to establish a Chapter of this SGA.
 - a. Chapters shall be established upon the ratification of this constitution and shall be maintained annually through the election of student representatives and the advice and consent of the Director and Assistant Director of Student Activities.
 - b. Each Chapter will have the capacity to govern for their respective student populations, catering to the distinct and unique identities of each campus. Each Chapter will consist of one Congress board and up to three additional boards—the General Assembly the Student Court, and the Campus Activities Board—all structured in accordance to the specifications outlined within this constitution.
 - c. Each Chapter will be advised by their respective campus-specific Assistant Director of Student Activities.
- C. All elected or appointed members of the SGA shall hold the power to vote in only one board of the SGA. This comes with the exception of the Senator, who shall vote on the Senate and their Chapter Congress.
 - a. All position and committee confirmation votes must require a two-thirds ($\frac{2}{3}$) majority from the confirming board.
- D. At least once every academic semester, there shall be a full session meeting with all elected and appointed members of the SGA.
 - a. If there is not a full session meeting, then the SGA Senate must conduct a report on the conditions of all Chapters and their individual chapters within the SGA. The Senate shall surmise the conditions of all Chapters in written form and deliver the report to the President of the Senate and each Chapter President. This report shall also be available to the Student Body.
- E. The following officers must have completed at least twelve (12) academic credits at the time their term begins: the President, Executive Vice President, Chief Justice, Secretary of Administration, Secretary of Academics, Secretary of Campus Activities, Secretary of Community Relations,

Secretary of Diversity, Equity, and Inclusion, Secretary of Sustainability, Secretary of Student Wellness, Treasurer, and Congressional Clerk.

Section 2. Qualifications for SGA Membership

- A. Must be a matriculated, undergraduate student at VTSU.
- B. Any returning student or twenty-four (24) or more credit holder shall be in good academic standing self-defined as having obtained a 2.5 cumulative grade point average in order to serve.
- C. First year students or under twenty-four (24) credit holder shall be in good academic standing self-defined as having a 2.0 grade point average during their first semester in order to serve.
- D. All chapter-specific positions are only available to members of the Student Body that are students at the specific campus within which a chapter is established.
- E. See full Official Position Description and Position Qualifications within the VTSU SGA bylaws for all additional qualifications.

Section 3. Terms of Office

- A. The term of office for any Officers and all other SGA elected or appointed officials shall begin on Commencement Day and End on Commencement the following year.
- B. Following election results, newly elected members must attend all remaining meetings of the board to which they were elected.

Section 4. Meeting Guidelines

- A. The most recent edition of Robert's Rules of Order shall provide guidelines for governance within the SGA.

Section 5. Bylaws

- A. Both the SGA Senate and Chapters shall retain the right to establish bylaws regarding their internal operation in accordance with the constitution and legislation of Congress.
- B. The bylaws shall include election and financial policies.
- C. The most recent edition of Robert's Rules of Order shall be used to provide guidelines for editing and executing all bylaws.
- D. In areas of discrepancy, the Senate bylaws will always be given deference.

ARTICLE V. SENATE

Section 1. Structure

- A. There shall be one SGA Senate composed of a minimum of five (5) and a maximum of seventeen (17) voting members. Each of these voting members will have one (1) vote. The voting members include up to three voting representatives, one (1) Chief Justice and two (2) Senators, from each of the VTSU main campuses, and an additional two (2) senators that shall be elected by students among the satellite sites and digital modalities. The Senate will act as an institution-wide governance board.
- B. A quorum of the Senate is achieved when two-thirds ($\frac{2}{3}$) of voting members are present.
- C. The Senate will be advised by the Director of Student Activities.

- D. The Senate will meet on a weekly basis to conduct business of importance and to remain appropriately engaged with the VTSU community.
- E. The Officers shall include
 - a. President of the Senate
 - b. Senate Vice President
 - c. Senate Clerk
 - d. Senator(s)
 - e. Chief Justice(s)
- F. The Senate will meet in a virtual or hybrid capacity on a weekly basis, with an in-person meeting occurring once every academic semester. All meetings shall be open and available to the Student Body.

Section 2. Membership and General Duties

- A. Membership is defined as the ability to hold the qualifications and duties required for each respective position within the Senate.
- B. All members must attend every meeting and work collaboratively on inter-campus relations and projects.
- C. The Senate shall be responsible for the handling and management of all Student Activities Fees collected from members of the Student Body not present on one of the five main campuses.
- D. Absences
 - a. Unexcused absences occur when a member of the Senate does not provide a proxy or when they do not make the Senate Clerk aware of their absence.
 - b. An excused absence occurs when a member of Senate has a proxy and lets the Senate Clerk know of their proxy and absence.
- E. If a member of the Senate has two unexcused absences in an academic semester, the Senate Clerk will give said member a warning letter. This letter will be in the form of an email to the Senate member. If a third meeting is missed, the Secretary will send a letter to the President of the Senate and Senate Advisor. The President of the Senate must then send a letter to the SGA Chapter associated with the member in question and may begin disciplinary measures in response to the member's absence. The penalties may result in the beginning of impeachment and removal processes, among other sanctions.

Section 3. Powers of the Senate

- A. The Senate shall have the power of oversight over the entire SGA and all of its Chapters.
- B. Shall have the power to create ad-hoc and standing committees relating to inter-campus and institution wide issues and projects.
- C. Shall appoint individuals to aid in the administrative and committee functions of the Senate. All Senate appointments must pass with a two thirds ($\frac{2}{3}$) majority vote of members present.
- D. Shall implement and oversee all SGA elections and referendums.
- E. Shall have the power to hold a grand trial to answer questions of constitutionality and handle all appeals from the respective SGA Chapters.
 - a. A grand trial shall be conducted by a court of no fewer than five (5) court justices and no more than fifteen (15) court justices. Each chapter shall select at least one (1) court justice and no more than three (3) court justices to serve.

- F. The Senate may create and distribute Student Leadership Scholarships on an annual basis.
- G. Any Senator may investigate and act upon all policies and procedures, which affect the SGA.
- H. The Senate may act upon proposed legislation of all committees under the jurisdiction of the SGA.

Section 4. Voting Privileges

- A. Each Senator has one (1) vote in the Senate.
- B. Each Chief Justice has one (1) vote in the Senate.
- C. Proxies
 - a. Other than an emergency situation, all voting members shall be present at each meeting. If unable to attend, all voting members must provide an announcement of a proxy in advance during the scheduled meeting time in writing to the Senate Clerk.
 - b. The proxy must be in attendance during the planned meeting. The Senate Clerk will report online all known proxies to the entire Senate at the beginning of each meeting.
 - c. The proxy shall have all of the voting rights and powers of the member they are representing.
 - d. Members of the Senate shall only request four (4) proxies per academic year and no further.
 - i. In case of serious illness or unexpected circumstances, a member of the Senate may appoint an additional proxy with approval from the President of the Senate.
 - e. Proxies are not required for emergency or otherwise unscheduled meetings.

Section 5. President of the Senate

- A. The President of the Senate will be elected by members of the Senate with a ($\frac{2}{3}$) majority at the first meeting of the Senate session.
- B. Shall be the official spokesperson of the Senate and entire SGA.
- C. Shall call and preside over the meetings of the Senate.
- D. Shall have the ability to call an emergency session of the Senate for issues of time sensitive or incredibly sensitive nature.
 - a. A quorum must be met for an official meeting of the Senate, but members who are not present will not be penalized or be required to send a proxy.
- E. Shall serve as the financial controller for the Senate.
- F. Shall coordinate with the SGA Chapter Presidents and the University President in voicing student needs.
- G. Shall have the ability to create standing and ad hoc Senate Committees with the advice and consent of the Senate.
- H. Shall have the ability to create ad hoc Senate Positions with the advice and consent of the Senate.
- I. Shall serve as a member of the Vermont State Colleges Student Association (VSCSA).
- J. Shall have the power of appointment to all Senate committees.
- K. See full Official Position Description and Position Qualifications within the VTSU SGA bylaws.

Section 6. Vice President of the Senate

- A. The Senate Vice Chair will be elected by members of the Senate with a ($\frac{2}{3}$) majority at the first meeting of the Senate session.

- B. Shall become President of the Senate upon permanent vacancy in the office of the President of the Senate.
- C. Shall perform the duties of the President of the Senate in the absence or inability of the President of the Senate.
- D. See full Official Position Description and Position Qualifications within the VTSU SGA Senate bylaws.

Section 7. Senate Clerk

- A. The Senate Clerk will be appointed by the President of the Senate and be approved by a simple majority of the Senate at the first meeting of the Senate session.
- B. Shall take and distribute publicly the weekly minutes and all necessary correspondence and records of Senate Activity.
- C. Shall take roll call for all Senate functions to ensure proper attendance.
- D. Shall report any known proxies to the Senate at the beginning of the meeting through email.
- E. See full Official Position Description and Position Qualifications within the VTSU SGA bylaws.

Section 8. Senators

- A. Shall be a required position for the SGA ballot.
- B. There shall be two (2) senate positions available on each of the Chapters.
- C. Shall serve as conduit between their respective campuses and the Senate to serve the needs of the Student Body.
- D. Shall serve on the Senate with one (1) vote.
- E. Shall serve on their respective Chapter's Congress as a Delegate with one (1) vote.
- F. Shall serve on a minimum of two (2) Senate Committees.
- G. See full Official Position Description and Position Qualifications within the VTSU SGA bylaws.

Section 9. Chief Justice

- A. Shall be appointed by their Chapter President.
- B. Shall serve as a constitutional officer within the Senate and the chief constitutional officer at each of their respective campuses.
- C. Shall serve on the Senate with one (1) vote.
- D. Shall serve as a non-voting member on their respective Chapter's Congress.
- E. Shall serve on a minimum of one (1) Senate Committee.
- F. Shall maintain confidentiality for all Student Court matters.
- G. See full Official Position Description and Position Qualifications within the VTSU SGA bylaws.

ARTICLE VI. CONGRESS

Section 1. Structure

- A. There shall be available for all VTSU recognized main campuses a Congress, consisting of a minimum of six (6) voting members. Each of these voting members will have one (1) vote. The voting members include the executive board and the delegates. There is a minimum of two (2) delegates on the board. Numbers of delegates change each academic year depending on the

campus population. For every two hundred (200) undergraduate students, there shall be one (1) delegate representative.

- a. Every year during SGA elections there shall be one (1) delegate positions that are left open for the upcoming first-year and transfer students to have the ability to run. No members of the Student Body shall be excluded from running.
- b. The two (2) Senators will serve as Delegates on the Congress.
- B. A quorum of Congress is required for any official business to be concluded. A quorum shall be achieved when a simple majority of voting members are present.
- C. The Congress will be advised by the Director of Student Activities and the respective Assistant Director of Student Activities.
- D. The Congress will meet on a weekly basis to conduct business of importance and to remain appropriately engaged with the campus community.
 - a. All meetings shall be open and available to the Student Body.
- E. Officers shall include
 - a. President
 - b. Executive Vice President
 - c. Chief Justice
 - d. Treasurer
 - e. Congressional Clerk
 - f. Senators
- F. Officers may include
 - a. Secretary of Academics
 - b. Secretary of Administration
 - c. Secretary of Campus Activities
 - d. Secretary of Community Relations
 - e. Secretary of Diversity, Equity, and Inclusion
 - f. Secretary of Sustainability
 - g. Secretary of Wellness
 - h. Deputy Secretary of Administration
 - i. Deputy Secretary of Community Relations
 - j. Delegates
- G. If the President is unable to serve during a session of Congress, the next in line shall serve in their stead. The order will continue, so long as a quorum count is still sufficient.
 - a. President
 - b. Executive Vice President
 - c. Chief Justice
 - d. Treasurer
 - e. Congressional Clerk

Section 2. Membership and General Duties

- A. Membership is defined as the ability to hold the qualifications and duties required for each respective position.
- B. Members must attend every meeting and work on projects to advance the student experience
- C. Absences

- a. Unexcused absences occur when a member of Congress does not provide a proxy or when they do not let the Congressional Clerk know of their absence.
 - b. An excused absence occurs when a member of Congress has a proxy and lets the Congressional Clerk know of their proxy and absence.
- D. If a member of Congress has two unexcused absences, the Congressional Clerk will give them a warning letter. This letter will be in the form of an email to the Congress member, and a copy will be sent to the President. If a third meeting is missed, the member must write at least one (1) page on why they wish to continue their service and what the SGA means to them. This page will be delivered to the President and Advisors to Congress.
- a. The letter shall then be presented to the Congress, where the members of Congress must discuss, without the member in question, the penalties that are required for said member. The penalties may result in the beginning of removal processes, among other sanctions.

Section 3. Powers of Congress

- A. Shall serve as the oversight committee for all SGA Chapter matters at the campus level, including any other Chapter boards.
- B. Shall be the sole controller of all Student Activities Fees delegated to its Chapter.
- C. Shall have the power to create ad hoc and standing committees relating to campus specific matters.
 - a. All SGA committees must be approved through Congress with a two-thirds ($\frac{2}{3}$) majority vote.
- D. Shall appoint individuals to aid in the administrative functions of its respective SGA Chapter and fill any vacancies on the Senate from its respective campus.
- E. Shall initiate and act upon legislation for the welfare of the students. This legislation will only relate to the specific campus on which the Congress is located.
- F. Congress is to act upon any proposed legislation of all committees under the jurisdiction of the SGA.
- G. Shall be responsible for developing a model to recognize and substantially or fully sponsor student clubs and organizations.
- H. Shall have the power to create all bylaws governing its respective Chapter.

Section 4. Voting Privileges

- A. Each member of Congress shall have one (1) vote in Congress. The Chief Justice does not vote during sessions of Congress.
 - a. Voting shall be conducted through in-person or video conference modalities during scheduled Congressional meetings.
- B. If there is a need for an emergency or a time sensitive vote, the President has the right to authorize a vote from Congress through an online medium.
 - a. Due to the limited nature of an online vote, the majority needed to pass any motion requiring a simple majority will require a two-thirds ($\frac{2}{3}$) majority vote. Any motion that would ordinarily require a two-thirds ($\frac{2}{3}$) majority vote, must require a three-fourths ($\frac{3}{4}$) vote to pass.
- C. Proxies

- a. Other than an emergency situation, all voting members shall be present at each meeting. If unable to attend, all voting members must provide an announcement of a proxy in advance during the scheduled meeting time in writing to the Congressional Clerk.
- b. The proxy must be in attendance during the planned meeting. The Congressional Clerk will report ~~online~~ all known proxies, either electronically or in person, to the entire Congress at the beginning of each meeting.
- c. The proxy shall have all of the voting rights and powers of the member they are representing.
- d. Members of the Congress shall only request four (4) proxies per academic year and no further.
 - i. In case of serious illness or unexpected circumstances, a member of the Congress may appoint an additional proxy with approval from the President.
- e. Proxies are not required for emergency or otherwise unscheduled meetings.

Section 5. President

- A. Shall be a required position for the SGA ballot.
- B. Shall be the official spokesperson for their respective SGA Chapter.
- C. Shall call and preside over the meetings of the Congress.
- D. Shall have the ability to call an emergency session of the Congress for issues of time sensitive or incredibly sensitive nature.
- E. May veto Congress legislation. The veto must include specific justification and recommendations during a scheduled meeting time.
 - a. Congress has the power to override the veto by a two-thirds ($\frac{2}{3}$) vote of those present and voting, within three (3) regularly scheduled meetings since receiving the veto; otherwise, the veto remains in effect.
- F. Shall be the deciding vote in the event of a tie.
- G. Shall work in consultation with the President of the Senate to collaborate with other campuses on issues of University importance.
- H. Shall serve as a member of the VSCSA.
- I. Shall have the power of appointment to all Congress committees and Student Court, and any other institutional committees open to student appointment.
- J. See full Official Position Description and Position Qualifications within the VTSU SGA bylaws.

Section 6. Executive Vice President

- A. Shall be a required position for the SGA ballot.
- B. Shall become President upon permanent vacancy in the office of the President.
- C. Shall perform the duties of the President in the absence or inability of the President.
- D. Shall assist the President in all matters.
- E. Shall manage the needs and interests of the Executive Board and regularly deliver reports of all needs and interests to the President and Chapter advisors.
- F. Shall serve as a member of the VSCSA.
- G. See full Official Position Description and Position Qualifications within the VTSU SGA bylaws.

Section 7. Secretary of Academics

- A. Shall be the officer responsible for the coordination of academic programs and affairs offered to the membership of their respective SGA Chapter.
- B. Shall act as a point of contact between the student body and administrative academic policy makers.
- C. Shall coordinate to hold an Awards Day at the end of the academic year with the professional staff assigned.
- D. Shall attend the monthly faculty assembly meetings and report back to Congress that which is allowed.
- E. See full Official Position Description and Position Qualifications within the VTSU SGA bylaws.

Section 8. Secretary of Administration

- A. Shall be the officer responsible for the maintenance and oversight of all student clubs.
- B. Shall work closely with the Director of Student Activities, the Assistant Director of Student Activities, and/or the Graduate Assistant of Student Activities on club issues.
- C. Shall report on the status of all club constitution requests to the recipient(s).
 - a. Shall file all approved constitutions in a digital format.
- D. The Secretary of Administration may assist the President in the implementation and governance of the General Assembly.
- E. Shall run and organize a semesterly event to promote clubs to the Student Body.
- F. Shall oversee and supervise the Deputy Secretary of Administration.
- G. See full Official Position Description and Position Qualifications within the VTSU SGA bylaws.

Section 9. Secretary of Campus Activities

- A. Shall be the officer responsible for the implementation and coordination of social, cultural, and recreational programs sponsored by their SGA Chapter.
- B. Shall have the ability to Chair the SGA Chapter's Campus Activities Board.
- C. Shall make sure all performers, event staff, and other external programmers have all assistance they need when meeting them at a previously specified on-campus location.
- D. Shall attend all Campus Activity Board Events, barring any extenuating circumstances.
- E. See full Official Position Description and Position Qualifications within the VTSU SGA bylaws.

Section 10. Secretary of Community Relations

- A. Shall be the officer responsible for creating a strong community bond with the surrounding campus community to further student engagement and involvement both on and off campus.
- B. Promote and advertise opportunities throughout the campus County within the realm of Community Service.
- C. Shall be appointed as the student representative to any community-oriented campus committees.
- D. Shall oversee and supervise the Deputy Secretary of Community Relations.
- E. See full Official Position Description and Position Qualifications within the VTSU SGA bylaws.

Section 11. Secretary of Diversity, Equity, and Inclusion

- A. Shall be the officer responsible for engaging the SGA Chapter with DEI principles and conversations.

- B. Shall be appointed as a student representative on the VTSU Diversity, Equity, and Inclusion committee.
- C. Shall engage with the Chief Diversity Officer and other VTSU Administrators to enforce and promote the implementation of the system's DEI pillars.
- D. See full Official Position Description and Position Qualifications within the VTSU SGA bylaws.

Section 12. Secretary of Sustainability

- A. Shall be the officer responsible for promoting sustainability among all SGA projects, events, and personnel.
- B. Shall collaborate with on-campus student sustainability groups, clubs and organizations.
- C. Shall promote student sustainability and environmentally conscious projects.
- D. See full Official Position Description and Position Qualifications within the VTSU SGA bylaws.

Section 13. Secretary of Wellness

- A. Shall be the officer responsible for the promotion of the holistic well-being of the Student Body.
- B. Shall collaborate with a physical education contact to ensure the Student Body's physical well-being.
- C. Shall develop a relationship between the campus's wellness department and the SGA.
- D. Shall be appointed as the student representative to any wellness-oriented campus committees.
- E. See full Official Position Description and Position Qualifications within the VTSU SGA bylaws.

Section 14. Congressional Clerk

- A. Shall be a required position for the SGA ballot.
- B. Shall take and distribute publicly the weekly Congress minutes and all necessary correspondence and records of SGA Chapter activities.
- C. Shall take roll call for all SGA functions to ensure proper attendance.
- D. Shall report any known proxies to the Congress at the beginning of the meeting.
- E. Shall be responsible, in general terms, for the proper recording filing, storage and referencing of all issues, events, and correspondence of significant historical value to the Student Body and future SGA Chapter leadership.
- F. See full Official Position Description and Position Qualifications within the VTSU SGA bylaws.

Section 15. Treasurer

- A. Shall be a required position for the SGA ballot.
- B. Shall be the financial officer of their respective Chapter and administer the financial affairs of the Chapter.
- C. Shall oversee revenue and expenses of all organizations to which the SGA allocates Student Activity fee.
- D. Shall be the chairperson of the Chapters' Finance Board.
- E. Shall present an updated version of the annual SGA budget and Chapter budget within a Congress meeting on a monthly basis.
 - a. If the updated budget is not presented before Congress during the first semester, then the President, with the advice and consent of the executive board, can commission a report

from the Finance Board on how sustainable the spending has been throughout the academic year and the general welfare of the SGA Chapter's Account.

- F. Shall report the status of all financial requests to the recipient(s).
- G. See full Official Position Description and Position Qualifications within the VTSU SGA bylaws.

Section 16. Deputy Secretary of Community Relations

- A. Shall be the officer responsible for formal correspondence for the Chapter in both internal and external matters and shall serve under the Secretary of Community Relations.
- B. Shall become Secretary of Community Relations upon permanent vacancy in the office of the Secretary of Community Relations.
- C. Shall be responsible for submitting a list of goals and objectives to the Secretary of Community Relations within four (4) weeks of being elected.
- D. Shall be responsible for the production and distribution of official Chapter press releases.
- E. Shall be responsible for sending press releases to all relevant media including student-run media organizations.
 - a. Press releases shall be reviewed and approved by the individual or organization requesting the press release before it is sent to any media source as well as an advisor to the SGA.
- F. Shall be responsible for maintaining any SGA Bulletins or physical media sites. Other duties shall include updating the relevant social media and monitoring the VTSU SGA Chapter webpage.
- G. Shall work closely with VTSU administration and the public relations office when appropriate.
- H. See full Official Position Description and Position Qualifications within the VTSU SGA bylaws.

Section 17. Deputy Secretary of Administration

- A. Shall be the officer responsible for the direct management of club functions and maintaining SGA policy among clubs.
- B. Shall become Secretary of Administration upon permanent vacancy in the office of the Secretary of Administration.
- C. Shall facilitate communication and cooperation between clubs and the Congress.
- D. Shall organize club leadership meetings (at least twice per semester) to review new and established SGA rules, regulations, and policies, and to relay important information to clubs.
- E. Shall maintain a list of club contacts and club rosters
- F. Shall serve as General Assembly's Clerk and Financial Controller should the board exist.
- G. See full Official Position Description and Position Qualifications within the VTSU SGA bylaws.

Section 18. Delegates

- A. Be a required position for the SGA ballot.
- B. Shall be aware of current issues and student opinions regarding the Student Body within their respective Campus.
- C. Shall serve on or chair a minimum of two (2) SGA committees.
- D. Shall survey their campus population in order to create relevant projects and committees.
- E. Shall complete a minimum of one (1) delegate project per semester of each academic year for the benefit of the student body.
- F. See full Official Position Description and Position Qualifications within the VTSU SGA bylaws.

ARTICLE VII. GENERAL ASSEMBLY

Section 1. Structure

- A. There shall be available for all VTSU recognized main campuses, a General Assembly, consisting of elected council members from each of the recognized SGA clubs. Each member shall have one (1) vote.
- B. A quorum of the General Assembly is required to conduct official business. A quorum of the General Assembly shall be a simple majority of all voting members.
- C. The General Assembly will be advised by the Chapter's respective Assistant Director of Student Activities.
- D. The General Assembly will meet on a weekly basis to conduct business of importance and to remain appropriately engaged with the campus community.
- E. Officers shall include
 - a. Chapter President
 - b. Secretary of Administration
 - c. Deputy Secretary of Administration
 - d. Assembly member(s)

Section 2. Membership and General Duties

- A. Membership is defined as the ability to hold the qualifications and duties required for each respective position.
- B. Members must attend every meeting and work on projects to advance the student experience
- C. Absences
 - a. Unexcused absences occur when a member of the General Assembly does not provide a proxy or when they do not let the Deputy Secretary of Administration know of their absence.
 - b. An excused absence occurs when a member of the General Assembly has a proxy and lets the Deputy Secretary of Administration know of their proxy and absence.

Section 3. Powers of the General Assembly

- A. General Assembly shall have the ability to create inter-club affiliations and interest groups.
- B. Shall have the ability to approve funds for club projects and events
- C. Shall voice the needs and interests of clubs and student organizations.
- D. General Assembly shall work in coordination with the admissions office to engage with external opportunities.

Section 4. Voting Privileges

- A. Each member of the General Assembly shall have one (1) vote in the General Assembly. The President shall only have a tie breaking vote.
- B. Proxies
 - a. Other than an emergency situation, all voting members shall be present at each meeting. If unable to attend, all voting members must provide an announcement of a proxy in advance during the scheduled meeting time in writing to the Deputy Secretary of Administration.

- b. The proxy must be in attendance during the planned meeting. The Deputy Secretary of Administration will report all known proxies to the President and Secretary of Administration.
- c. The proxy shall have all of the voting rights and powers of the member they are representing.
- d. Members of the General Assembly shall only request six (6) proxies per academic year and no further.
 - i. In case of serious illness or unexpected circumstances, a member of the General Assembly may appoint an additional proxy with approval from the President.
- e. Proxies are not required for emergency or otherwise unscheduled meetings.

Section 5. Assembly member

- A. Shall be appointed as the sole SGA representative from their club or organization.
- B. Shall be a member of the club or organization they represent.
- C. Shall be a student on the same campus as the Chapter's General Assembly.
- D. Shall have the ability to bring forward legislation regarding the General Assembly's business and administration.
- E. Shall voice the needs and interests of clubs and student organizations.
- F. See full Official Position Description and Position Qualifications within the VTSU SGA bylaws.

ARTICLE VIII. STUDENT COURT

Section 1. Structure

- A. There shall be available for all VTSU recognized main campuses a Student Court, with a minimum of three (3) members and may not exceed twelve (12). Each member of the Student Court shall have one (1) vote. All members of the Student Court shall be appointed by the President with the advice and consent of the Congress.
- B. A quorum of the Student Court is necessary to conduct all official business. A quorum shall consist of three-fourths ($\frac{3}{4}$) of the Justices of the Court.
- C. The Student Court shall meet on a bi-weekly basis.
- D. The President, with counsel from the Assistant Director of Student Activities, shall nominate a Chief Justice with the approval of two-thirds ($\frac{2}{3}$) vote of Congress at the first Congress meeting of the Academic year.
- E. The Chief Justice shall appoint the Deputy Chief and Court Clerk during the first Student Court meeting of the Academic year.
- F. At any given time, there shall be up to (9) Justices serving on Student Court. Each Justice needs the approval of two-thirds ($\frac{2}{3}$) vote of the Congress to be confirmed, and each Justice must be confirmed individually.

Section 2. Membership and General Duties

- A. Membership is defined as the ability to hold the qualifications and duties required for each respective position.
- B. Shall answer questions of disagreement in regard to constitutionality, legality, jurisdiction, or non-performance of the constitution or statutory mandate. Questions of disagreement must be

referred to the Court upon receipt of any written request for a ruling of the Court. Reasons for decisions must be rendered in writing directly to the person(s) requesting the ruling.

- a. Individuals who disagree with the ruling of the Chapter Court may appeal to the SGA Senate.
- C. Shall review all Chapter legislation and must verify its legality and constitutionality.
- D. Shall sign a Student Court Code of Ethics at the beginning of each academic year.

Section 3. Powers of the Student Court

- A. The Student Court shall have the ability to establish ad hoc and standing committees with the advice and consent of Congress to aid in the judicial process.
- B. Members of the Student Court shall serve on disciplinary panels as requested by any Dean or Vice President of the University.
- C. The Student Court shall collaborate with VTSU Administration to develop VTSU policy for the best interests of students.
- D. The Student Court shall have the power to hold impeachment trials should the Congress be presented with articles of impeachment.
 - a. Impeachment trials shall allow both the accused and the accuser to make a case before the Student Court. The Chief Justice shall be responsible for setting a trial date.
 - i. Both the accused and the accuser shall have no less than one (1) week to prepare a case before the Student Court.
 - ii. Any member of the Student Court that is directly involved with any aspect of non-performance or policy violation must recuse themselves from the entirety of the court case.
 - b. The Student Court must then decide whether the impeachment is constitutional and cite its reasoning in a written decision. If an impeachment is constitutional, then the accused party will be charged with impeachment and the written decision shall be delivered to Congress.

Section 4. Deputy Justice

- A. Shall become Chief Justice upon permanent vacancy in the office of the Chief Justice.
- B. Shall perform the duties of the Chief Justice in the absence or inability of the Chief Justice.
- C. Shall assist the Chief Justice in all matters.
- D. Shall maintain confidentiality for all Student Court matters.
- E. Shall attend all SGA full sessions.
- F. See full Official Position Description and Position Qualifications within the VTSU SGA bylaws.

Section 5. Court Clerk

- A. Shall take all necessary correspondence and records of Student Court activities, including all regular Student Court meetings.
- B. Shall maintain confidentiality for all Student Court matters.
- C. Shall attend all full sessions.
- D. See full Official Position Description and Position Qualifications within the VTSU SGA bylaws.

Section 6. Court Justices

- A. Shall listen and decide appropriate sanctions based upon all evidence presented during Student Court cases.
- B. Shall be well versed in all matters regarding the SGA constitution and its bylaws.
- C. Shall maintain confidentiality for all Student Court matters.
- D. Shall attend all full sessions.
- E. See full Official Position Description and Position Qualifications within the VTSU SGA bylaws.

ARTICLE IX. CAMPUS ACTIVITIES BOARD

Section 1. Structure

- A. There shall be available for all VTSU recognized “main campuses” a Campus Activities Board, with a maximum of thirty (30) voting members. The voting members shall include a maximum of six (6) officers with a maximum of twenty-four (24) general members. The Secretary of Campus Activities shall possess a tie-breaking vote.
- B. The Campus Activities Board shall be advised by the Assistant Director of Student Activities and Graduate Assistant of Student Activities.
- C. A quorum is required to conduct official business. A quorum shall consist of a simple majority of all voting Campus Activities members.
- D. Officers shall include
 - a. Secretary of Campus Activities
 - b. Deputy Secretary of Campus Activities
 - c. Chair of Advertising
 - d. Chair of Social Media
 - e. Chair of Traditions
 - f. Campus Activities Board Clerk
- E. General board members are appointed to office throughout the year by existing members of the Campus Activities Board.

Section 2. Membership and General Duties

- A. The Campus Activities Bylaws shall determine membership. Membership is defined as the ability to hold the qualifications and duties required for each respective position.
- B. Shall create programming to enhance the social well-being of the undergraduate, matriculated population within the Chapter.
- C. Shall collaborate with other institutional clubs and organizations to create a calendar of events that shall be available for the Student Body.
- D. Shall work closely with VTSU’s Conference and Events and Technology Services departments in scheduling SGA events.

Section 3. Powers of the Campus Activities Board

- A. The Campus Activities Board shall have the right, with the advice and consent of Congress, to establish ad hoc and standing committees to aid in the implementation of Campus Activities.
- B. The Campus Activities Board shall initiate and act upon legislation for the overall wellbeing of the students.

- C. The Campus Activities Board shall act upon proposed legislation of all committees under the jurisdiction of the SGA.
- D. The Campus Activities Board shall provide an opportunity for the Student Body to take part in trips, professional development, and cocurricular activities.

Section 4. Voting Privileges

- A. Each member of the Campus Activities Board including all officers and general members, excluding the Secretary of Campus Activities, shall have one (1) vote.
- B. If there is a need for an emergency or time sensitive vote, the Secretary of Campus Activities has the right to authorize a vote from the Campus Activities Board through an online vote.
 - a. Due to the limited nature of an online vote, the majority needed to pass any motion requiring a simple majority will require a two-thirds ($\frac{2}{3}$) majority vote to pass. Any motion that would ordinarily require a two-thirds ($\frac{2}{3}$) majority vote, must require a three-fourths majority vote ($\frac{3}{4}$) vote to pass.
- C. Proxies
 - a. Other than in an emergency situation, all voting members shall be present at each meeting. If unable to attend, all voting members must provide an announcement of a proxy in their absence at least one week in advance during the scheduled meeting time in written form to the Campus Activities Board Clerk. The proxy must be in attendance during the planned meeting. The Campus Activities Board Clerk will report all known proxies to the entire board at the beginning of the meeting.
 - b. The proxy shall have all of the voting rights and powers of the member they are representing.
 - c. Members shall only request four (4) proxies per academic semester and no further.
 - i. In the case of serious illness or other unexpected circumstances, a member of the Campus Activities Board may appoint an additional proxy with approval from the Secretary of Campus Activities.

Section 5. Deputy Secretary of Campus Activities

- A. Shall report directly to the Secretary of Campus Activities.
- B. Shall become Secretary of Campus Activities upon permanent vacancy in the office of the Secretary of Campus Activities.
- C. Shall perform the duties of Secretary of Campus Activities in the absence or inability of the Secretary of Campus Activities.
- D. Shall assist the Secretary of Campus Activities in all matters.
- E. Shall make sure all performers, event staff, and other external programmers have all assistance they need when meeting them at a previously specified on-campus location.
- F. Shall attend all Campus Activity Board meetings and events, barring any extenuating circumstances.
- G. See full Official Position Description and Position Qualifications within the VTSU SGA bylaws.

Section 6. Chair of Advertising

- A. Shall chair the Campus Activities Board Advertising Committee.

- B. Shall send out emails on a regular basis to the Student Body about the events happening on campus along with isolated emails regarding particular events or event changes.
- C. Shall work with any third party organizations to coordinate emails about the events occurring on campus.
- D. Shall work with the Advertising Committee to create posters and signs that will be hung up around campus to promote events and performers.
- E. Shall communicate with all other chairs to ensure that all correct details are reported when making announcements to the Campus Activities Board.
- F. Shall be allowed to advertise for events through any other medium as seen necessary and deemed appropriate by the VTSU Handbook.
- G. See full Official Position Description and Position Qualifications within the VTSU SGA bylaws.

Section 7. Chair of Social Media

- A. Shall chair the Campus Activities Board Social Media Committee.
- B. Shall update the social media sites related to the Campus Activities Board on a regular basis with information regarding events or delegate this work to a member of the Social Media Committee.
- C. Shall work with the Chair of Advertising to ensure that all advertising is congruent across all online platforms with all on-campus advertisements.
- D. See full Official Position Description and Position Qualifications within the VTSU SGA bylaws.

Section 8. Chair of Traditions

- A. Shall chair the Campus Activities Board Traditions Committee.
- B. Shall assist the Secretary of Campus Activities in leading off-campus trips.
- C. Shall work closely with their Chapter's Assistant Director of Student Activities and the Graduate Assistant of Student Life to contact those needed for specific events and to collect and distribute event prizes.
- D. Shall communicate plans for all trips and ticket sales to the Campus Activities Board.
- E. Shall communicate details about trips and ticket sales to the Chair of Advertising and the Chair of Social Media for Advertising purposes.
- F. Shall run ticket distribution and sale for all events that such a task is needed.
- G. See full Official Position Description and Position Qualifications within the VTSU SGA bylaws.

Section 9. Campus Activities Board Clerk

- A. Shall take and distribute to the Congressional Clerk all necessary correspondence and records of Campus Activity Board events, including meeting minutes.
- B. Shall take attendance at all Campus Activities Board functions including attendance of members at events and event sign-ups.
- C. Shall announce if there are any proxies in attendance at the beginning of each Campus Activities Board meeting.
- D. See full Official Position Description and Position Qualifications within the VTSU SGA bylaws.

Section 10. General Member

- A. Shall serve as the organizing individual(s) who plan and execute campus activities.
- B. Shall serve on one of the three Campus Activities Board committees.

- C. See full Official Position Description and Position Qualifications within the VTSU SGA bylaws.

ARTICLE X. ELECTIONS, REFERENDA, AND VACANCIES

Section 1. Elections

- A. SGA Elections will be conducted annually by an independent Board of Elections created by the SGA Senate.
 - a. Within the first month of their term, the President of the Senate will appoint a student within VTSU to serve as the Chair of the Board of Elections, who will be confirmed by the senate with a two-thirds ($\frac{2}{3}$) majority vote.
 - b. The Board of Elections shall be composed of at least three (3) and shall not exceed five (5) of the system's Chief Justices, at least five (5) elected members of the SGA, and at least five (5) members of the Student Body. The Board of Elections may not exceed twenty-five (25) members, including the Chair, and must include at least one (1) student from every main VTSU Campus.
 - c. No member of the Board of Elections may be on any ballot within the VTSU.
- B. The Board of Elections shall ensure that all elections are conducted fairly.
- C. All SGA elections will be overseen by the Director of Student Activities.
- D. Regular SGA elections will last for one business week and shall be held in the month of April.
 - a. Individuals running for office must be running for an SGA position within their respective campus or modality.
- E. All elections will allow the Student Body to choose between an online or paper voting modality.
- F. The SGA must hold a special election if there are more than five vacant necessary positions open on any SGA Chapter Congress or if there is a petition of 15% of the student body from at least three (3) of the five (5) main VTSU Campuses.
 - a. Special elections must be held within three weeks of vacancy or student petition.
- G. All other election policies must be available within the VTSU SGA bylaws.

Section 2. Referenda

- A. All referenda shall be conducted by the Board of Elections.
- B. The Senate, by a majority vote of two-thirds ($\frac{2}{3}$), may hold a referendum to satisfy any question or issue brought before it.
- C. A student referendum may be called by a petition of 15% of the Student Body from at least three (3) of the five (5) main VTSU Campuses.
 - a. Student petitions must be certified by the Chapter's Congress through a simple majority vote to send the petition to the SGA Senate.

Section 3. Vacancies

- A. Vacancies in office shall be filled for the remainder of the term as described herein. In case of resignation, impeachment, or incapacity, vacancies are to be filled in the following manner.
 - a. Any permanent Presidential vacancy within the SGA Chapters shall be filled by the Executive Vice President, or appointed member in the case that the Executive Vice President wishes not to serve, immediately upon occurrence. The appointed member will be appointed by the Executive Board of Congress.

- b. Any other vacancy within the SGA shall be filled by temporary appointment of the President with a two-thirds ($\frac{2}{3}$) vote of approval from the Congress.
- c. If the nominee is rejected, the confirmation procedures shall be reintroduced as prescribed above.

ARTICLE XI. IMPEACHMENT AND RIGHTS TO REPEAL

Section 1. Impeachments

- A. Any member of the SGA may bring articles of impeachment against an SGA member to their respective Chapter Congress.
 - a. To bring forward articles of impeachment, a petition must exist with signatures from 15% of the Student Body at the same campus as the accused.
- B. Articles of impeachment must then be sent to the Student Court.
 - a. The requirements for an impeachment trial are outlined in Article VII, §3D.
- C. A charge of impeachment must be followed by a vote for removal with a two-thirds ($\frac{2}{3}$) majority vote of the Congress to pass. If Congress does not believe that it is adequate to determine the status of an impeached member of the SGA, then it may hold a special election and allow for the Student Body to determine if the member in question shall retain their position.
 - a. Only in matters of Presidential impeachment is Congress required to hold a special election, should the President request an election be held.

Section 2. Repeal

- A. Any official act of the SGA may be repealed in an referendum initiated by a petition bearing 15% signatures of the Student Body at the same campus as the accused.
 - a. To repeal an act of the Senate, a petition must exist with 15% of the Student Body at a minimum of three (3) of five (5) main VTSU Campuses.
- B. The Board of Elections shall call the election within three weeks of receipt of the petition.
 - a. The Board of Elections shall determine on what campus or campuses a referendum must be held based on the information provided within the petition.
- C. The action shall be repealed by a simple majority of all votes cast in the referendum.

ARTICLE XII. STUDENT CLUBS AND ORGANIZATIONS

Section 1. Rights of Clubs and Organizations

- A. All members of the Student Body shall have a right to establish a club under the SGA that shall be funded in whole or substantial part through the Student Activities Fee.
- B. Clubs shall have the right to form their own governance model to serve the administrative needs of the club.
- C. Clubs shall retain the right to advertise and promote all club functions, including any meetings and events.
 - a. All advertisement and promotion materials must adhere to University policy.
- D. No members of the Student Body shall be barred from membership within any SGA club unless given the express consent of the Chapter Congress.

Section 2. Club Recognition

- A. All clubs must adhere to all SGA and University regulations regarding club recognition and governance.
- B. Clubs must register online through the official SGA Club Recognition Form.
- C. Clubs must develop a constitution that adheres to the requirements outlined in the SGA bylaws and submit constitutions to the SGA clerk.
 - a. Club constitutions must adhere to Chapter specific templates and constitution regulations.
- D. Clubs must keep an updated roster of all active club officers and submit the roster on a regular basis to the SGA official responsible for managing clubs and organizations as well as the campus specific Assistant Director of Student Activities.

ARTICLE XIII. AMENDMENT

- A. Congress initiative amendments
 - a. Amendments to the constitution of the SGA must be approved by a two-thirds ($\frac{2}{3}$) majority vote of all active Congress boards within the SGA.
 - b. A Senate grand trial must approve the constitutionality of any and all amendments to the constitution in a written resolution that must be approved with a simple majority vote of the Senate and collected by the Senate Clerk.
- B. Senate initiative amendments
 - a. Amendments to the constitution must be approved by a unanimous vote of the Senate.
 - b. The Congress must approve the constitutionality of any and all amendments to the constitution and must approve the proposed amendment with a three-fourths ($\frac{3}{4}$) majority vote on at least three of the main VTSU Campuses.
- C. Student initiative amendments
 - a. A petition for amendment, if signed by fifteen (15) percent of the Student Body on a minimum of three (3) of five (5) main VTSU campuses, shall be presented to the Senate.
 - b. The Senate must approve the constitutionality of any and all amendments to the constitution in a written resolution that must be approved with a two-thirds ($\frac{2}{3}$) majority and collected by the Senate Clerk.

ARTICLE XIV. RATIFICATION

- A. This constitution shall become effective on the first business day following its adoption by the Student Body in a referendum.
- B. The voting on this constitution shall be conducted by the Board of Elections.

ARTICLE XV. DISSOLUTION CLAUSE

- A. In the event that the VTSU SGA dissolves, the balance of its total financial and material resources shall be placed in an independent escrow savings account compounding its interest, until such

time as the VTSU SGA is re-established. No other organization shall have access to the VTSU SGA, Student Activities Fee, or any other financial and material resources until such time as the VTSU SGA is re-established.