

# THE CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION

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## Article I

### *Preamble and Mission:*

We, the students of Framingham State University, in order to protect the rights and privileges of the University community and its members, to advocate on behalf of the student body, to uphold the ideals of a democratic society, and to foster student growth through community and leadership opportunities, do hereby establish and endorse this Constitution of the Student Government Association of Framingham State University.

## Article II

### *Oath of Office:*

#### 1. Procedure:

The Oath of Office shall be publicly administered to the President- Elect at the All-University Banquet, which is to take place after the last meeting of both Senate and the Executive Board for the academic year. The Oath will be administered from the current President to the President-Elect. If the President has been re-elected in consecutive terms, then they shall have the Oath administered by the current Student Trustee. At the last Senate Meeting of the academic year the current President/ Student Trustee shall swear in the newly elected members of Executive Board and Senate.

**NOTE: All officers officially take office the day following Framingham State University's May Commencement.**

#### 2. Oath:

Raise your right hand. After the pronoun I, please state your name. Repeat after me: "I, (name) do solemnly swear to serve the students of Framingham State University to the best of my ability. I (name) swear to execute all By-Laws and procedures as specified in the Constitution of the Student Government Association of Framingham State University. May my actions embody the ideals of truth, justice, and compassion \*so help me God (or other meaningful religious figure.)"

**NOTE: The Person who is receiving the Oath has the option to recite “so help me God (or other meaningful religious figure” if they wishes to omit the phrase. The decision whether or not to recite the line “so help me God” must be worked out before the Oath is administered so not to cause public embarrassment.**

### **ARTICLE III**

#### *Membership:*

All full or part-time matriculated, Student Activity fee-paying undergraduate students and all full-time, day division Student Activity fee-paying graduate students of Framingham State University as verified by the University are members of the student body and general members of the Student Government Association and are eligible to vote in campus-wide elections. To hold any class or student organization elected or appointed office, students must be in good judicial standing and (a) be full-time or part-time Student Activity fee-paying undergraduate matriculated students enrolled in a minimum of two (2) courses per semester; or be a full-time, day division Student Activity fee-paying graduate matriculated student enrolled in a minimum of three (3) courses per semester; and (b) maintain a minimum QPA of the following: students with one (1) to eight (8) courses attempted, 1.70; students with nine or more courses attempted, 2.00. All non-Student Activity fee-paying students are members of the student body and ex-officio members of the Student Government Association, but are not eligible to vote. Any matriculated continuing education student may voluntarily pay the Student Activity Fee and become a full member if they wish to hold office or vote in the elections. All members of the university community may be an ex officio non-voting member upon written request to the SGA President.

An officer is defined as any position requiring:

1. An SGA election
2. A class, Organization or Club Election
3. An appointment made by the SGA President, or any Class, Organization or Club President to fill a vacancy.

### **ARTICLE IV**

*Structure:*

The Student Government Association shall be divided into two (2) branches; the Legislative and the Executive. No senator shall serve two (2) Senate seats concurrently. No member of the Executive Branch shall hold a Senate seat. Neither branch shall exercise the powers herein granted to other.

## **ARTICLE V**

*Legislative Branch:*

1. All Legislative powers shall be vested in the Senate of the Student Government Association.
2. **The membership of the Senate shall include:**
  - a. Six (6) Senators from each of the undergraduate classes.
  - b. Twenty (20) Senators-at-Large.
  - c. Vice President.
  - d. Secretary.
  - e. Student Activities Treasurer.
  - f. Class and Club Treasurer.
  - g. Social Events Coordinator.
  - h. Parliamentarian.
3. **Guidelines for the Elections of Senators shall include that:**
  - a. All senators are eligible for re-election assuming they continue to meet Article 3.
  - b. For the following academic year, elections will be held during April of the preceding academic year.
  - c. For any vacant positions, campus wide elections shall be held during the Fall of the academic year to fill these positions.
  - d. All aspects of the Election Code are upheld.
4. **The Senate shall have the power:**
  - a. To propose and review requested increases and decreases of all student fees.
  - b. To review and record expenditures of all clubs, and organizations.
  - c. To make all appropriations as it deems to be in the best interest of the student body.
  - d. To confirm or decline all appointments made by the President with a simple majority vote.

- e. To approve the establishment of any club or organization under the Student Government Association.
- f. To investigate and act upon all policies and procedures which affect the student body.
- g. To act upon all proposed legislation.
- h. To initiate and act upon legislation necessary to promote the general welfare of the membership of the student body.
- i. To revoke an existing club's or organization's constitution by a two-thirds (2/3) vote, if it is found that the club or organization does not continue to fulfill its purpose.
- j. To act upon any business which shall be necessary and proper for carrying into execution the foregoing powers and all other vested powers.

**5. Duties of the Legislative Branch shall be:**

- a. To have a working knowledge of the Student Government Association Constitution and the proper procedures of the Senate.
- b. To attend the meetings of the Senate.
- c. To serve at least one (1) office-hour per week.
- d. To serve on at least one (1) SGA Standing Committee per term of office.

\* The attendance policy shall be set by the SGA President at his or her first meeting of the year. They shall define excused and unexcused absences.

**6. The Vice President shall:**

- a. Assume the duties of the President in his or her absence or in the event of his or her inability to perform his or her duties as President.
- b. Assist the President as necessary.
- c. Serve as co-chair to any committee of the Senate at his or her discretion.
- d. Coordinate orientation workshops for new Senators with President.
- e. Serve as a liaison between the Student Government Association and all clubs and organizations.
- f. Chair President's Council and Constitution Committee.
- g. Maintain consistent and active communication with all clubs and organizations, such as through progress reports, email correspondence, and/or surveying clubs.
- h. Assist in the indoctrination of the newly elected Vice President.
- i. Chair Senate meetings in the absence of the Senate Chair.

- j. Be responsible for overseeing and/or delegating the responsibility of maintaining the SGA CollegiateLink page.

**7. The Secretary shall:**

- a. Make available to Senate members a copy of the agendas.
- b. Maintain attendance records for all Senate meetings and handle correspondence concerning absentee warnings.
- c. Shall have a current copy of the SGA Constitution on file.
- d. Keep a revised copy of the Constitution, reflecting all amendments. A copy of the Constitution shall be brought to all Executive Board and Senate Meetings.
- e. Be responsible for writing any correspondence whose author is not individually specified by the Senate, and said report is to be kept on permanent file.
- f. Maintain an active file of all SGA correspondence.
- g. Assist in the indoctrination of the newly elected Secretary.
- h. Record all meetings.
- i. Meet with the administrative assistant at least once a week.
- j. Chair Senate meetings in the absence of both the Senate Chair and the Vice President.

**8. The Student Activities Treasurer shall:**

- a. Be responsible for all funds derived from the Student Activity Fee.
- b. Make all disbursements approved by the Senate.
- c. Make a report of the financial conditions of the treasury as requested by the Executive Board of the Senate.
- d. Review the financial conditions of all student clubs and organizations, and make recommendations as necessary.
- e. Appoint an assistant at his or her discretion.
- f. Maintain and contribute an accurate financial report, and said report is to be kept on permanent file.
- g. Assist in the indoctrination of the newly elected Student Activities Treasurer.
- h. Serve as chair of the Finance Committee.
- i. Keep record of approved funding for club event requests.
- j. Keep record of Student Government Associations Budget, including all budget lines

- k. Provide the Executive Board with a report of all funding requests prior to them being seen at Senate. Make recommendations to the Executive Board regarding the agenda of funding requests.
- l. Inform clubs and organizations on an annual basis of the funding regulations.

**9. The Class and Club Treasurer shall:**

- a. Maintain and contribute an accurate monthly financial report of the Class and Club Account, unless otherwise, requested by the Senate, and said report is to be kept on permanent file.
- b. Assist in the indoctrination of the newly elected Class and Club Treasurer.
- c. Serve as vice-chair of the Finance Committee.
- d. Oversee fundraising efforts for the Student Government Association's Class and Club Account as needed.

**10. The Social Events Coordinator shall:**

- a. Be responsible for coordinating with the President the Fall Retreat and the All University Banquet.
- b. Serve as the chair of the Social Events Committee.
- c. Coordinate events that are social in nature for the Student Government Association.
- d. Assist in the indoctrination of the newly elected Social Events Coordinator.
- e. Be responsible for overseeing and/or delegating the responsibility of maintaining the SGA website and social media outlets.

**11. The appointed Parliamentarian shall:**

- a. Be responsible for maintaining order, in accordance with Robert's Rules of Order, during the Executive Board and Senate Meetings.
- b. Assist other members of the Executive Board as necessary.
- c. Bring a copy of Roberts Rules and Constitution to every meeting.
- d. Ensure adherence to SGA Constitution and By-Laws.

**ARTICLE VI**

*Senate Procedures:*

- a. The Senate shall meet at least twice per month during the academic year, at a time and place convenient to the majority of its members.

- b. The Senate Chair of the Student Government Association shall chair each Senate meeting.
- c. Special meetings of the Senate may only be called at the discretion of the President, or his or her designee. The time, place, and business to be taken up at special meetings shall be made public at least one (1) day prior to the meetings.
- d. A majority of the voting members of the Senate shall constitute a quorum to do business.
- e. All Senate, Executive Board, and committee meetings shall be open to the University community.
- f. All SGA and Executive Board meetings shall be conducted according to Robert's Rules of Order, unless otherwise voted in the majority by the Senate.
- g. All legislation shall be submitted to the appropriate committee, which shall determine the agenda for the next Senate meeting. This procedure may be suspended by a two-thirds (2/3) majority vote of the Senate. Any motion made during this suspension will require a two-thirds (2/3) vote of the Senate in order to pass.
- h. Every request which passes the Senate shall be presented to the President, before it shall be made official. If the President approves, they will sign it. Should the President not approve it, the said request shall be returned to the Senate, with the President's objections, which shall be entered into the meeting minutes, and then the Senate shall proceed to reconsider the request. If, after reconsideration, the bill is approved by a two-thirds (2/3) vote of the Senate, it shall become official.

## **ARTICLE VII**

### *Executive Branch:*

1. All executive powers shall be vested in the Executive Branch of the Student Government Association.
2. **The members of the Executive Branch shall include:**
  - a. President
  - b. Senate Chair
3. **The President shall:**
  - a. Preside over Senate until the Senate Chair appointment is made.
    - i. The Senate Chair appointment must be made by the second Senate meeting of the fiscal year.

- b. Call and preside over all Student Government Association Executive Board meetings.
- c. Vote in the Executive Board only in the case of a tie.
- d. Represent, or appoint a designee to represent the Student Government Association at all public occasions, as they so determine.
- e. Have the power to appoint the chair to all SGA standing committees, to formulate Ad-Hoc Committees, and appoint the chair to such committees.
- f. Appoint members to all University Governance Committees, and other University committees as they arise.
- g. Review the necessity of the elected and appointed positions of the Student Government Association and make recommendations as necessary to the Senate.
- h. Review office proceedings and serve as office manager.
- i. Assist in the indoctrination of the newly elected President.
- j. Serve as the non-partisan mediator and judge of disputes involving clubs, organizations, members, and all other disputes falling within the jurisdiction of SGA. This judgment will be final and should not involve the Senate unless the injured party can prove neglect on behalf of the President. If the Senate affirms the charge, a non-partisan committee of no more than three (3) people will be appointed by the Vice President to address the original issue. The judgment will be final as amended, "non-partisan."
- k. Be responsible for presenting the views of the Framingham State University student body to the administration and faculty of Framingham State University.
- l. Be responsible for presenting the views of the Framingham State University student body to the other state universities as deemed necessary.
- m. Determine the attendance policy for the Senate.
- n. Meet with the Dean of Students and Director of Student Involvement and Leadership Development at least once a month.

**4. The Appointed Senate Chair shall:**

- a. Call and preside over all Student Government Association Senate meetings.
- b. Vote in the Senate meetings, only in the case of a tie.
- c. Serve as the liaison between the Executive Board of the Senate.
- d. Assist the President as needed.

- e. Follow-up with clubs and organizations through email within one (1) week of their appearance before Senate to review business and answer any questions they may have.
- f. Bring a copy of each the Constitution of the Student Government Association and Robert's Rules of Order to every Senate meeting.

## **ARTICLE VIII**

### *The Executive Board of the Senate:*

There shall be an Executive Board of the Student Government Association which shall consist of all Executive Branch members, the Vice President, the Secretary, the Student Activities Treasurer, the Class and Club Treasurer, the Social Events Coordinator, and the Parliamentarian. All members of the Executive Board, not including the Senate Chair and the Parliamentarian shall be elected each spring for the following academic year in accordance with the Election Code. The appointments of the Senate Chair and the Parliamentarian shall be made by the President with the stipulation that the appointment be approved by the Senate with a two-thirds (2/3) vote. The Parliamentarian shall have voting rights.

#### 1. Executive Board Procedures:

- a. The President shall preside over the Executive Board
- b. The Executive Board shall meet at least twice a month if the calendar permits.
- c. The Executive Board shall annually review the necessity of each committee and make recommendations to the Senate upon such review.

#### 2. The Duties of the Executive Board shall include, but not limited to, the following:

- a. To have a working knowledge of the Student Government Association Constitution and the proper procedures of the Senate.
- b. To attend the meetings of the Senate and of the Executive Board.
- c. To serve at least two (2) office-hours per week.
- d. To serve on at least one (1) Framingham State University Governance Committee.
  - i. In the event that an Executive Board member is unable to serve on a Governance Committee for academic reasons or class standing, then the President reserves the right to appoint a designee in his or her place.
- e. Perform other duties as necessary to serve the student body.

## **ARTICLE IX**

### *Student Trustee*

The Powers of the Student Trustee shall be vested within the Framingham State University Board of Trustee Bylaws and the Student Government Association Constitution. The position of Student Trustee shall be elected through the annual SGA Elections and shall report to the Senate as expected in their position description.

#### **1. The Student Trustee Shall:**

- a. Report to the Student Government Association Senate and Executive Board weekly and as the calendar permits.
- b. Report to the Senate within two (2) weeks following each Board of Trustees meeting if the calendar permits.
- c. Serve of the Framingham State University Board of Trustees, attend the Board of Trustees meetings, and report to the Student Government Association.
- d. Meet as necessary with the President of the University and Chief of Staff (or equivalent position) and report to the Student Government Association.
- e. Meet monthly with the Dean of Students and report to the Student Government Association.
- f. Meet monthly with the President of the Student Government Association
- g. Be responsible for presenting the views of the Framingham State University student body to the Board of Trustees.
- h. Be responsible for presenting the views of the Framingham State University student body to other state colleges, universities, legislators, and other elected officials as deemed necessary.
- i. Take office on July 1 after elections and remain in office until June thirtieth of the following year. If the predecessor trustee graduates or leaves the institution before July 1, the succeeding trustee will take office upon the date the predecessor separates from the University.

2. The Student Trustee is not permitted to serve a role on the Senate.

## **ARTICLE X**

### *Class Officers*

Each academic class shall elect four (4) class officers that are elected through the SGA Elections per the SGA Election Code in Article III of the SGA Bylaws. These positions shall be: President, Vice-President, Secretary, and Treasurer. Class senators are full voting members of the Senate and are not considered class officers. Class officers are not considered members of the Executive Board or Senate, but are permitted to hold an Executive Board or Senate position within SGA in addition to their class office.

#### **1. The Duties of the Class Officers shall include, but are not limited to, the following:**

- a. To address concerns of the class to the appropriate administration and/or the Student Government Association.
- b. Plan events and/or fundraisers for the class as deemed necessary.
- c. Meet at least once per semester for the freshman, sophomore, and junior class officers at a time and place convenient for all officers.
- d. Meet at least twice per month as the calendar permits for the senior class officers at a time and place convenient for all officers.
- e. Appoint an advisor(s) with at least a three-fourths (3/4) vote of all officers.
- f. Serve on any committee related to class, including Commencement Committee and Commencement Speaker Advisory Committee.

#### **2. The President of each class shall:**

- a. Represent, or appoint a designee to represent, the class at all public occasions, as they determines.
- b. Be responsible, or appoint a designee, in all correspondence and publicly to the class.
- c. Meet with the class advisor as they determine necessary.

#### **3. The Vice-President of each class shall:**

- a. Assume the duties of the President in his or her absence or in the event of his or her inability to perform his or her duties as President.
- b. Assist the President as necessary.

**4. The Secretary of each class shall:**

- a. Maintain notes for all official Class Officer meetings.
- b. Shall have a current copy of the SGA constitution on file.

**5. The Treasurer of each class shall:**

- a. Be responsible for all funding requests and purchase request.
- b. Work with the other class officers in budgeting for class sponsored events and fundraisers.
- c. Maintain and contribute an accurate financial report of all funds in their respective Class and Club and SATF Accounts.

**ARTICLE XI**

*Emergency Business:*

Should any event occur, that warrants immediate attention, and the Senate cannot be assembled, the Executive Board shall be empowered to act on behalf of the Senate. Business necessary for the operation of a club or organization outside of the academic year, and unforeseeable requests that arise shall be considered emergency business. The emergency business shall be seen at the discretion of the current Executive Board of the Student Government Association. A two-thirds (2/3) of the Executive Board shall have to be in the affirmative to see the business. The Senate shall be informed of the business conducted outside of the academic year at the first meeting of the year, or next meeting in the case of emergency business conducted during the academic year.

**ARTICLE XII**

*Advisor:*

The Senate shall appoint an advisor each year from the Framingham State University administration, faculty, or staff.

**The appointed advisor shall:**

1. Attend all Executive Board and Senate meetings to give advice, counsel and opinion as necessary.
2. Give notice for any meetings they cannot attend to the SGA President.

- a. No more than two (2) meetings can be missed per month without approval from the Executive Board.
3. Meet with the President of the Student Government Association at least twice a month, should the calendar allow.
4. Assist the Social Events Coordinator and the President with the planning of the Fall Retreat.

### **ARTICLE XIII**

#### *Recall (Impeachment Proceedings):*

With just cause, in order to remove an elected official from office, a petition signed by eight percent (8%) of the student body must be presented to the Senate. The elected official shall only be removed from office with a three-fourths (3/4) affirmative vote of the Senate. The elected official shall be notified of the said petition at least twenty-four (24) hours before any vote should take place.

### **ARTICLE XIV**

#### *Referendum:*

Any act or resolution that is passed by the Student Government Association shall be subject to review by the student body within a thirty (30) day period from its passage. In order to vote on said act or resolution, five percent (15%) of the student body must petition the Senate for a written ballot. Once the petition is submitted, the vote shall take place within ten (10) academic days. The act or resolution shall be suspended, pending the outcome of the vote. The Senate can, with a two-thirds (2/3) vote, place any referendum, binding or non-binding, on a Student Government Association ballot.

#### *Initiative Petition:*

In order to initiate an act or resolution, fifteen percent (15%) of the student body must petition the Senate for a written ballot in order to vote on the proposal. Once the petition is submitted, the written ballot shall take place within ten (10) academic days. The decision on the proposal shall be determined by a campus wide election.

### **ARTICLE XV**

*Order of Succession:*

Should the Presidency become vacant, the Vice President shall assume the position as President. If any other Executive Board position or the Student Trustee position should become vacant, the President shall appoint a replacement, which shall be voted on by the Senate and will require a two-thirds (2/3) vote. If a class officer position shall become vacant, the remainder of the class officers of the respective class shall elect to fill the position.

**ARTICLE XVI**

*Amendments:*

All amendments to the Constitution of the Student Government Association must be approved by a two-thirds (2/3) vote of the Senate. All changes to grammar and/or to punctuation shall be considered a revision, and all other changes shall be considered Amendments.

**BILL OF RIGHTS**

**Section 1.** Enumeration of Rights

The Constitution of the Student Government Association of Framingham State University reaffirms the following rights for members of the Framingham State University student body.

1. The right of equal protection and due process under this Constitution and under the laws of clubs and organizations created by this Constitution.
2. The rights of free speech and free press.
3. Framingham State University maintains and promotes a policy of non-discrimination on the basis of race, color, creed, religion, national origin, gender, age, disability, sexual orientation, gender identity, gender expression, genetic information, marital status, and veteran status.

APPROVED TUESDAY, MARCH 22, 2016