



## THE BY-LAWS

This document is the official Constitution of the Student Government Association of Bay State College.

Last Updated: September 2013

TABLE OF CONTENTS

ARTICLE I – Meetings.....Page 3

ARTICLE II – Elections.....Page 3-4

ARTICLE III –Executive Board.....Page 3-6

    EXECUTIVE BOARD – SECTION 9.....Page 4

    PRESIDENT – SECTION 2.....Page 4

    EXECUTIVE VICE PRESIDENT – SECTION 3.....Page 4-5

    HEAD OF EVENING, ONLINE, MIDDLEBORO-SECTION 4.....Page 5

    HEAD OF FINANCE – SECTION 5.....Page 5

    HEAD OF CAMPUS ACTIVITIES – SECTION 5.....Page 5

    HEAD OF MARKETING – SECTION 6.....Page 5-6

    SECRETARY – SECTION 7.....Page 6

ARTICLE IV – Standing Committees.....Page 6-7

    CAMPUS ACTIVITIES BOARD – SECTION 1.....Page 6

    GOVERNMENT OFFICERS – SECTION 2.....Page 6

    TEMPORARY COMMITTEES – SECTION 3.....Page 7

ARTICLE V – Funding By Laws.....Page 7-11

ARTICLE VI – Expectations of SGA Members.....Page 11

ARTICLE VII – Amendments to By Laws.....Page 11

ARTICLE VIII – Constitutionality of By Laws.....Page 11

## **ARTICLE I. MEETINGS**

**SECTION 1.** A regular meeting of the Student Government shall be held once every week of the academic year with exception for holidays or unless otherwise ordered by the Executive Board.

**SECTION 2.** A quorum shall consist of two-thirds (2/3) of the voting members of the Government, unless otherwise stated by The Executive Board.

**SECTION 3.** Only those whom have voting rights may vote on proposals and funding requests. (Government Officers, Senators, and Executive Board Members.)

**SECTION 4.** Any member of the student body, faculty, staff or administration may attend any meeting of the Student Government.

## **ARTICLE II. ELECTIONS**

### **SECTION 1.** Student Government Representatives

A. The current President is responsible for bringing the student body's notice to an upcoming election. This must be done no less than three full weeks ahead of time. The election is to take place during the last three weeks of the Spring Semester (not including finals week).

B. SGA elections shall be conducted in the following manner:

a. Any Bay State College full-time Day, evening or online student is eligible for nomination.

b. Each nominee shall be required to complete an SGA Executive Board application and answer any questions pertaining to the Government that might be raised by the Executive Board.

c. Votes shall be cast by secret ballot sent via electronic survey.

d. Only Bay State College full-time Day, evening or online students are eligible to vote.

e. Candidates may also cast a vote for the SGA Executive Board. The candidate that receives the most votes will obtain the position in which they are running for. In the event a candidate runs uncontested, at least 5% of the student body eligible to vote will need to vote "yes" or approve the candidate. If 5% of the eligible student body does not vote, the uncontested candidate will be brought to the Government, at which time a silent vote will be held, and a quorum of two-thirds (2/3) will be needed to elect said candidate. In the event multiple candidates run for a position, each candidate that receives the second most votes for each position will be considered as an alternate. In the event a winning candidate cannot hold the position in which they have won, the alternate will be offered the position, in the order of the alternates receiving the most votes, first. Any alternatives must still be elected into position via votes.

**SECTION 2.** Senators shall be either elected or appointed by their organizations. It is not the responsibility of the SGA Executive Board to appoint Senators for outside organizations, nor to remind organizations to have Senators present at all SGA general meetings.

**SECTION 3.** Government Officers are not elected. Government Officers receive their position within SGA by attending three consecutive SGA meetings within one semester.

### **ARTICLE III. STUDENT GOVERNMENT EXECUTIVE BOARD**

#### **SECTION 1. The Executive Board**

- A. Shall act as a general steering committee for the Government.
- B. Shall be responsible for having a working knowledge and understanding of the Constitution and it's By Laws.
- C. Shall hold weekly Executive Board meetings, but may hold these meetings more frequently, if need be.
- D. Shall maintain a minimum GPA of 2.5, unless otherwise outlined in this Constitution or its By-Laws. (See Article V Section 3 Part A of the Constitution)
- E. Shall meet with the Advisor no less than once every two weeks.
- F. All Executive Board members are allowed two excused absences, under the understanding that before the weekly SGA meeting, said member has given notice to the Advisor, the President, or the Executive Vice President. In the event of an absence without notice, said member will be put under a probation period and need to meet with the Executive Vice President to have a conversation as to why the meeting was missed. If a member misses a meeting (with or without notice) after already missing a meeting with notice, they will be under this same probation, and have the same meeting with the President. During this probation, the member will be required to not miss another meeting throughout the remainder of the semester, with exception for certain circumstances (family issue, health issue, academic purposes, etc. or any other reason the President may find fit for such circumstances) If a third meeting is missed (or second in the case of a meeting missed without notice) the member will go under review, at which time said member will need to meet with the President and the Executive Vice President, and possibly the Advisor. If the President and the Executive Vice President see it fit, they will bring a motion for dismissal to the rest of the Executive Board. The member in question would not be allowed to vote on the matter. At any time throughout this process, the member in question may dismiss themselves from the SGA Executive Board.

#### **SECTION 2. The President**

- A. Shall preside at all meetings and shall see that all meetings are conducted in an orderly manner.
- B. Shall represent the student body to the faculty, staff, administration, trustees, and any other parties as the occasion demands.
- C. Shall meet with the Dean of Student Affairs no less than once per month of the academic year.
- D. Shall meet with the President of Bay State College no less than once a semester.
- E. Shall be an active participate in SGA events and committees.
- F. Shall have the right to veto anything he/she does not feel would be in the best interest of the Bay State College community, or does not best benefit Bay State College and its students.
- G. Shall hold Executive Board Meetings no less than once every month of the academic year. In addition, there shall be no less than one retreat for the SGA Executive Board per semester.
- H. Shall only have the ability to vote in the event of a tie among either the Executive Board or the entire Government. There are however instances in which if time restricts a proper vote among the Government or the Executive Board, The President will make an Executive decision.
- I. Shall construct a professional and detailed agenda for weekly SGA meetings. Each agenda must be reviewed and approved by the advisor of SGA.

#### **SECTION 3. The Executive Vice President**

- A. Shall act as assistant to the President.
- B. Shall assume all the duties of the President in the absence of the President.

- C. Shall oversee all committees within SGA.
- D. Shall manage all internal affairs of the Government, including but not limited to direct reports from all Executive Board members.
- F. In the event of the absence of The Secretary at an SGA meeting, the Executive Vice President will assume duties of The Secretary. The Executive Vice President will not be responsible for duties after the meeting. The Executive Vice President is expected to turn over materials from said meeting to The Secretary, at which time he/she will carry out the remainder of their duties.

**SECTION 4.** The Head of Evening, Online, Taunton

- A. Shall be the voice of Evening, Online, and Taunton Campus.
- B. Shall bring forth any issues/concerns as it relates to the student population.
- C. Shall meet regularly with the Director of Evening and Distance Education.
- D. Shall meet biweekly with advisor of SGA.
- E. Shall attend scheduled SGA meetings.
- F. Shall construct a professional and detailed agenda for SGA meetings with Evening, Online, Taunton students and report back to the SGA weekly meetings. Each Agenda must be reviewed and approved by the President.

**SECTION 5.** The Head of Finance

- A. Shall handle all financial transactions pertaining to the Government, and keep accurate records of the same.
- B. Shall report on and provide all financial information at each Executive Board Meeting.
- C. Shall submit to the Government at the last regular meeting of the semester an audited account of all financial matters as well as submit monthly updates to President and Advisor.
- D. Shall maximize the resources of the Government to the best of their ability.
- E. Shall look into cost and finance issues concerning the student body, always looking for the most cost-effective means in order to maximize the amount of programming for each organization that wishes to use SGA funding.

**SECTION 6.** The Head of Campus Activities Board

- A. Shall serve as the chairperson for the Campus Activities Board
- B. Shall serve as a contact for all new organizations to help with programming.
- C. Shall provide updates and announcements of upcoming events at SGA meetings.
- D. Shall be available to the Head of Finance to consult with and review proposed on and off campus events from student organizations if the Head of Finance wishes.
- E. Shall compile and turn in information pertaining to events in the area, as well as on campus events to The Bay State Beat, as often as this publication is published.
- F. Shall serve as a consultant for organizations looking to host an event on or off campus.
- G. Maintain record of all active clubs and officers.
- H. Acts as the main liaison for clubs – communicates and informs on new policies.

**SECTION 7.** The Head of Marketing

- A. Shall serve as the Chairperson of the Street Team
- B. Shall set regular meetings for The Street Team

- D. Shall meet and guide outside organizations that wish to seek assistance with their marketing needs.
- E. Shall constantly explore new means of marketing, and be in charge of social network and online media for the benefit of marketing student organizations.

**SECTION 8. The Secretary**

- A. Shall record the minutes of all meetings of the Government and shall distribute the minutes within three (3) business days of the meeting to the President, the Executive Vice President, the Head of Marketing, and the Advisor. Also, due within the same time is the attendance to all the before mentioned, and additionally the Head of Finance. This applies to all SGA meetings in which The Secretary is present.
- B. Shall serve as the point of contact for Bay State College students with general inquiries.
- C. Shall keep record of all SGA correspondences including attendance, minutes, and e-mails regard Article III Section 8, Part B of the SGA Constitution By Laws.
- D. Shall submit to the college newsletter (Bay State Beat) a monthly update of the SGA on-goings.
- E. Shall record the attendance at all SGA meetings, tracking the absences of Government Officers, SGA Board Members, and Student Organization Senators. Updated records must be submitted to the President and Executive Vice President, as well as notices of absences of those mentioned above.
- F. Shall be responsible for establishing contacts with outside schools when requested.
- G. Shall be responsible for taking and distributing all materials such as calendars, minutes, updates, and proposals to the Executive Board and post it on the Bay State College Student Portal no later than 24 hours following the SGA meeting.

**ARTICLE IV. STANDING COMMITTEES**

**SECTION 1. Campus Activities Board**

The Campus Activities Board serves as a subdivision of the Student Government Association, providing campus-wide programs for all students at Bay State College. CAB has its own functioning executive board, and reports back to the Head of Campus Activities.

**SECTION 2. Government Officers**

A. Government Officers are members of SGA that do not hold a position on the Executive Board, nor represent an outside student organization, whom have voting rights within SGA. To become a Government Officer, a Bay State College student must attend three consecutive SGA meetings. In the event a Government Officer misses two SGA meetings in one semester, the Secretary will notify the Executive Board, as well as the Government Officer who has missed these meetings. At this time, the Government Officer will be put on probation, and will have their voting rights suspended during the next meeting. (This suspension will only apply to the meeting after the probation has been implemented, even if voting does not take place.) If a third meeting is missed, the Government Officer will be placed on a permanent probation for the rest of the semester, as well as have their voting rights suspended for another meeting. At this time, if said Government Officer misses anymore meetings, they will be relieved from their position within SGA.

### **SECTION 3. Temporary Committees**

A. Temporary committees will be used to fill needs of the Bay State College community as subject matter arises. These committees can be created or abolished by a majority vote (51%) of the Government. Moderators of these committees will be a member of the Government's Executive Board. Temporary Committees will be abolished by default at the last SGA meeting of the semester in which the committee was created unless at which time a vote is held to create the committee as a permanent committee, unless a vote to do so has already been held.

### **ARTICLE V. FUNDING BY-LAWS**

**SECTION 1.** All events must be made open to each enrolled Day Division student and there must be an obvious benefit to the entire student body. This will be determined by SGA.

**SECTION 2.** It is the responsibility of the sponsoring organization to be aware of the rules for funding.

**SECTION 3.** SGA will not fund purchases of alcohol, national dues exceeding \$500.00, miscellaneous accounts, newsletters, phone bills, private banquets, office supplies, travel expenses, membership drives (excluding organizations that are nationally affiliated, but do not receive funding from their national affiliation, who have formal, mandated recruitment processes) for student organizations, labor fees, closed events, or materials intended for possession of a single individual or individuals (excluding prizes). All purchases must be for a good or service that will be open to the Bay State College student body. SGA will only fund the event and related costs, not the organization. SGA and the Campus Activities Board (CAB) are exceptions to Article V, Section 3 of the Constitution By-Laws upon approval by SGA. All organizations must fully request funding for a retreat.

To better understand the above by-law, here is a list of items that will not be approved through SGA funding since the 2013 – 2014 academic year:

- Alcoholic Beverages
- Ammunition, Weapons, and Firearms
- Hazardous Materials
- Prescription Drugs
- National Dues for Organizations in excess of \$500.00
- Travel Expenses
- Organization Retreats
- Operational Costs that should be incurred by Bay State College

Standard approval for specific line items, each organization will never exceed the following:

\$150.00 per semester / \$300.00 per year:

- a) Food at organizational meetings
- b) T-Shirts / clothing to support organization/club

\$50.00 per semester / \$100.00 per year

- a) Parking cost for on-campus events

### **Funding Requests:**

- All organizations are able to submit both semester budgets at same time, but must be separate.
- All funding request forms must be submitted ten (10) days prior; additionally, all groups must supplement semester budgets with details.

**SECTION 4.** Budgets for the following semester must be submitted to The Head of Finance by the second-to-last meeting of the semester. The standard format will be determined by The Head of Finance. These budgets will give The Head of Finance a better understanding of funds that will be available throughout the following semester, as well as help each organization that submits a budget better plan their next semester. Full semester and academic year budgets can be reviewed by The Head of Finance and voted on for approval by the Executive Board, and the entire body of the Student Government Association.

**SECTION 5.** Organizations must request funding for an event no less than ten business days before the event takes place. No goods or services can be purchased or agreed upon until SGA has had an opportunity to review and approve said funding request. In the event purchases are made before the date in which a fund request was approved, said purchases will not be reimbursed. Unless a formal semester or academic year long budget had been submit ahead of time, a "SGA Funding Request Form" must be filled out and signed off by the President and Advisor of the organization before being submitted to The Head of Finance.

**SECTION 6.** All reimbursements will be provided by check from Bay State College. There will be at least a two week waiting period upon proof of purchase being provided. Without exception, all requests for reimbursements must be accompanied by a valid receipt. All items must be listed. SGA will not pay for deposits.

**SECTION 7.** All debts incurred during an event must be presented for payment within four weeks of the event. Failure to do so will result in the debt being borne solely by the organization. If there is less than four weeks remaining in the semester, then all receipts and reimbursement forms must be turned in by the final day of classes. No request will be accepted during Finals Week or later. All debts that are requested to be reimbursed must be pre-approved by SGA.

**SECTION 8.** Any fraud or misrepresentation on the part of an organization as determined by The Head of Finance will make that organization ineligible to receive further funding from SGA for the remainder of the academic year. All debts said organization in question has procured, past, present, and future will not be the responsibility of SGA and thus said organization will be liable. The organization in question may appeal to the Executive Vice President who may bring the appeal before SGA, contingent upon the Executive Vice President's judgment. The Executive Vice President must consult with The Head of Finance and The President before bringing this matter to all of SGA.

**SECTION 9.** The grievance process will be as follows:

In the event that a fund request is denied by the government, a student organization may take the following steps:

- 1) Contact the Head of Finance and request the proposal be reevaluated in writing.
- 2) If the Head of Finance sees the proposal fit to be reevaluated, he/she may begin the process. If not, the proposal is denied.



3) The Head of Finance may request the student organization to construct a new proposal, with different items, a new (or lower) budget, a new location, etc... in order to help the proposal pass.

4) Once the Head of Finance agrees that the proposal is suitable, the proposal will go in front of the Government once more to be voted on. If the proposal is denied for a second time, it is denied for the final time.

5) An organization may re-submit a fund request as many times as they desire, as long as it is a different proposal. For example, the proposal must not be the same items, at the same cost, every time.

**SECTION 10.** All events must be advertised at least four (4) business days prior to the event and all advertisement materials must be approved by the Assistant Director of Student Activities or the advisor of SGA. If any advertisement materials are found to have violated this rule, the organization will be placed on probation. If an advertisement from the same organization is found to be in violation again, the Executive Board will discuss whether or not the organization will receive SGA funding again that semester. If the Executive Board cannot come to a unanimous agreement, The President will make the final decision. If the same organization is in violation for a third time, the organization loses the ability to request funds for the remainder of the semester, and previously allocated funds for the future of that organization will be revoked.

**SECTION 11.** If the Student Activities Fee are allocated for an event in which any fees are charged to attendees, the organization in charge of the event will be required to return at least the amount requested and used if the amount earned matches or exceeds the amount used from SGA. If the amount earned is less than what was requested, all money earned belongs to SGA, and is expected to be returned to SGA. On special occasions, a portion of the revenue made will be required to be turned over to SGA at the discretion of the Head of Finance. In addition, no organization is allowed a petty cash fund.

**SECTION 12.** Collection of entrance fees at alcohol-related events is prohibited, unless for the benefit of a charity.

**SECTION 13.** Absence from more than three (3) SGA meetings per semester will make that organization ineligible to receive funds for the remainder of the current academic semester. After two absences, each organization's President and Advisor will be contacted as a warning. If funds have already been allocated, the organization will be subject to loss of unused funds and further funding for the semester. In the case of organizations that receive seasonal funding (example: recreation sport teams) the organization's Senator is still expected to attend all SGA meetings throughout the academic year. If said organization fails to abide by these rules, materials for the organization may be repossessed, and the organization could be suspended for the following semester or academic year, depending on when the organization is active. This will all be reviewed and voted upon by the Executive Board. In the event the Executive Board cannot come to a unanimous agreement, The President will make the final decision.

**SECTION 14.** If an SGA sponsored event is charging admission, a reasonably higher admission must be charged for non-Bay State College students. This is to ensure that Bay State College students are treated fairly, due to already paying a Student Activities Fee.

**SECTION 15.** Approval of an off-campus event will be determined at the discretion of SGA Executive Board as to whether it benefits the entire student body.

**SECTION 16.** The Head of Finance reserves the right, at any time, to audit the books of any organization receiving funds.

**SECTION 17.** A vote of two-thirds (2/3) is needed to pass any fund request and budgets. This means if one-third (1/3) or 33% vote "no," that line item or whole fund proposal will be denied. In the event of a fund proposal being denied, said organization may appeal to the Head of Finance.

**SECTION 18.** The Head of Finance has the right to approve up to \$250 per event without consulting with the rest of the Executive Board, or putting the request to a vote by the Government.

**SECTION 19.** An organization may be approved no more than \$1,000 per academic year for conferences. This does not mean any or all organizations are entitled \$1,000 per academic year for conferences, simply that an organization should not request any more than said amount, as it will not be considered. It is also important to remember the Executive Board may change this amount temporarily due to budget constraints.

**SECTION 20.** Violation of any of the before stated by-laws will result in the ineligibility of that organization to receive further SGA funding.

Any groups who spend over their allotted amount, will not be refunded the amount they went over, and will need to pay out of pocket. All groups must spend within their allotted funds.

**SECTION 21.**

1. Event Only Submissions: You can request line items for a single event by filling out a Fund Request Form.
2. Semester Long Request: Submit an Excel document with detailed line items for each program for the semester. Please be sure to include the following for each program:
  - i. Name of event
  - ii. Date of event
  - iii. Specific line items for program. As a reminder, no misc. line items will be approved
  - iv. Total expected cost for each item, please include vendor information if possible

Qualifications to Receive Funding:

1. Organization must register with the Office of Student Activities and have an application and all paperwork on file. Contact Kristin Staine, Assistant Director of Student Activities with questions.
2. To be eligible for funding, said organization must have been in attendance and must not have missed more than two meetings during that semester.
3. Organizations must not have any outstanding balances due back to SGA, must have been reviewed for previous semester's allocated budget, and must not be on probation for any misuse of past SGA funds.

IMPORTANT REMINDERS:

1. Submitted funding requests should cover only that semester's funding needs and allocated money must be used for that specific approved program. Any remaining funds will roll back to SGA for reallocation or for additional group request.
2. SGA will NOT fund the items stated in Section 3.

3. Organizations may not contract for services in the name of SGA or Bay State College without the written permission from Kristin Staine, the Assistant Director of Student Activities. SGA will not be liable for such debts.
4. All organizations that receive funding will be required to verify the spending of all SGA funds. Organizations must retain all copies of all receipts and be able to account for all money given by SGA.
5. Any remaining money left unspent, or money spent questionably is determined by the board (not for allocated purposes) must be returned to SGA at the end of each program.
6. Failure to do so or questionable spending practices as determined by SGA will result in probation of the organization, making it ineligible for funding in the next semester.
7. All events must be advertised at least four (4) school days prior to the event and must state that SGA is co-sponsoring the event.

#### **ARTICLE VI. EXPECTATIONS OF SGA MEMBERS**

**SECTION 1.** Members shall be familiar with the SGA Constitution and By-Laws.

**SECTION 2.** Members are required to abide by their respective attendance policy.

**SECTION 3.** Members shall arrive on time to all meetings.

**SECTION 4.** Members shall behave appropriately and professionally, and respect the opinions of other members.

#### **ARTICLE VII. AMENDMENTS TO THE BY LAWS**

**SECTION 1.** These By-Laws may be amended at a weekly SGA meeting by the Government Officers by a vote of two-thirds (2/3). Amendments will be voted on the condition that the proposed amendment has been submitted at the previous meeting by a Representative, by an act of the Senate (made up by all Senators) requesting the Government Officers action, or by a petition signed by twenty percent (20%) of the Student body (full-time Day students) which is presented to the SGA President.

#### **ARTICLE VIII. CONSTITUTIONALITY OF BY LAWS**

If any clause, section, paragraph, or sentence of these By-Laws is found to be inoperative or otherwise void, the remaining portions are to be deemed valid and enforceable.