

LYNDON SGA CHAPTER

CAMPUS BYLAWS

Ratified August 27, 2025

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ARTICLE I. MISSION STATEMENT

The students of Vermont State University – Lyndon shall have an official representative voice of the student body at the college, allowing students to have a major role in the decision-making process, and shall promote the welfare of the cultural, academic, and social aspects of the Lyndon Community.

ARTICLE II. CONGRESS

Section 1. Office Space

1. The Lyndon Congress shall have access to an office space 24/7 for the needs of completing official student government matters.
 - a. All Lyndon Congress members shall have a key to the office space
2. Members of Congress listed can have their own office spaces to complete their duties
 - a. Other members of Congress can be considered.
 - b. Members of Congress may share office spaces if they wish.
 - c. The current list of considerations for office spaces includes:
 - i. President
 - ii. Secretary of Academics
 - iii. Secretary of Campus Activities
 - iv. Secretary of Diversity, Equity, and Inclusion

ARTICLE III. GENERAL ASSEMBLY

Section 1. Meeting Structure

1. The Chair of the General Assembly shall be the President unless otherwise determined by the Congress.
2. There will be available every General Assembly Meeting to the members of the Club Council and Student Body a Teams meeting link for the weekly General Assembly meetings.
 - a. If a representative of a club wishes to represent their club via Teams, they must adhere to the following guidelines:
 - i. Notification of request to represent a club via Teams must be sent to the Lyndon Chapter SGA E-mail no later than 3 hours before the meeting
 - ii. Cameras must be kept on throughout the entire meeting in order to represent a club.
 1. Exceptions include temporary technical difficulties or unavoidable circumstances
 - iii. All representatives must have reliable internet, functioning audio/visual equipment, and a distraction-free environment.
 - iv. Any voting shall be conducted using a Teams group chat including student body representatives.
 - b. The Lyndon Chapter of Congress reserves the right to make exceptions or rejections to this rule at its discretion.

Section 2. Appointment Process

1. All clubs are required to appoint one member of the club to serve as a councilmember on the Club Council.
 - a. Any clubs that fail to appoint a club representative or fails to have their councilmember actively participate in the Club Council may lose club recognition and access to SGA funds.
2. No current SGA executive board member on any board may serve as a club representative.

Section 3: Attendance Policy

1. Any Representative who is unable to make the regularly scheduled SGA Meeting should attempt, to the best of their ability, to find a proxy to attend in their place.
 - a. All proxy updates must be emailed to the Lyndon Chapter Congress no later than 12 hours before the regularly scheduled General Assembly meeting.
 - b. The Lyndon Chapter of Congress reserves the right to make exceptions or rejections to this rule at its discretion.
2. Any Representatives who are unable to find a proxy to attend in their place must email the Lyndon Chapter Congress no later than 10 hours before the regularly scheduled General Assembly meeting in order to receive an excused absence.
 - a. The Lyndon Chapter of Congress reserves the right to make exceptions or rejections to this rule at its discretion.
3. Representatives who arrive 5 minutes late after the meeting has commenced to General Assembly Meetings shall forfeit their vote for that meeting.
 - a. Any Representative who has been tardy to General Assembly Meetings 3 times will receive the equivalent of 1 unexcused absence.
4. Unexcused Absences
 - a. After each absence, Clubs shall receive email notification no later than 3 days after the absence. They will also be notified of any penalties associated with unexcused absences.
 - b. After 3 absences, Clubs will receive an email from the President requesting a meeting about the club's truancy.
 - c. Validity of absences is determined by the Lyndon Chapter Congress.
 - d. Penalties for Unexcused Absences
 - i. Starting at Four (4) Unexcused absences, Representatives forfeit their club's voting and motioning powers for the remainder of the semester.
 - ii. Four (4) unexcused absences will automatically result in the freezing of the club's budget for the remainder of the semester. This includes all fundraising.
 - iii. Six (6) unexcused absences will result in the club being dismissed from the Student Government Association for the remainder of the academic year.
 - iv. The Lyndon Chapter of Congress reserves the right to make exceptions or rejections to these rules at its discretion.

Article IV. SGA Clubs

Section 1. Club Expectations

1. Clubs must have an advisor who works on the Lyndon Campus.
2. Clubs shall hold at least one official general board meeting per month.

3. Club constitutions shall be updated and/or reviewed semesterly and should be sent to the Lyndon Chapter Congress board within the first 30 days of the semester.
 - a. Club constitutions must be made available to all club members when asked.
 - b. Every club shall provide a printed copy of its constitution to be available in the SGA office at all times within the first 30 days of the semester.
 - c. Every club shall provide a digital copy of its constitution to the SGA within the first 30 days of the semester.
4. Executive Board members of any club shall maintain a minimum GPA of 2.0.
5. Once every semester, Congress will give all Clubs an updated budget.
6. Clubs must reserve their meeting rooms by contacting the Assistant Director of Campus Activities for the Lyndon Campus and CC the Lyndon Chapter SGA before they begin meeting.
7. Clubs shall send an email to the Lyndon Chapter SGA with the following information after the first General Assembly Meeting of the semester:
 - a. Club Executive Board members
 - b. Club Meeting Time(s)
 - c. Club Meeting Location(s)

Section 2. Events and Outreach

1. Clubs shall organize at least one public event per semester.
 - a. Posters must be posted 5 business days before the event at a minimum and must be taken down no later than 24 hours after the event.
2. Clubs must send all posters to SGA for approval no later than 10 business days before any event hosted by the clubs.
 - a. The Lyndon Chapter of Congress reserves the right to make exceptions or rejections to this rule at its discretion.
3. Clubs shall be required to perform two (2) hours of community service or community outreach per semester.
 - a. Definitions
 - i. Community, for the purposes of this document, is the surrounding community of Lyndon, not the campus itself.
 1. This includes but is not limited to Lyndon, Saint Johnsbury, Burke, East Burke, West Burke, Wheelock, Concord, and Waterford.
 - ii. Community Service is unpaid work done to benefit others in the community, often for a civic or non-profit organization. Community Service focuses on activities aimed at benefiting the community as a whole.
 1. Clubs are not permitted to financially benefit from the community service, including but not limited to donations, fees, or fundraising.
 - iii. Community Outreach is the efforts made by clubs to connect with and engage with the community. Community outreach focuses on connecting and engaging with the community.
 1. Clubs are not permitted to financially benefit from the community service, including but not limited to donations, fees, or fundraising.
 - b. Membership for Outreach/Service

- i. A minimum of 2 Executive Board members must attend the Community Service/Outreach.
 - ii. A minimum of half of a clubs' active members must attend the Community Service/Outreach.
- c. Transportation
 - i. Clubs can request a van for transportation purposes for any community service/outreach. These requests need to be in 2 weeks in advance to have the best chance at getting a van.
 - ii. Driving time does not count towards the two (2) hours of community service or outreach.
- d. There will be no reimbursement for any Outreach/Service.

Section 3. Creating a Club

- 1. Bringing a club out of the archival
 - a. There are no expectations for members to show interest in the club for unarchival.
- 2. Creating a club
 - a. Creating a club will require at least 5 members to show interest in the club.

Section 4. Club Funding Requests

- 1. To be put on the official General Assembly agenda for any club funding request, requests must be emailed to the Lyndon Congress email no later than 72 hours before the regularly scheduled General Assembly Meetings.
 - a. All requests must include details of what the funding request will be for.
 - b. When possible, clubs should have a visual element (ie: a slideshow) for their funding request

Section 5: Terms of Office

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

ARTICLE V. AMENDMENT

- 1. Amendments to the bylaws of the Lyndon Chapter must be approved by a simple majority vote of Congress.

ARTICLE VI. RATIFICATION

- 1. These bylaws shall become effective on the first business day following its approval by Congress.
- 2. These bylaws shall be reviewed every two (2) years for revision.