

**Bridgewater State University**  
The By-Laws of the  
Student Government Association



## **ARTICLE I – THE EXECUTIVE OFFICERS**

### **Section 1. President**

- A. Term: Begins the last Tuesday of the academic year prior to finals. Ends the last Tuesday of the following academic year.
- B. Qualifications: Students must have paid the mandatory Student Support Fee and meet the eligibility requirements as outlined in Massachusetts Law. Students must have served on the Student Government Association for at least one academic year, and must complete a packet of 100 signatures from undergraduate students of Bridgewater State University, created by the Student Government Association Elections Board
  - i. If no students meet this eligibility, students must have served at least one semester on the Student Government Association, and must complete a packet of 100 signatures from undergraduate students of Bridgewater State University, created by the Student Government Association Elections Board.
  - ii. If there are no students with prior experience serving on the Student Government Association, students must complete a packet of 100 signatures from undergraduate students of Bridgewater State University, created by the Student Government Association Elections Board, and provide a professional resume.
    - i. Resume is to be reviewed by the Student Government Elections Board to determine eligibility.
- C. Duties:
  - 1. Serve as the official liaison between the SGA and the University.
  - 2. Serve as public spokesperson of the Student Government Association
  - 3. The SGA President:
    - a. May veto passed resolutions and other actions of the Senate within 48 hours of Senate action. The veto must be publicly posted. A vetoed motion will be brought back to the Senate floor under old business the next Senate meeting, where it can be overridden by a two-thirds vote.
    - b. May sign a motion into action once it has been approved by the Senate. If a passed motion is not signed by the President within 48 hours, it is put into action.
    - c. Has the power to dismiss any of their appointees with two-thirds (2/3) Senate approval.
  - 4. Shall have the right to call emergency meetings of SGA if quorum can be met.
  - 5. Work with the office secretary and bookkeeper
  - 6. Work with work-study employees
  - 7. Respond to all correspondence directed to the Student Government Association.

8. Appoint members to all the SGA Boards, governance, and ad hoc committees appointed for special purposes
9. Appoint a chair of any SGA Board if the corresponding executive board position is vacant.
10. Serve as the Chair of the Executive Board
11. Organize all Student Government Retreats
12. Prepare an End of the Year Report, which will consist of the accomplishments of the SGA, and areas in which the SGA could have improved
13. Serve at least five (5) office hours per week in the SGA office. Three hours must be set and publicly known; the latter hours to be served at the President's discretion

## Section 2. **Vice President**

- A. Term: Begins the last Tuesday of the academic year prior to finals. Ends the last Tuesday of the following academic year.
- B. Qualifications: Students must have paid the mandatory Student Support Fee and meet the eligibility requirements as stated in the Student Handbook
- C. Duties:
  1. Serve as the Chair of the Advocacy Board.
  2. Assist the President with their duties.
  3. Represent the President in case of their absence.
  4. Submit a monthly report consisting of Advocacy Board progress to the President.
  5. Become the SGA President when, and if the office becomes vacant upon death, resignation, or removal from office.
  6. Coordinates all membership development activities of the SGA to include to include retention, training retreats, teambuilding and recognition (e.g. Organize Student Government Awards Banquet).
  7. Serve at least five (5) office hours per week in the SGA office. Three hours must be set and publicly known; the latter hours to be served at the Vice President's discretion.

## Section 3. **Parliamentarian**

- A. Term: Begins the last Tuesday of the academic year prior to finals. Ends the last Tuesday of the following academic year.
- B. Qualifications: Students must have paid the mandatory Student Support Fee and meet the eligibility requirements as stated in the Student Handbook
- C. Duties:
  1. Ensure that Parliamentary Procedure is followed at Senatorial Sessions and other official meetings.
  2. Keep attendance of all Senate meetings.

3. Monitor members, committees and clubs to ensure adherence to SGA Constitution.
4. Assist new clubs in preparing constitutions and advise them on proper procedures for ratification by the Senate.
5. Serve as the Chair of the Policy Board.
6. Submit a monthly report consisting of Policy Board progress to the President
7. Keep attendance of all clubs/organizations and designated club/organizational reports.
8. Enforce the by-laws and constitution of the association.
9. Ensure that the by-laws and constitution are kept up to date and are current, reviewed at least every five (5) years.
10. Ensure that By-laws and Constitution are consistent with one another.
11. Serve at least five (5) office hours per week in the SGA office. Three hours must be set and publicly known; the latter hours to be served at the Parliamentarian's discretion.

#### Section 4. **Executive Secretary**

- A. Term: Begins the last Tuesday of the academic year prior to finals. Ends the last Tuesday of the following academic year.
- B. Qualifications: Students must have paid the mandatory Student Support Fee and meet the eligibility requirements as stated in the Student Handbook.
- C. Duties:
  1. Serve as the Chair of the Public Relations Board.
  2. Keep attendance of office hours by members of the Executive Board and the Senate.
  3. Keep lists of the members on all standing committees and ad hoc committees.
  4. Record and distribute minutes at Executive Board meetings.
  5. Work directly with the office secretary.
  6. Submit a monthly report consisting of Public Relations Board progress to the President.
  7. Market the organization and increase SGA's presence to the University.
  8. Publish SGA content, updates and events onto social media platforms.
  9. Serve at least five (5) office hours per week in the SGA office. Three hours must be set and publicly known; the latter hours to be served at the Secretary's discretion.

#### Section 5. **Senate Chair**

- A. Term: Begins the last Tuesday of the academic year prior to finals. Ends the last Tuesday of the following academic year
- B. Qualifications: Students must have paid the mandatory Student Support Fee and meet the eligibility requirements as stated in the Student Handbook
- C. Duties:
  1. Receive motions for consideration to be put on the agenda for the next Senate meeting. Motions to be on the agenda must be submitted to the Senate Chair by noon

- two (2) academic days prior to the meeting. The motions must be in writing and state who they are submitted and sponsored by.
2. Serve as the Chair of the Elections Board.
  3. Submit a monthly report consisting of Elections Board progress to the President.
  4. Have the agenda prepared and distributed to all members of the Senate by noon the day before the meeting.
  5. Appoint members to Ad Hoc Committees formed during the Senate Session.
  6. Monitor SGA sponsored events in regards to attendance and evaluation of events by SGA Senators and Executive Board.
  7. Promotes SGA Senators and Executive Board to attend SGA planned and SGA sponsored events.
  8. Serve as a liaison between the Executive Board and the Senate.
  9. Serve at least five (5) office hours per week in the SGA office. Three hours must be set and publicly known; the latter hours to be served at the Senate Chair's discretion.

#### **Section 6. Treasurer**

- A. Term: Begins the last Tuesday of the academic year prior to finals. Ends the last Tuesday of the following academic year.
- B. Qualifications: Students must have paid the mandatory Student Support Fee and meet the eligibility requirements as stated in the Student Handbook.
- C. Duties:
  1. Serve as the Chair of the Finance Board.
  2. Responsible for working directly with the accountant.
  3. In charge of holding a workshop each semester on how to fill out purchase orders and on other financial matters.
  4. Submit a monthly report consisting of Finance Board progress to the President.
  5. Assist clubs on financial matters.
  6. Monitor funding of any project or event in which SGA is financially supporting.
  7. Responsible for monitoring club spending and reporting any discrepancies to the President, Finance Board, and Director of Student Involvement and Leadership.
  8. Notify registered clubs and organizations of all financial procedures including official notices of allocation of funds official notice of revocation of funds, and spending guidelines for SGA funds.
  9. Include the current account balance of the Club/Annual Allocation line item as part of the Treasurer Report at the weekly Senate meetings.
  10. Meet with WBIM, PC, and The Comment to discuss their annual budget.
  11. Serve at least five (5) office hours per week in the SGA office. Three hours must be set and publicly known; the later hours to be served at the Treasurer's discretion

#### **Section 7. Student Trustee**

- A. Term: Corresponds with the term set forth by the board of trustees; July 1<sup>st</sup> to June 30<sup>th</sup>.
- B. Qualifications: Students must have paid the mandatory Student Support Fee and meet the eligibility requirements as outlined in Massachusetts Law. Students must complete a packet of 100 signatures from undergraduate students of Bridgewater State University, created by the Student Government Association Elections Board, and provide a professional resume.
  - a. Resume is to be reviewed by the Student Government Elections Board to determine eligibility.
- C. Duties
  - 1. Serve as an official liaison between the Board of Trustees and SGA.
  - 2. Must attend E-Board meetings immediately following a Board and/or Committee meeting. All others are optional but encouraged.
  - 3. Must attend Senate meetings the week after a Board and/or Committee meeting. All others are optional but encouraged.
  - 4. Submit a monthly report consisting of Board of Trustees progress to the President.
  - 5. Submit a committee report to the Vice President following each Board of Trustee meeting and committee meeting.
  - 6. Sit on University Committees as needed.
  - 7. Serve at least five (5) office hours per week in the SGA office. Three hours must be set publicly known; the latter hours to be served at the Student Trustee's discretion.

## **ARTICLE II- THE SENATE**

### **Section 1.**

- A. Term: Begins the last Tuesday of the academic year prior to finals. Ends at the same date the following academic year.
- B. Qualifications: Students must have paid the mandatory Student Support Fee and meet the eligibility requirements as stated in the Student Handbook. In addition, students must be a part of the constituency they represent. If a student is no longer a part of the constituency they once represented, they must either resign or be reappointed.
- C. Duties:
  - 1. Uphold the Constitution.
  - 2. Must comply with attendance policy set by SGA as stated in Article VII of By-Laws or face disciplinary action as detailed in Article XVI of the Constitution.
  - 3. Serve on at least one of the SGA boards listed under Article III.
  - 4. Serve at least three (3) office hours per week in either the SGA office or an area related to the senator's constituency. Two hours must be set and publicly known; the

third hour to be served at the senator's discretion. All hours dedicated to SGA-hosted events and committee meetings will count towards the public office hour requirement.

5. Attend every event hosted by SGA.
6. Must provide, maintain and update reliable contact information with the Student Government Association Executive Secretary.
7. Shall be appointed to at least one (1) of the governance committees by the SGA President. Residents-at-Large and Commuters-at-Large are required to serve on the Residence Hall Association or the Commuter Advisory Board respectively, if active. Senators are required to report on their governance committee meetings at the following SGA meeting.
8. Senators should be actively speaking and connecting with their respective constituency.

D. Powers:

1. Receive and act upon recommendations of all the SGA Boards, governance, and ad hoc committees appointed for special purposes.
2. Do what is necessary to further the purpose of the association.
3. Establish such special committees as it may see fit.
4. Upon being presented with a written petition signed by two-thirds (2/3) of the standing membership of the Senate or ten (10) percent of the student body, the President of the SGA must call a meeting of the Senate. The petition must state a reason, the date and time of the meeting, and must be presented to the President at least 24 hours previous to the stated time.

E. Voting:

1. Have the capability to approve a motion brought before the Senate with a majority vote, defined as 50% plus 1 of voting senators except for the following, which require a two-thirds (2/3) vote:
  - a. Motions that amend any part of the constitution, by-laws, rules of order previously adopted.
  - b. Motions that amend or rescind an order of business of a resolution previously adopted without notice being given at a previous meeting or in the call for the meeting
  - c. Motions that take up a question out of its Proper Order
  - d. Motions that suspend the rules
  - e. Motions that limit question or debate
  - f. Motions to review a previous question
  - g. Motions that extend the time appointed for Adjournment or for Taking a Recess, and motions that Expel from Membership.
  - h. Abstaining members of the senate are not to be counted.
  - i. In the event of a tie, the Senate Chair gets the deciding vote
  - j. The President reserves the right to veto any passed motion.
2. Having the capability to approve a resolution brought before the senate with a majority vote, defined at 50% plus 1 of voting senators. Abstaining members of the

- senate are not to be counted. Resolutions are then to be sent to the President for their approval. The President reserves the right to veto any resolution.
3. Have the capability to override the President's veto within two regularly scheduled Senate meetings by a 2/3 vote of the standing membership of the senate.
  4. Have the capability to revoke the funds of any such organization by 2/3 vote of the standing membership of the senate.

## **ARTICLE III - BOARDS**

### **Section 1. The Finance Board**

- A. Mission: The Finance Board shall fairly monitor the funds of SGA sponsored organizations, accept and act on written requests for the allocation of funds, and make recommendations to the Senate and Executive Board as necessary.
  1. Membership: Shall consist of at least 20% of elected members of the Senate, appointed to the Board by the SGA President. The President's appointments can be overridden by a two-thirds (2/3) vote of the Senate.
  2. The SGA Treasurer shall act as Chair of the Finance Board.
  3. A Secretary shall be appointed from the membership of the Board to record and file minutes with the SGA secretary.
- B. Responsibilities:
  1. All motions that come before the Senate regarding the allocation of funds must first be tabled to the Finance Board.
  2. To initiate and monitor the budgetary procedure detailed in the SGA By-Laws, Article VIII.
  3. To ensure that the campus and community benefit from the allocation of funds, and that the use of all SGA funds is consistent with the Mission Statement.
  4. To ensure that the SGA funding of organizations are consistent with the Mission Statement of the SGA and the organizations.
  5. Shall regularly monitor the allocations of all SGA-funded organizations to ensure proper use of funds.
  6. Shall receive in writing all requests for the allocation of funds and make recommendations to the Senate as necessary.
  7. Will meet via email during the Summer in order to address events that may occur within the first six weeks of the academic year. These events will not require a senate vote, and only require a majority vote in favor from the members of Finance Board.
  8. Generate a funding agreement to be signed by all organizations before allocating funds. This agreement will be generated for the following year.
  9. If a senate meeting is cancelled, the finance board shall have the authority to meet and approve a funding request, only if the cancellation of the senate meeting will cause the event to miss University deadlines.



## Section 2.     **The Policy Board**

- A. Mission: The Policy Board shall address all motions that involve alterations in the SGA constitution and its by-laws, all motions affecting the relationship between the student body and the University, all motions involving joint ventures between the student body and the administration, and any motions that come before it.
- B. Membership:
  - 1. Shall consist of at least 20% of elected members of the Senate, appointed to the Board by the SGA President. The President's appointments may be overridden by a two-thirds (2/3) vote of the Senate.
  - 2. The SGA Parliamentarian shall act as Chair of the Policy Board.
  - 3. A Secretary shall be appointed from the membership of the Board to record and file minutes with the SGA secretary.
- C. Responsibilities:
  - 1. All main motions that come before the Senate regarding SGA policy, including but not limited to Senate resolutions, must first be tabled, referred or submitted to the Policy Board via an official communication.
  - 2. To act on all motions that come before it in a timely and expedient manner, and make recommendations to the Senate. Policy Board will make a recommendation within two weeks, if not the motion shall be discharged to the senate.
  - 3. For all items brought before it, the Policy Board shall hold in regard the formatting and constitutional alignment of an item and make recommendations to the Senate based solely on those criteria
  - 4. The Senate may bypass the Policy Board and vote on a motion with a 2/3 vote.
- D. Resolutions
  - 1. Any current senator can write a resolution to be proposed in the senate. The resolution should be submitted to the Policy Board for review before going to the senate. Once the resolution is submitted as a motion to the senate, it must be voted on and pass by a simple majority

## Section 3.     **The Executive Board**

- A. Mission: To ensure effective communication between the officers of SGA, to update the officers on the progress of the other Boards, to review such motions that come before it and make recommendations to the Senate.
- B. Membership:
  - 1. Shall consist of the Executive Offices of the SGA as defined in Article V of the SGA constitution.
  - 2. The SGA President shall act as the Chair of the Executive Board.
  - 3. The Executive Secretary shall record and file minutes with the SGA Secretary
- C. Responsibilities:
  - 1. Shall meet weekly to act on motions that come before it.

2. Shall ensure that all meeting times are posted publicly, and that all meetings are open to the student body of the University.
3. To oversee the spending of the line items from the Executive Budget, assigned, ensuring accordance with the SGA Constitution

#### Section 4.     **Elections Board**

- A. Mission: To promote and monitor all SGA held elections in accordance with the rules and to ensure fair and equal consideration and treatment of all candidates.
- B. Membership:
  1. Shall consist of at least 20% of elected members of the Senate, appointed to the Board by the SGA President. The President's appointments may be overridden by a two-thirds (2/3) vote of the Senate
  2. The Senate Chairperson shall act as the Chair of the Elections Board.
  3. A Secretary shall be appointed from the membership of the Board to record and file minutes with the SGA secretary.
- C. Responsibilities:
  1. To initiate the elections processes stated in Article V of the SGA by-laws.
  2. To ensure that all candidates understand the rules of the elections processes, and abide by those rules.
  3. All motions that come before the Senate calling for referenda to go before the student body must first be tabled to the Elections Board, which shall act expediently to ensure proper wording of the referenda, and make recommendations to the Senate.
  4. To act on any motions that shall come before it and make recommendations to the Senate as necessary.
  5. Oversee all elections whether general or special.
  6. Organize all elections including ballots, voting, counting and promotion.
  7. Organize meetings to discuss rules and regulations of campaign.
  8. Responsible for all advertising of positions and election dates through all campus media.
  9. Responsible for increasing voter turnout based on year over year figures.
  10. After the semester elections, Elections Board shall become responsible for filling remaining Senate seats by making recommendations to the President.

#### Section 5.     **Public Relations Board**

- A. Mission: To ensure cooperation between and effective management of all student-run campus media organizations, to ensure that all allocated funds are properly managed, and to promote and publicize the Student Government Association and all of its activities, excluding public relation responsibilities entrusted to other boards.

- B. Membership:
  - 1. Shall consist of at least 20% of elected members of the Senate, appointed by the SGA President. The President's appointments can be overridden by a two-thirds (2/3) vote of the Senate.
  - 2. The Executive Secretary shall serve as the Chair to the Public Relations Board with a Co-Chair from the Center for Student Engagement as agenda may dictate.
  - 3. A secretary shall be appointed from the membership of the Board to record and file minutes with the SGA secretary.
- C. Responsibilities
  - 1. To serve as the liaison between SGA and the different student-operated media organizations on campus.
  - 2. To consider the allocations of funds to all student-operated media organizations.
  - 3. To work in collaboration with the student run media organizations to promote the Student Government Association.
  - 4. To delegate all SGA's public relations, including outreach to students, faculty, and staff.

## Section 6. **Advocacy Board**

- A. Mission: To actively seek, identify and address issues deemed important by the students that require attention.
- B. Membership:
  - 1. Shall consist of at least 40% of elected members of the Senate appointed to the Board by the SGA President. The President's appointments may be overridden by a two-thirds (2/3) vote of the Senate.
  - 2. The SGA Vice-President shall serve as Chair of the Advocacy Board.
  - 3. A secretary will be appointed from the membership of the Board to record and file minutes with SGA Executive Secretary.
- C. Responsibilities:
  - 1. Plan, execute and promote SGA events focused on bringing awareness to students on current educational, social, environmental, or diversity issues happening in our community/culture.
  - 2. The Advocacy Board will review all SGA committee reports to see where improvements and focus points can be made to the pertaining committee.

## Section 7. **Judiciary Committee**

- A. Mission: In the event that there are complaints of misconduct of any member or board within the SGA body, the both parties must come before a judiciary committee to state their claims.

- B. Membership:
  1. Shall consist of at least 20% of elected members of the Senate, appointed to the Committee by the executive board collectively. The appointments can be overridden by a two-thirds (2/3) vote of the Senate.
  2. A chairperson will be appointed from the membership of the Judiciary Committee by a two-thirds (2/3) majority vote.
  3. A Secretary shall be appointed from the membership of the Committee to record and file minutes with the SGA secretary.
  4. No member of the Executive Committee may serve on the Judiciary Committee.
  5. Non-SGA members can be appointed to the committee.
  6. A faculty/staff member must be appointed as the advisor for the Judiciary Committee
- C. Responsibilities:
  1. Investigate all complaints of misconduct regarding any standing member that it receives from any standing Member of the SGA.
  2. Upon its full investigation of a complaint of misconduct, present its report to the SGA senate along with its recommendations, which may include a recommendation to implement impeachment procedures in accordance with Article XVI.
  3. Assume such other duties as the SGA may, from time to time, direct.

## **Section 8: University Committees**

- A. Mission: to establish student participation and contribution to the university committees and a system of accountability to ensure that student concerns are being addressed at those committees and feedback is noted and relayed to the senate in a timely, accurate, and consistent manner.
- B. Membership: shall consist of a specific number of students requested by each committee and appointed by the Student Government Association President, as well as any additional students who wish to attend.
- C. Responsibilities
  1. Members assigned to each specific committee will come up with an agenda of items to address at the next committee meeting.
  2. The agenda will be presented to, discussed, and edited by the Senate during Committee Reports. The adopted agenda will be brought in hand to the next committee meeting by a student assigned to that committee.
  3. A representative from each committee shall deliver a brief report at the next senate meeting on what was discussed at the committee meeting and the how the items on the SGA agenda for that committee, if any, were received by the committee.

## **ARTICLE IV - PROCEDURE FOR ORDERING MEETING**

## Section 1. **Procedure/Guidelines**

- A. Call to Order
- B. Roll Call
- C. Approve Agenda
- D. Approve Minutes of Past Meeting
- E. Invited Speaker
  - a. Suspend Robert's Rules
  - b. Discussion
  - c. Reinstate Robert's Rules
- F. Club/Organization Reports
- G. Executive Reports
  - a. Treasurer
  - b. Executive Secretary
  - c. Vice President
  - d. President
  - e. Senate Chairperson
  - f. Parliamentarian
  - g. Student Trustee
- H. Board Reports
  - a. Public Relations
  - b. Advocacy
  - c. Elections
  - d. Finance
  - e. Policy
  - f. Executive
- I. Appointments
- J. Committee Reports
- K. Old Business
- L. New Business
- M. Announcements
- N. Close meeting

## Section 2. **Procedure for Electing a Senate Chairperson**

- A. The Executive Secretary shall make a list of all current members and eligible voting members.
- B. The election of the new Senate Chairperson will be scheduled for New Business during the next to last meeting with the appointment occurring during the last meeting of the semester.
- C. The current senate chairperson will preside over this meeting until the new senate chairperson is sworn in. The current senate chairperson will then explain the duties of the chairperson's position.

- D. The Parliamentarian will then open the floor to nominations which must be seconded.
- E. Members, including the current Executive Board will vote by secret ballot which will be collected by the SGA Treasurer and Vice-President. Votes will be counted by the President and Executive Secretary in the presence of the Parliamentarian. The Parliamentarian will announce the winner with a vote count.
- F. To be elected chair a member will need to have served on senate during the previous year(s) and have the support of half the Senate plus one at a meeting where at least three-fourths (3/4) of the voting Senate is present. Should there be no eligible senators to take the position of senate chair the senate can have a two-thirds (2/3) majority vote to elect a senator for the following year to be elected. If there are more than two (2) people running and no candidate gets a majority of votes, the person with the lowest vote total will be dropped from the nomination list. If two are tied at the bottom of the list both can be dropped as long as that leaves at least two (2) candidates.
- G. Should no winner be declared after four (4) ballots the Senate will go into an automatic five (5) minute recess and resume with the candidates being allowed to address the Senate again in the same order as before. Voting will continue until a chairperson is elected or until the end of the ninth (9th) ballot at which time the matter will be postponed until the next scheduled Senate meeting.
- H. Once the current senate chairperson announces a winner the member must be present to accept the election; or to reject the election and start the process over. A member does not have to be on the nomination list to be elected, but must accept the election to be chairperson.

## **ARTICLE V- ELECTIONS**

### **Section 1. Procedures/Guidelines**

- A. Each candidate running for a position in Student Government must complete an online form.
- B. The online form will be available and due on dates decided by the Elections Board.
- C. Previously impeached or removed candidates must first come before the Senate where a secret ballot will be conducted which would decide if the candidate is eligible to be elected to the organization. The candidate must be allowed to present evidence for reinstatement. A two-thirds (2/3) vote would be required for the candidate to be considered eligible.
- D. Available positions are: SGA Executive Board, and SGA Senate.
- E. Primaries, if necessary, are held one week prior to elections. Primaries will be held only if there are more than two (2) candidates running for a position and all candidates agree.
- F. Elections for Executive Board and Senate will run concurrently and will be mutually exclusive; they will be held online and available for all students.
- G. No one may solicit votes for candidates in the elections area.
- H. Anyone may run for election, consistent with the Affirmative Action Policy of the SGA as stated in the Constitution.

- l. Any candidate who violates any of the above procedures can be dismissed from the race at the discretion of the Elections Board

## **Section 2. Write-In Campaign Procedures**

- A. Senate write-in candidates must receive a minimum 20% of the ballots cast write-in votes to fill an uncontested position. In the event of a contested race, the write-in candidate must receive more votes than the candidate on the ballot.
- B. In the event of a contested race in which multiple seats are available, the write-in candidate must still receive the minimum number of votes plus enough votes to beat their opponent. In the event of a race where all seats are contested, the write-in candidate must beat the candidate with the least number of votes to win the position.
- C. To be able to be written in for the president position, the candidate must meet the qualifications outlined in Article 1, Section 1 in the By-Laws, along with receiving a minimum of 100 write-in votes. If the presidential election is contested, the write-in candidate must receive a minimum of 100 write-in votes, along with more votes than the other candidate on the ballot.
- D. All positions with the exception of Student Trustee are able to be won through a write-in campaign. Student Trustee candidates must go through the process outlined in Article 1, Section 7 in the By-Laws to be elected.
- E. The write-in candidate must receive a greater number of votes than the candidate on the ballot to successfully win the seat while still having attained the minimum number of votes required by write-in candidates as described in sections A. and C.
- F. In the event of a tie, the candidate on the ballot will have been considered the winner unless multiple seats are available for the position and the write in candidate has attained the minimum votes required.

## **Section 3. Election Rules**

1. All candidates must meet eligibility requirements for SGA positions as outlined in the SGA Constitution.
2. Candidates are responsible for assuring the accuracy of all signatures they receive on candidate forms. All signatures must be obtained from BSU undergraduate students to be considered eligible signatures. All signatures will be reviewed for eligibility and candidates will be disqualified if signatures are determined to be invalid. Extra signatures are strongly recommended.
3. No candidates or supporters may actively campaign within designated polling areas.
4. Posters, handbills, advertising, etc. may not be posted or distributed near any public computer space or academic space. Polling areas include any designated polling computer. No posters should be hung near polling areas. All posters, handbills, etc. may be placed in areas the building allows under the building guidelines. All university posting policy guidelines are to be followed as stated in the BSU Handbook: Policy on Time, Place, and Manner of Free Expression, III. General Provisions, B. Distribution of Written Materials. To read the posting policy please go to: [www.bridgew.edu/Handbook/PoliciesProcedures/FreeExpression.cfm](http://www.bridgew.edu/Handbook/PoliciesProcedures/FreeExpression.cfm) Otherwise, poster size is unlimited.
5. Candidates or their supporters will not impede the progress of persons who wish to walk through the polling area. No slips of paper or novelties of any size may be handed to potential voters passing through the polling area. This includes slips of paper attached to other items. No

posters, flyers, slips of paper, may be hung at the express stations, in the computer labs or library.

6. Candidates or their supporters may not solicit votes in any designated polling or election areas (i.e. anyone sitting at or near a designated election/polling area or public access computer). All activities and interactions in residence halls must comply with policies set by Residence Life and Housing.

7. Candidates will not solicit votes from any BSU student who is using a cell phone, laptop, or any other mobile device, regardless of location within or outside of designated polling areas. BSU students can utilize their mobile device for voting, but will not be forced, pressured, or hassled by candidates, in any way, to do so.

8. Any candidate found removing, defacing, or destroying any other candidates' election materials will be disqualified, pending an appeal to the Elections Board.

9. Candidates are responsible for informing supporters of these rules and will be held accountable for violations of these rules by supporters.

10. Names on the ballot will be listed as follows: a. Incumbents, listed in alphabetical order, and b. all other candidates in alphabetical order.

11. Election results will be posted on the SGA Organization page and bulletin board within 24 hours after elections end. Candidates have two academic days after posting of results to request, in writing, a recount of votes. Request must be given to the Elections Board Chair.

12. Advertising begins March \_\_, 20\_\_ at 8 AM.

13. In the case of a primary election advertising can begin 8 hours after notification by email from the SGA Senate Chairsperson.

## **ARTICLE VI- STUDENT CLUB/ORGANIZATIONS**

### **Section 1. Recognition**

- A. There shall be two classes of Recognition classification: Open Membership and Restricted Membership.
- B. All SGA Recognized Club/Organizations must meet the following requirements:
  - 1. Club/Organizations (hereafter organizations) must first obtain and keep in good standing recognition from the Center for Student Engagement.
  - 2. The Organization's Constitution must not be in conflict with the SGA Constitution.
  - 3. The organization must perform an educational, social, or academic service for the students of Bridgewater State University.
- C. The requirements to be considered an Open Membership Club/Organization are:
  - 1. The Organization's membership must be open to all members of the study body who have paid the mandatory Student Support Fee.
  - 2. The organization must be a non-profit organization.
  - 3. The organization's officers shall be elected by the entire membership of the organization.
  - 4. The organization shall not have a membership fee for its participants.
  - 5. The organization's general meetings must be open to all members of the student body.



- D. All clubs/organizations not meeting the requirements for Open Membership shall be considered a Restricted Membership Club/Organization.

## Section 2.     **Recognition Procedure**

- A. The organization's constitution must be submitted to the Parliamentarian along with the organization's executive board contact information after the constitution is adopted and approved by the organization.
- B. In order for a constitution to be approved, the constitution must first be submitted to the Policy Board for approval, then to the full senate in the form of a motion. The organization must be represented by either an organization member or a Senator during the Senate meeting it is on the agenda for. Should the organization not be represented, the motion to approve the Constitution will be tabled until the next meeting. The constitution must adhere to Section 3, Guidelines for Organization Constitutions as determined by the Policy Board.

## Section 3.     **Guideline for Organization Constitutions**

- A. All Organizations must meet these minimum requirements:
  - 1. The constitution must state the name and purpose of the club and how the club provides an academic, social or educational service to the students of Bridgewater State University.
  - 2. Constitutions must list the officers of the club and their duties. (list the officer positions and their duties).
  - 3. A provision must be made for the amendment of the club constitution.
  - 4. Constitution must contain at the end the vote count of approval and the member submitting the constitution. (must contain the vote count of approval and club member submitting the constitution at the end of the document)
  - 5. Elections: The constitution must state that elections shall be held at least three (3) weeks prior to the end of the academic year. Only members of the organization may vote on elections. Elections for officers shall be held in accordance with SGA regulations concerning club elections as promulgated by the Policy Board.
    - a. After each election, the organization must update its executive board contact information with SGA (must update their roster on the involvement network)
  - 6. A provision must be made for removing members who do not follow the standards of behavior.
- A. Open Membership Organization's Constitutions must meet the following additional criteria:
  - 1. Membership in the club must be open to all students of Bridgewater State University. To hold an officer position the candidate must be a full-time student of BSU, in good academic standing and have paid the Student Support Fee.

2. All members of the student body shall be eligible to run in an election. (might not be necessary).
  3. Some provision must be made for the removal of officers who fail to fulfill their responsibilities. An orderly process must be arranged for such removal of officers. (double of A.6).
  4. A provision must be made for removing members who do not follow the standards of behavior as outlined in the BSU Student Code of Conduct. Organizations are free to apply additional behavioral requirements, but such requirements shall be subject to strict scrutiny. Requirements deemed to be too restrictive by the Policy Board shall be cause for recognition refusal.
- B. Any changes to organization constitutions must be submitted to the Parliamentarian to be reapproved.

#### **Section 4. RSO Budget Process Policies**

- A. Allocation Factors:
1. The strength of the proposal outlining the educational, social, cultural or recreational value of the program to the organization and student body.
  2. Anticipated level of BSU student participation in the program.
  3. The number and variety of the proposals received each funding cycle, in comparison to the funds available.
  4. Other sources of funding for the event in question, such as fundraised or co-sponsor contributions.
  5. The documented appropriate use of SGA funding in an organization's past programming experiences.
  6. The degree of club compliance to SGA requirements such as SGA funding agreements and CSE requirements.
  7. Any additional criteria established by the SGA, which will maximize the use of the Student Support Fee for the students of BSU.
  8. Any organization looking to allocate funds must sign and adhere to the funding agreement generated by Finance Board.
- B. Allocation Process
1. Recognized Student Organization submits a budget request for no more than 8% of the total RSO Event Allocation budget line, at least 35 days prior to the date of the event.
  2. Budget requests are reviewed by the Finance Board. Budget requests totaling \$3,000.00 or less will be decided by Finance Board.
  3. Any requests totaling \$3,000.01 or more, are sent to Senate for a final vote and a representative from the RSO must attend the senate meeting.
  4. The RSO Officer who submitted the request will be contacted by the Treasurer with the status of their request.
- C. Budget Line Items that will be considered for funding include, but are not limited to:

1. Programs or activities that are a direct benefit to the student body, and are consistent with the mission of the organization requesting the funding.
  2. Honoraria speaker or performer fees consistent with the magnitude of the performer.
  3. Food and beverage necessary to the success of an event.
  4. Equipment, books or other materials for use in programming which have secure permanent storage on campus.
  5. Disposable materials directly necessary to the function of the event, such as invitations.
  6. Disc-jockeys (maximum coverage of \$400.00 per event).
  7. Publicity to promote and ensure student knowledge about the event (Must be stamped or included the words "SGA Funded").
  8. Clothing necessary for the management of the event (Limit \$100 per year; must include the words "SGA Funded").
  9. Promotional items, not to exceed \$5/piece, intended to be distributed at events for the student body.
- D. The SGA will not fund the following at all:
1. Events with admission charges for BSU students.
  2. Events to which all students do not have equal opportunity to attend.
  3. Off-campus events of any kind, including but not limited to conferences and travel, except through the process established through co-curricular grants.
  4. Food for general organization meetings (non-major event gatherings).
  5. Alcohol or any activities which involves the service of alcohol.
  6. Gifts or, Prizes
  7. Favors that are not generally available to event attendees
  8. Fundraising projects and/or fundraising materials of any kind.
  9. Charitable contributions.
  10. Dues for national or regional organizations.
  11. Payments to students for services rendered in support of their organization with the exception of approved performance contracts.
  12. Honoraria for BSU University faculty or staff.
  13. Events which support a candidate for political office.
  14. Events with a primary focus of recruitment.
  15. Any other expense that violates federal, state, or local law, the policies of the University or the SGA.

## Section 5.     **Use of Funds**

- A. Any violation of the use of funding shall be considered grounds for revocation of recognition and possible referral to the University judicial process.
- B. All advertisements must include the terminology "SGA Funded". This includes flyers, print ads, video and all other forms of advertisement.
- C. Any money allocated for an event that is left over must be reverted back to the SGA.

## **Section 6.      Disciplinary Measures**

- A. Should an organization be found to have violated SGA or CSE funding regulations, there shall be a hold placed on additional funding requests for one (1) month and the organization will receive a strike.
- B. An organization may appeal to the Policy Board for a review, and should the Policy Board find that there are sufficient grounds, permit the Appeal to be presented before the Senate at the next meeting.
- C. Should the appeal be granted, the sanction will be lifted and it will not be considered a strike.
- D. If an organization has achieved three strikes in an academic year, the organization shall not be granted any additional funding until the next academic year.
- E. Strikes shall reset to zero after the organization's newly elected officials take office

## **Section 7.      Termination of Organization Recognition**

- A. Organization failure to adhere to University policy is grounds for immediate revocation of recognition.
- B. The constitution of the organization must have been approved by the Senate within the last five (5) years.
- C. An organization must remain recognized with the Center for Student Engagement.
- D. An organization must remain active, as defined by the Center for Student Engagement.

## **ARTICLE VII- SENATE CONDUCT POLICY**

### **Section 1.      Conduct**

- A. The Student Government Association is committed to academic excellence, a passion for public service, personal integrity, and a respect and abidance to the Law, among other values. Therefore, every member of the Senate and the Executive Cabinet is expected to uphold the Bridgewater State University Student Code of Conduct and abide by all state and federal laws. This, along with an understanding of the responsibility of this office and its expectations, constitute standards that are expected to be upheld during a member's term of office.
- B. Every member of the Senate and the Executive Cabinet is allowed no more than three (3) absences per semester and no more than five (5) total absences during the course of the session of the Student Government Association. Severe medical problems, bereavement, religious reasons, class-related conflicts, and technical difficulties should be sent to the Parliamentarian, whose discretion shall be used in issuing a reprieve.
- C. Senators must attend all Board and committee meetings. Absence from Board meetings shall be excused with twenty-four (24) hour advance notification of the Chair. Continued absence or non-participation in a board should be reported by the chair to the Parliamentarian and President. Absence to Committee meetings shall be excused with

notification of the SGA President twenty-four (24) hours in advance. Absences from committee or board meetings shall count as one half of one absence.

- D. At regular senate meetings proper attire is required by all senators and Executive Board members. Proper attire is considered business casual wear. Dress that is considered inappropriate consists of sweatshirts, mid-drift shirts, sweat/flannel pants, sneakers, jeans, hats, flip flops, ripped clothing, revealing or immodest clothing, or clothing with obscene or offensive material. Failure to comply with the above dress code at a Senate meeting will be considered in violation of this policy. The member shall be removed from the meeting at the Senate Chair's discretion. The Senator or Executive Board must be notified of this decision.
- E. Any member of the Student Government Association who is resigning from the position held must submit a hard copy or electronic copy of a formal letter of resignation to the President and the Parliamentarian of the Student Government Association or be placed in the President's mailbox. The resignation of the member will be publicly announced at the next Student Government Association meeting.

## **Section 2. Enforcement**

- A. If a Senator or Executive Cabinet member is found to be in violation of Article VII Section 1, A-D, they are subjected to being referred to the Judiciary Committee as outlined in Article III, Section 7 of the bylaws, or an impeachment hearing as outlined in Article XVI section 3 of the constitution.

## **Section 3. Additional Duties**

- A. At least three (3) members of the SGA, other than the Student Trustee, are required to attend the Board of Trustees meetings, whose meeting times shall be posted at least one week in advance within the SGA office.
- B. Senators that attended the Board of Trustees meetings will give a brief explanation on the matters discussed during the meeting.

# **Article VIII Budget Process**

## **Section 1. Executive Budget**

- A. The SGA shall allocate spending of the mandatory Student Support Fee each spring for the following academic year. This allocation shall be named the SGA Executive Budget (hereafter, budget) and must include the following line items: Lecture Series and Club/Organizations Annual Allocations and the following Sections: Executive Jurisdiction, Senate Jurisdiction, and Annually Assigned Appropriations. All line items in the budget must fall into one of these sections. Club/Organizations Annual Allocations must fall into the Senate Jurisdiction Section
- B. No later than the end of the final week of March, the Finance Board shall propose a recommended budget to the Executive Board.

- C. No later than one (1) week after B occurs, a joint session of the Finance Board and Executive Board shall be held. This joint session shall be chaired by the President. For the purpose of this joint session, the Treasurer shall be considered a member of the Executive Board. During this joint session, each line item of the budget shall be reviewed and voted upon. All line items must be approved by a majority of the membership of each board, respectively. Any amendments to any line item or any line item added or deleted during this session must be approved by two-thirds (2/3) of the membership of each board, respectively. Upon the completion of voting on each line item and the absence of any further amendments, the entire budget shall be voted upon as whole. Upon a majority vote of the membership of the joint session, this budget shall be considered recommended to the Senate for final approval by means of a Senate motion submitted by the President and sponsored by the Secretary of the Finance Board. The Secretary of the Finance Board shall forfeit his right to withdraw this motion at the Senate meeting where the budget is considered. Senators must be notified of the recommended budget no later than forty-eight (48) hours prior the Senate meeting in which the budget shall be heard.
- D. At the earliest scheduled Senate meeting where all provisions of C can be met, the Senate shall consider the budget as recommended by the joint session of the Finance Board and Executive Board. The Treasurer shall speak first during consideration of this motion and introduce the recommended budget to the Senate. The Senate shall consider and vote upon this budget in its entirety. No amendments to this budget shall be accepted during this time. Upon the approval of two-thirds (2/3) of the voting membership of the Senate, the budget shall be considered approved. In the event that a two-thirds (2/3) majority vote is not obtained, the budget shall be referred back to the joint Finance Board and Executive Board following discussion, and recommended to the Senate for final approval at the next scheduled senate meeting.
- E. At the time the Senate first considers the vote upon this budget for the second time, it will consider it in its entirety. No amendments to this budget shall be accepted during this time. Upon the approval of two-thirds (2/3) of the voting membership of the Senate, the budget shall be considered approved. In the event that a two-thirds (2/3) majority vote is not obtained, the budget shall be broken open on the floor and each line item shall be voted upon separately. At this time amendment to the budget shall be considered appropriate and must be approved by a majority of the voting membership of the Senate to be considered approved. All line items (as amended, if applicable) must be approved by two-thirds of the voting membership of the Senate. Shall any line item fail to receive the required vote, said line item shall be considered removed from the budget. Upon the completion of voting on each line item and the absence of any further amendments, the entire budget (as amended, if applicable) shall be voted upon as a whole. Any motion to call the question (or end debate) upon the entire budget before the consideration of each existing line item shall be considered out of order. Upon a majority vote of the voting membership of the Senate, this budget shall be considered approved for the following academic year.

- F. Subsequent to the budget approved under D, any transfer of funds between existing line items within the budget shall require the approval of the Finance Board and the approval of two-thirds (2/3) of the voting membership of the Senate.
- G. Any modification/reallocation of funds during a session of the SGA will be brought to a vote before the Senate.

## Section 2. **SGA Funding Request System**

- A. All funds contained within Club/Organizations Annual Allocations of the SGA Executive Budget shall be allocated under the SGA Event Funding Request System (hereafter, the system).
- B. Request made under the system shall be accepted at any time during the semester for any appropriate event occurring within the current academic year subject to deadlines set under the guidelines prescribed in F.
- C. The SGA shall allow requests under the system for events occurring during a prescribed time period at the beginning of the following academic year, set by the Treasurer, during the month of April. In the event the SGA Executive Budget described under Section 1 has not received final approval, the Finance Board may conditionally approve such requests. These requests shall be submitted to the Senate for final approval upon approval of the SGA Executive Budget. Any requests not subject to Senate approval, as described in E, must be approved again by the Finance Board to be considered approved.
- D. All requests submitted under the system shall be heard first by the Finance Board at a publicly held meeting. All club/organizations must be notified by the Treasurer of the date, time, and location of the hearing of all submitted requests no later than twenty-four (24) hours before said hearing. A representative of the requesting clubs/organization must be provided the opportunity to speak at said hearing providing proper notice and attendance by the club/organization.
- E. Upon conclusion of the hearing of any request, the Finance Board shall vote on said request. The Finance Board may amend the amount of any request or any item within a request provided a majority vote of the members of the Finance Board without the consent of the requesting club. Upon a majority vote of the membership of the Finance Board the request (as amended, if applicable) shall be considered approved by the Finance Board. Any request requiring \$3,000.01 or less in SGA funding approved by the Finance Board shall be considered approved and funds shall be released into the requesting club/organization's primary (#1) account. Any request requiring more than \$3,000.01 of SGA funding approved by the Finance Board shall be placed on the agenda of the next possible meeting of the Senate, subject to motion submission deadlines prescribed by the Senate, as a Senate motion. Said motion shall be submitted by the Treasurer and sponsored by a senator serving on the Finance Board who voted in the affirmative on the request.
- F. All motions submitted to the Senate under the system shall be subject to the standing rules of the Senate. The Senate Chairperson shall recognize the sponsor of any motion submitted under the system first during debate. Upon approval of the motion by the

Senate, all approved funds shall be released into the requesting club/organization's primary (#1) account. Per standing rules of the Senate, all decisions of the Finance Board, including denials, under the system may be overturned by the Senate through the motion process.

- G. The Treasurer, in conjunction with the Finance Board, shall construct and publish guidelines to assist in the administering of the system. These guidelines shall be subject to the review of the Senate and may include such information as clarification of appropriate funding criteria, means of submitting requests, appropriate deadline, and any other information regarded as necessary to the administration of the system. The Finance Board shall conduct a review of all guidelines at least once per year during the spring semester. The Finance Board shall recommend any necessary changes to the system to the Senate.
- H. All organizations must be recognized and adhere to the guidelines for funding as stated in Article VI of the By-Laws to be considered under the system.
- I. An organization shall not submit multiple funding requests for events bearing the same time, date, and location.
- J. The Finance Board may approve or deny a change form for an increase in funding for an event previously approved by the Senate if the amount does not exceed \$100. In the event that the finance board cannot meet, and university deadlines are in jeopardy, the treasurer alone may approve or deny the same request if the amount does not exceed \$100.

## **Article IX Summer Provisions**

Section 1. Each summer, there shall be a summer finance committee entrusted with a portion of funds not to exceed one-fourth (1/4) of the total amount budgeted for club/organization annual allocations. This committee shall:

- A. Be chaired by the Treasurer, or should that position be vacant, an appointee of the President.
- B. Have its funding allocation set by the Senate at the last meeting of the academic year.
- C. Have the power to unilaterally decide on the funding of events brought before it, without further advice and consent of the Senate.
- D. Have a voting membership of a majority of the Senate. Membership to this committee will be granted upon appointment by the President.
- E. Have the option to meet in person, by e-conference, or by email, or a combination of the three.
- F. Allocate funds according to the provisions of Article VI, Section 4.

Section 2. Any funds not allocated at the beginning of the academic year will revert to the general club/organization annual allocations fund.



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