



Student Government Association Bylaws to the Constitution

Proposed Spring 2004

A. Duties of Officers for Wellesley Hills & Framingham Campuses

1. President

It shall be the duty of the President to: conduct all meetings of the full Student Government Association and its executive committee, to hold 2 office hours per week (preferably at both Campuses), meet regularly with the MassBay President, represent the student body of the College at all College functions both on and off the Campus, appoint student representatives to college committees, organize SGA retreats, attend at least one standing committee meeting per week, and assume a responsibility for the proper administration of the business of the students at the College, according to the terms of this constitution and the Bylaws.

2. Vice President of Academic Affairs

It shall be the duty of the Vice-President of Academic Affairs to: Chair the Academic Affairs Committee, recruit and develop members for the Academic Affairs Committee, meet regularly with the MassBay Vice-President of Academic Affairs, timely address all issues and concerns of the Student Body which are academic in nature, and hold at least two (2) office hours per week.

3. Vice President Finance

It shall be the duty of the Vice-President of Finance to: maintain the financial records of the Student Government Association and provide a report of these funds on demand, prepare the annual budget for the Student Government Association, advise the Student Government Association regarding its financial activities, meet regularly with the MassBay CFO, chair the Finance Committee, remain current on all club activities as well as update the clubs monthly and on demand regarding budget activities, and hold at least two (2) office hours per week.

4. Vice President of Administration of Internal Affairs

It shall be the duty of the Vice-President of Internal Affairs to: maintain a written record of the minutes of all formal meetings of the Student Government Association and its Executive Committee, see to it that a copy of these minutes is given to each representative of the Senate, ensure that elected SGA members are fulfilling their obligations of office hours and committee requirements, maintain at least two (2) office hours per week and attend at least one standing committee meeting per week, ensure that minutes from each standing and ad hoc committee are compiled and will file them, preserve such records as may be pertinent to the student body in the conduct of its affairs.

5. Vice President of Student Services

It shall be the duty of the Vice-President of Student Services to: Chair the Student Services Committee, recruit and develop members for the Student Services Committee, meet regularly with the MassBay Vice-President of Student Services, timely address all issues and concerns of the Student Body regarding Services provided by MassBay which are not academic in nature, hold at least two (2) office hours per week.

6. Senators

It shall be the duty of all Senators to: provide guidance to the SGA with regard to student needs and opinions, to serve as representatives of the student body in bringing the views of the student body to the SGA as well as to interpret the opinions and decisions of the SGA to the student body. Each senator must be either an active member or active chair of at least one SGA standing committee, and hold at least one (1) office hour per week.

7. Advisor

The Student Senate shall be provided with an advisor who shall be an individual appointed in the manner clarified in the Constitution. The Advisor is an ex-officio, non-voting member of the Student Government Association. The Advisor shall support and encourage members of the Senate in a manner constant with the MassBay mission statement.

8. Student Trustee

The Student Trustee is an ex-officio non-voting member of the Student Government Association. He/she shall be responsible for establishing effective means of communications between the Board of Trustees, students, and Student Senate. As a full-voting member of the Board of Trustees, the Student Trustee helps develop College policy and acts on recommendations from the President of the College.

B. Election Procedures

1. Student Government Elections shall be by written ballot at a time specified by the Elections Committee, within the requirements of the Constitution. The Elections Committee will provide tellers for the counting of ballots and to announce election results.
2. Candidates for elections are required to provide the Elections Committee with nomination papers bearing the personal signatures in ink, of members of the Student Body as follows:

For President	30
For Vice-President of Academic Affairs	30
For Vice-President of Finance	30
For Vice-President of Administration of Internal Affairs	30
For Vice- President of Student Services	30
For Student Trustee	30
For Senators	30

The thirty (30) signatures must be that of 30 different and eligible MassBay students.

3. There shall be two (2) elections during each academic year. The first shall be at the beginning of the Fall Term as specified below, and shall be referred to as Fall Election and the second shall be at the end of the Spring Term as specified below, and shall be referred to as the Spring Election. The Fall Election shall be held in no event earlier than the first two full weeks of classes, and no later than the end of October for the positions outlined in Article I Section 2.

Members of the Student Government Association wishing to run in an election must be a member in good standing with the College. A member in good standing shall be neither on probation nor have received more than two (2) mid-semester warnings.

The Spring Election shall be held in no event prior to the first day of April and no later than the last business day in the first full week of May for the positions outlined in Article I Section 2.

The representatives in the Fall Election shall take office upon their election. Those representatives elected in the Spring Election shall take office in no event prior to June 1 of any given year.

The members of both elections shall serve:

To assume a responsibility for the maintenance of the affairs of the Student Government Association.

4. In the event that an elected representative does not establish contact with the SGA within two weeks of the election (by attending a meeting and/or making contact through email or phone to the SGA or their Advisor) it will be deemed a forfeiture of their position, and SGA may appoint someone in their place.
5. In case an office shall be vacated for any reason, the following procedure should take place:
 - b. The Vice President shall put notice of the vacancy, not later than five (5) school days from the day that the nomination papers were made available.
 - a. At the next regular meeting of the Student Senate, all nomination papers will be reviewed and candidates shall assume office upon two-thirds majority vote.

The following exceptions to this procedure shall hold:

 - i. If the vacancy occurs before the regular Fall Election, the candidates to fill the vacancy may run for office during this Election.
 - ii. If the vacancy occurs when there are less than ten (10) regular meetings left of the Senate for the current academic year; the vacancy may stand, if the vacancy does not affect quorum.
 - iii. Under no circumstances may any member of the student body run for more than one Office on the Student Senate.
 - iv. The President of the Student Senate must receive a three/quarters vote by the full Senate in order to fill a vacancy in this position.
6. Should the Presidency become vacant between fall and spring semesters, the current Senate may choose to hold an internal election for a new President. If there is no interest in the position within the Senate, the Vice Presidents will serve as Acting President on a rotating basis in alphabetical order of their titles, and a special election will be held. If the Vice President

positions are vacant, an internal temporary replacement will be found. (If this unfilled vacancy occurs before a scheduled election, that position will be entered on to the scheduled election's ballot).

C. Rules of Procedure

1. Only agenda items are to be recognized at full Student Government Association meetings.
2. All agenda items shall be brought to the floor in written legislation form.
3. The agenda shall be set at the executive meetings which shall occur no less than 48 hours prior to any SGA meeting.
4. A topic may be placed on the agenda for discussion in rare situations at the approval of the executive committee.
5. There will be no communication of any form between representatives of the SGA during the meeting other than debate and voting.
6. The minutes shall be reviewed and be open to additions or corrections before a vote of approval is taken.
7. All formal meetings of the Student Senate shall be open sessions. A formal meeting of the SGA shall take place when there is a quorum consisting of "50% plus one" of the representatives of the Student Senate present and the minutes are kept and when at least half of all the SGA is present.
8. Executive Session of the Student Government Association will consist of all duly elected representatives of the SGA and the Advisor. No member of the student body shall attend these meetings except those students asked to attend by the Executive Committee.

D. Impeachment

1. Any representative of the Student Government Association may be impeached by a two-thirds (2/3) vote of the entire SGA.
2. Impeachment Procedure
 - a. Any representative of the SGA may request impeachment proceedings against any SGA member.
 - b. The request must be submitted in written legislation to the Executive Committee; where upon the Executive Committee will place the matter on the agenda without discussion of vote.
 - c. The Executive Committee will notify the SGA representative against whom the impeachment has been requested.
 - d. The SGA will decide at its next meeting by a two-thirds (2/3) vote.
 - e. If the SGA votes to hear the case, the representative against whom impeachment has been brought will have equal opportunity to respond.
 - f. After the SGA hears all testimony, the matter of impeachment will be brought to a vote by secret ballot.

E. Amendments

1. Any group of students may present a written petition for an amendment to the Student Government Association Constitution.

2. The SGA, considering the recommendation of the Constitution Committee shall by a majority vote, approve or disapprove the amendment.
3. If approved by the SGA, the amendment shall be placed as referendum on either the regular election ballot or on a special ballot. Ratification of the proposed amendment will be determined by a two-thirds ($2/3$) vote of those students casting a vote.

F. Adoption

For purposes of adoption, the Constitution shall be available to the student body for no less than a period of five (5) calendar days, following which a special referendum shall be put before the student body. The Constitution shall be ratified and adopted by a two-thirds ($2/3$) vote of those students casting a vote.

The Student Government Association Constitution is subject to amendment during the academic year. It is the student body's responsibility to check in the SGA Office for possible amendments.