

VTSU SGA

BYLAWS

Proposed Ratification April 2025

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ARTICLE I. GENERAL REGULATIONS AND PROCEDURES

Section 1. Meeting Regulations

1. The parliamentary authority shall be Robert's Rules of Order, Newly Revised for all items not found in either these Bylaws or the Constitution.
2. At least half of the quorum count must consist of two-thirds ($\frac{2}{3}$) of the members of any board.
3. An SGA advisor or designee must be present at any official SGA meeting of the Senate or its Chapter's boards for action to be taken.
 - a. An advisor shall not be required to attend committee meetings but shall be recommended when possible.
4. In order for a proclamation to pass, it needs only to receive a simple majority of votes in the affirmative.
5. Certain specified issues must receive two-thirds ($\frac{2}{3}$) majority affirmative votes to pass, those issues being:
 - a. SGA annual budget in compliance with the SGA constitution.
 - b. Removal of an Officer or Delegate from office.
 - c. To fill a vacancy on any Board or approve the appointment of any official.
 - d. To approve a Student Initiative amending the constitution.
 - e. Recognition of new clubs and committees.
 - f. Overriding a Presidential veto.
 - g. Passing a Congress or Senate initiative.
6. Discussion policies:
 - a. When funds are being allocated to a club, any current elected officials who are current members of that club must refrain from voting. An exception will be made when voting on the annual budget.
 - b. If a member is involved (appointed or nominated) with a position being discussed, they must leave the room until the formal nomination or appointment discussion has ended.
7. Any voting member who must miss a meeting on any board may appoint a person to serve in their absence. The Chair must receive notice from the member prior to the meeting that they have given their voting power to the proxy. The proxy will be included in the quorum count and may review the agenda at the member's option.
8. Agenda:
 - a. Agendas will be set by the chair of each respective board.
 - b. Authority for acceptance of agenda items rests with the majority.
 - c. The president may share the agenda to the clerk
 - d. Meeting minutes must be available to the student body
9. Any voting member may request that a record be kept of how each member votes on an important issue.
10. Meetings must be available through a virtual video or voice call upon request
11. Office Hours:
 - a. All members of the SGA who are required to complete office hours must fulfill the specified minimum office hours in a location or space readily available to members of the Student Body.

- b. All congressional members will have a minimum of 2 office hours, with the exception of those in required positions.
- c. Community Events, tabling, or any face-to-face contact with students could be used for up to 50% of weekly office hours
- d. *A pool of hours for the whole congress was brought up but needs further discussion*
- e. *We also wanted to write in an option for virtual face-to-face calls for congress meetings in the bylaws to ensure access for all students. I added this paragraph because the locations of this information were not decided summit*

Section 2. Personnel Procedures

1. Executive Board

- a. There shall be an executive board on all of the existing SGA boards:
 - i. For the SGA Senate, the members of the Executive Board shall be the Senate Vice President and Senate Clerk.
 - ii. For the SGA Congress, the members of the Executive Board shall be the E - executive Vice President, the Secretary of Academics, the Secretary of Administration, the Secretary of Campus Activities, the Secretary of Community Relations, the Secretary of DEI, Secretary of Sustainability, Secretary of Wellness, Treasurer, and the Clerk of Congress.
 - iii. For the SGA General Assembly, the members of the Executive Board shall be the Secretary of Administration and Deputy Secretary of Administration.
 - iv. For the SGA Student Court, the Executive Board shall be the Deputy Justice and Court Clerk.
 - v. For the SGA Campus Activities Board, the Executive Board shall be the Deputy Secretary of Campus Activities, the Chair of Advertising, the Chair of Traditions, the Chair of Social Media, and the CAB Clerk.
- b. Additional positions may be included in each board's Executive Board if stipulated in the Chapter's bylaws.

2. First-year student elections:

- a. All first-year students are entitled to fair and equitable representation and therefore shall have at least one (1) delegate representative and first-year class representatives.
 - i. The Board of Elections shall conduct these elections.

3. Non-performance:

- a. In the event member(s) have reason(s) to show that any Officer or Delegate has not performed according to the constitution and bylaws of the SGA, the member(s) will go to the President or SGA Advisors to address the issues.
- b. Upon review of and in agreement with a grievance brought before it, the Congress—excluding the member named in the grievance—may give a written warning that addresses all grievances and acknowledge that further grievances may result in removal from office.
- c. Any member of the SGA may write a letter to Congress to ask for disciplinary actions of that Officer or Delegate in office.
- d. In the event a member misses two meetings, they will receive a warning letter from the Clerk and President. After the third absence, it will be brought up in a Board meeting.

- e. Repeated tardiness is counter-productive to the SGA. Therefore, the Chairperson may ask the Board to take official action against the member in question.
- 4. Removal from office:
 - a. Any member who is found to be non-performing will immediately face impeachment proceedings and potential removal.

ARTICLE II. ELECTION POLICIES

Section 1. Board of Elections

The Board of Elections may be established within one (1) month of the senate president's appointment

1. All members of the Board of Elections must remain neutral in all campaigns and referendum decisions during an election.
2. Election proceedings must go through the senate.
3. Responsibilities of the Board of Elections:
 - a. To establish dates for elections.
 - b. To establish a deadline for submission of applications and petitions.
 - c. To review applications, and petitions and update as needed.
 - d. To prepare information sheets for applicants.
 - e. To advertise open positions, application and petition deadlines, and election dates.
 - f. To organize and hold voting according to established policies and procedures.
 - g. To verify applications and prepare ballots.
 - h. To verify the results of the election.
 - i. Each campus will have a representative on the senates board of elections to oversee each individual election process

Section 2. Election Schedule

1. Elections for the Student Government Association and the Class Officers shall be held no later than April 30th.
2. Elections for first-year class officers and first-year delegates shall be held no later than September 30th.
3. Applications must be submitted ten (10) business days prior to the election.
4. Vacancies in the SGA or Class Offices may be filled during these regularly scheduled elections unless otherwise required by the SGA constitution.

Section 3. Recall Elections

1. A recall election can be called with a petition of 20% of the Student Body. A recall election can be called within any SGA Chapter in order to recall member(s) of the Congress

Section 4. Vacancies in Office

1. Vacancies on the SGA will be filled as per the SGA constitution.
2. Vacancies in Class Officer positions shall be filled at the next regularly scheduled election.

Section 5. Candidates for Office

1. All candidates for the SGA and Class Officers must be matriculated students in good academic standing as defined by the University.

2. Students running for election to a class office must run in the class they believe they are in as defined in the SGA constitution and bylaw position descriptions.
3. A completed application and a petition with required signatures must be submitted by the established deadline in order to have a candidate's name included on the ballot.
 - a. Candidates are required to obtain signatures from one (1) current SGA official, one (1) Student Life staff member, one (1) faculty advisor, and at least twenty (20) members of the Student Body.
4. No candidate for office may serve as a member of the Board of Elections.

Section 6. Voters

1. All matriculated undergraduate students are eligible to vote in SGA, Class, and special elections.
2. A student attending VTSU may sign as many candidate petitions as they desire but may sign each individual petition only once.
3. Students vote for class officers in the class they are in based on their credit standing in relation to their program completion.
 - a. Students with less than one-fourth ($\frac{1}{4}$) credit program completion will be defined as first-years.
 - b. Students between one-fourth ($\frac{1}{4}$) and one-half ($\frac{1}{2}$) credit program completion will be defined as sophomores.
 - c. Students between one-half ($\frac{1}{2}$) and three-fourth ($\frac{3}{4}$) credit program completion will be defined as juniors
 - d. Students with more than three-fourths ($\frac{3}{4}$) credit program completion will be defined as seniors.

Section 7. Voting in SGA, Class, and Special Elections

1. The ballot box will be open for at least ten (10) hours over a minimum of five (5) days over the course of one (1) business week.
2. The ballot shall be available through a virtual modality for a minimum of five (5) days within the same business week as the ballot box
3. No election posters and no campaigning are allowed within fifty (50) feet of the ballot box or SGA office(s).
4. No candidate running for election may staff the ballot box.

Section 8. Write-Ins

1. Write-in candidates who meet the qualifications to fill the position in question shall be allowed for all positions.
2. There shall be an opportunity for any qualified members of the Student Body to run a write-in campaign for any recognized position within the SGA bylaws.
3. If a write-in candidate receives the most votes, that candidate will be declared the victor upon verification of their academic and SGA eligibility if they receive a minimum of five (5) votes.
4. If no candidate receives five (5) write-in votes, all eligible write-ins will be notified and invited to apply for the position. All candidates can then submit their applications to the Board of Elections, who shall review the applications and, if all applicants meet the position qualifications, Congress shall be notified and be allowed to begin nomination procedures to fill any open positions.

Section 9. Ties

1. In the case of a tie during a Class Officer election, the Board of Elections shall review applications and make a recommendation by a simple majority vote.
 - a. The SGA President shall then confirm this recommendation.
2. In the case of a tie during an SGA election, the Board of Elections shall review applications and make a temporary appointment by a two-thirds ($\frac{2}{3}$) majority vote. The Board shall then plan and execute a special election with the two candidates in question to elect a permanent officer.

Section 10. Election Procedures

1. Election Protocols:
 - a. Establish dates for elections.
 - i. Class Officer and SGA elections shall be completed no later than April 30.
 - ii. First-year Class Officer and SGA elections shall be completed no later than September 30.
 - iii. Shall not schedule elections over official VTSU vacation dates.
 - iv. Check the Administrative and University Calendar for possible conflicts.
 - b. Establish a deadline for submission of applications and petitions.
 - i. Retain enough time to check the eligibility of applicants with the Registrar's Office and to prepare ballots.
 - c. Review job descriptions, applications, and petitions and update as needed.
 - d. Prepare an information sheet for applicants to include:
 - i. Election dates and deadline for submission
 - ii. Qualifications
 - iii. Submission materials:
 1. Application
 2. Petition with required signatures: Academic Department Faculty, Student Government Association Member, Student Life Professional Staff, and 20 members of the student body
 - iv. Where all application materials can be submitted both physically and virtually.
 - v. All campaign rules and regulations
 - e. Post copies of information sheet, job descriptions, and petitions in SGA Office and on the VTSU website and Portal.
 - f. Announcement of SGA Elections:
 - i. Positions available
 - ii. Dates of elections
 - iii. Deadline for submission of applications and petitions
 - iv. Location for application material submission
 - g. Prepare for voting:
 - i. Prepare a schedule of places and times.
 - ii. Reserve spaces around campus as needed.
 - iii. Recruit personnel to staff ballot box from the Board of Elections and other certified students, staff, and faculty that are not directly involved in any campaign.

1. Certified students, staff, and faculty shall be selected by the Board of Elections with a simple majority vote.
- iv. Prepare an information sheet for people staffing the booth, including the following information:
 1. No election campaigning within 50 feet of ballot box and SGA offices.
 2. No candidate for election may staff the box.
 3. Who can vote?
 4. How will voters be noted on checklist
 5. Where election staffers pick up ballot box
 6. Where do election staffers return ballot box
- v. The chair of the Board of Elections shall meet on a weekly basis with the Director of Student Activities during the election cycle(s) and at least once before elections with all five Assistant Directors of Student Activities to ensure elections run as planned.
 1. The election cycle shall start from the day applications are made public and shall end the day final votes are cast.
- h. Advertise elections using the approved modalities:
 - i. Posters
 - ii. Flyers
 - iii. Table tents ~~for dining and library locations~~
 - iv. SGA Office space
 - v. E-mail
 - vi. Social Media
 - vii. VTSU Website and Portal
- i. Review applications and petitions.
 - i. Prepare a list of names and qualifications; give them to Director and Assistant Directors of Student Activities to certify.
- j. Prepare ballots.
 - i. Include names of valid applicants received from the Director of Student Activities.
 - ii. Verify spelling of names and proofread.
 - iii. Notify invalid applicants that they will not be on the ballot.
- k. Notify valid applicants of rules.
 - i. Host in-person and hybrid meetings for all candidates to ensure all election policies are delivered to candidates.
 - ii. All candidates that are unable to attend meetings are unable to campaign publicly until they have met with both a designated member of the Board of Elections and an Assistant Director of Student Activities.
- l. Gather materials for voting:
 - i. Information sheet for volunteers
 - ii. Decorations
 - iii. Election Gifts
 - iv. List of eligible voters
 - v. Pens or pencils for voters

- vi. Locked ballot box
- vii. Paper ballots
- viii. Electronic voting booth if applicable
- m. After voting
 - i. At least three members of the Board of Elections and an SGA Advisor must count all ballots at each campus.
 - ii. Verify the number of ballots cast with the number of voters' names checked off.
 - iii. Verify the academic eligibility of successful write-in candidates.
 - iv. Notify all candidates by email.
 - 1. Candidates must officially accept or decline positions when notified.
 - v. Post results in SGA Office.
 - vi. Announce results within three (3) business days of the final votes cast.
 - vii. Bundle all ballots, voter checklists, counts, etc., for the Director of Student Activities

ARTICLE III. FINANCIAL POLICIES

Section 1. Financial Policy Purpose:

Student activities are financed primarily by the Student Activity Fee collected from every registered, matriculated student on a prorated basis. The Student Activity Fee (SAF) is \$13.00 per credit hour up until 12 credits, with a maximum fee of \$312 per academic year. This fee, not to exceed the limits set by the VSCS Board of Trustees, is established by the SGA Senate with the approval of a student referendum and the President of the University. In addition, some revenue is generated by ticket sales, advertisements in publications, fundraisers, donations, and other operations. The Board mandates that no organization may have an external bank account other than the SGA account. The SAF may only be used for the SGA and student activities and shall not be used for personal gain. All activities sponsored by the SGA must be open to all students who pay the SAF.

Section 2. Student Activities Fee Allocation and Maintenance

1. The SAF shall be distributed among the five SGA Chapters and the SGA Senate at the beginning of each academic year.
2. Each Chapter shall receive the SAF from every student at their home campus.
3. All other students, either taking classes through a virtual modality or at a VTSU satellite campus, shall have their SAF managed by the Senate.
4. At the end of each academic year, any unspent SAF within the SGA shall be placed in one single Fund Balance account.
 - a. At the beginning of the following academic year, the Senate and its Chapters shall receive the exact amount of funds from the fund balance that they had deposited.
 - b. All interest accrued on the combined fund balance shall be split equally among the Senate and its Chapters.

Section 3. Development and Approval of Annual Budget

1. The fiscal year runs from July 1 to June 30.
2. The annual budget will be developed by the Treasurers, Presidents, and advisors on each Campus, while the President, Vice President, and advisors of the Senate shall develop an annual budget of

its own. The Senate and Chapters will consolidate their budgets to create one uniform budget with all expenditures accounted for that can be presented formally to all SGA members.

- a. Each Congress will develop a budget for its respective campus and submit the budget to the Senate before September 15th at the beginning of each academic year.
 - b. The Senate will create a consolidated budget by September 30th and vote on its approval, including the Senate budget.
3. The following categories of expenditure will be budgeted:
 - a. A Campus Programs account will include leadership development, commuter programs, and late night programs.
 - b. A Leadership account that will include leadership development, class unity, and multicultural programs.
 - c. A Club account that will include all funds to be distributed, by request, to all recognized student organizations, including sports clubs.
 - d. A Media account will include any student-run media affiliated with Vermont State University.
 - e. A CAB account will include funding for all committees of the Campus Activities Board and the general activities referendum approved by the student body.
 - f. An Operating account will include funds for supplies, insurance, postage, printing, and other expenses related to the operation of the SGA and its duly authorized committees.
4. The annual budget must be reviewed by the Senate with only the proposed budgets from each Chapter's Congress and the Senate's proposed budget. Upon approval by the appropriate bodies, the budget must be approved by all SGA Presidents and the President of the University.
 - a. The Senate may only block the budget if any Chapter's proposed budget exceeds the amount that will be allocated or if the proposed budget violates the constitution or its bylaws.
 - b. Treasurers from each campus must review the senate's budget. The Treasurers are only allowed to deny the Senate's budget if it goes beyond what it is allocated or the treasurers deem it unconstitutional
5. If a President of a Congressional Chapter vetoes the budget as passed by Congress, they must submit reasons for the veto and an alternative budget to Congress. The Congress then has the option to approve the alternative budget, override the veto by two-thirds vote of the entire Congress, or establish and appoint an Arbitration Committee.
6. An Arbitration Committee will be formed, chaired by the SGA Treasurer with other members to include: two members from the Finance Board and three members from the Congress. Their purpose is to come up with a compromise budget. After doing so, the new budget will begin the regular process.

Section 4. Finance Board

1. A Finance Board shall be established for the financial security of the SGA Chapter and maintenance of the SAF.
 - a. There shall be one Finance Board associated with every SGA Chapter.
2. The Finance Board members shall include the SGA Treasurer (chair), Assistant SGA Treasurer (if applicable), a Student Life administrator, at least two but not more than four Delegates

nominated and approved by Congress, and at least one student-at-large nominated by the Finance Board and approved by Congress.

3. If any member of the Finance Board is an officer of an organization, then that member must abstain from voting on that organization's budget request.
4. The Finance Board will meet weekly during the academic year at a consistent time and place.

Section 5. Authorization to Expend and/or Request Funds

1. Upon final approval of the annual budget, the following individuals are authorized to expend funds up to the budgeted amounts:
 - a. The Director of Student Activities and Assistant Directors of Student Activities are authorized to expend Campus Center and Campus Programs budgets.
 - b. The SGA Treasurer is authorized to expend Operating funds, with the approval of the SGA President and Director of Student Activities or the Assistant Director of Student Activities.
 - c. The Secretary of Campus Activities is authorized to expend CAB funds with the approval of the Director of Student Activities or Assistant Director of Student Activities.
2. Requests to expend funds from the Media account will be considered as follows.
 - a. At the beginning of each academic year, a member of the Finance Board may be appointed Media liaison.
 - b. The Media liaison will meet with representatives from the campus media and assist them in the development of individual annual budget requests.
 - c. The sum of these annual Media budget requests shall not exceed the amount allocated in the annual Media category.
 - d. This plan for expending the Media category shall be approved by the Finance Board.
3. Requests to expend funds from the Clubs account will be considered as follows.
 - a. Application for funds may be requested by any recognized student organization which has a current list of officers and a current constitution on file with the Director of Student Activities, Assistant Director of Student Activities and Treasurer.
 - b. In order to be eligible to request funds, each organization must be represented either by a Assembly Member in the General Assembly or by its Treasurer and President at a semesterly mandatory Treasurer's workshop to be held at the beginning of the fall semester, as well as any other workshops held throughout the year at the discretion of the SGA Treasurer.
 - c. Requests for funds must include appropriate documentation and supporting materials detailing estimated expenses. In certain specific instances, for line items 106, 112, and 113, three quotes will be required.
 - d. Requests for funds may be submitted at any time for one or more events and/or projects throughout the year; however, normally, the Finance Board will not approve expenditures in excess of 50% of the budget during the fall semester; this may be adjusted by campus bylaws
 - e. The Finance Board is authorized to approve funds up to \$2000. Requests for funds over \$2000 require Congressional approval. Any SGA request for \$5000 or more requires the Director of Student Activities' signature.

- f. CAB is authorized to approve funds up to \$5000. Requests for funds over \$5000 require Congress approval. Any SGA request for \$5000 or more requires the Director of Student Activities' signature.
 - g. The SGA Treasurer is responsible for tracking each request and subsequent approval and notifying clubs of approval or non-approval in a timely manner.
 - h. Requested club funds must be used by the end of the semester. Any funds in excess of receipts submitted will automatically be returned to the Club account. Any excess funds expended beyond the requested/allocated amount are the sole responsibility of club members.
 - i. There is no guarantee that reimbursements will be approved.
4. Expense Vouchers
- a. Requests for payment are to be used by any organization wanting to expend allocated funds. All expense vouchers must be completed in full with appropriate documentation (e.g., contracts, invoices, receipts) attached. Payment requests will not be accepted without the signatures of the organization's treasurer and president/chair. Payment requests must be placed in the SGA Treasurer's mailbox at least ten (10) business days before the funds are needed.
 - b. No expense vouchers will be processed unless a current list of officers of the student organization has been submitted in the present fiscal year. This list must contain the first and last names, signatures, and box numbers of the officers, and the officers must be in good academic standing. If this list changes at any time, a current list must be submitted within one (1) week of the change.
 - c. In the rare instance when a check is written without appropriate documentation, no other checks will be written on the account until the appropriate documentation is submitted.

Section 6. Authorized Expenditures–Line Items:

101-Temporary Personnel.

- 1. Funds for payments of persons employed on a part-time basis or independently contracted, for example, officials, judges, consultants, coaches, technicians, attorneys-at-law, security or office personnel, performers, and speakers.
- 2. Club sports coaching staff shall all be paid a consistent amount to be determined by the Finance Board annually.

102-Service Contracts.

- 1. Expenses incurred in employing a business or personnel to provide services can be budgeted for by individual organizations. All contracts for such services must first be approved by the SGA Treasurer and the Director of Student Activities (e.g., copier contract, maintenance contracts).

103-Receptions, Food, and Beverages

- 1. Funds may be requested for the following types of functions:
 - a. Receptions which are announced and open to the public for the purpose of recruitment or hospitality;
 - b. Special guests at banquets, luncheons, or similar events;
 - c. Food and beverages served in conjunction with a leadership training activity;
 - d. Alcohol may only be purchased for events which are open to all SGA members and comply with University alcohol policies and VT state laws;

- e. Food may be purchased for resale at an approved concession (approved by the SGA Treasurer and Director of Student Activities or Assistant Director of Student Activities).
- f. Food & Beverages purchased by an organization using funds that they have raised above the budgeted income amount are exempt from the above stipulations with approval of the Treasurer.
- g. Food & Beverages for the purpose of end of the year private club gatherings may be purchased with approval of the Finance Board.
- h. Food & Beverage specified in a contract under item 102 for the purpose of hospitality can be purchased.

104-Admission & Entry Fees.

- 1. Trips, excluding conferences, taken by SGA organizations where an admission fee is incurred, may budget for these admission expenses. These trips must be made available to all SGA members, and the organization must be representing VTSU and/or the SGA.

105-Conference Expenses.

- 1. Payment of registration fees may be approved when delegates are representing VTSU and/or the SGA.
- 2. Any conference or travel fees paid by the SGA that are not used due to cancellation are then the responsibility of the canceling party, and the amount must be repaid to the SGA.

106-Lodging Expenses.

- 1. Funds may be budgeted and requested to pay lodging expenses for trips, conferences, and competitions where students are representing VTSU and/or the SGA.
- 2. Hotel fees must be presented to the Finance Board when the initial request is made or, in the case of CAB, Media, Operating, and Campus Programs accounts, before reservations are made.
- 3. Ultimate decision on place of lodging will be made based on safety, proximity, and discretion of the Finance Board.

107-Transportation.

- 1. Transportation expenses must be requested in advance for:
 - a. College or Rental vehicles. Fees and tolls incurred during the trip will be reimbursed if they are requested in advance - See VTSU financial policy for clarification
 - b. Expenses for all other modes of transportation (i.e, bus, train, taxi) may be requested.

108-Membership.

- 1. Funds may be approved for institutional or organizational dues or membership fees but not for individual dues or fees.

109-Subscriptions.

- 1. Subscriptions for periodicals must be taken out in the name of the SGA organization and not individual members. The periodicals must be made accessible to SGA members and addressed to the Campus Center.

110-Consumable Office Supplies.

- 1. Supplies not available through the SGA Offices and not covered by the SGA operating account must be budgeted for through a separate budget line.

111-Expendable Products.

- 1. Funds may be used for the purchase and/or rental of products and non-office supplies with a life expectancy of less than one year (e.g., film and developing, decorations, items for resale, etc.).

112-Clothing.

1. Funds may be requested for clothing under specific circumstances:
 - a. Items to be given away for recruitment or awareness purposes may be requested and may be approved based on express purpose, past practice, and available funds.
 - b. Items for resale may be requested and may be approved; however, organizations may be required to reimburse the SGA up to the cost of the items. Any net profits from resale shall be retained by the club for authorized use.
 - c. Items to be given to organization members, including members of the SGA boards and their committees, as a method of recognition or reward, may be requested and may be approved.
 - d. Funds for uniforms (i.e., for club sports or security crews) may be budgeted. The uniforms will become the property of the SGA and may not be personalized. The Congress may, with a two-thirds ($\frac{2}{3}$) majority vote, allow for personalized uniforms on a case-by-case basis.

113-Unexpendable Equipment.

1. This includes funds for the purchase of equipment with a life expectancy of more than one year, including maintenance and repair of equipment. Any request for the purchase of a single piece of equipment costing over \$50.00 should be accompanied by a Purchase Order (see V. G.). All items purchased from item #113 becomes property of the SGA and subject to the jurisdiction of the SGA Congress.

114-Duplicating.

1. Individual student organizations will not normally budget for duplicating expenses but may use the services of the SGA office. Funds for professional printing should be requested and may be approved.

115-Insurance.

1. Insurance expenses will be covered by the SGA for clubs needing insurance coverage. Individual SGA organizations will not normally budget for insurance costs.

116-Income.

1. All income must be deposited with the Director of Student Activities or Assistant Director of Student Activities no later than the following business day after its receipt. All income is deposited into line item #116. If actual income exceeds estimated income, the funds may be spent on unbudgeted items in accordance with the financial policies with approval of the SGA Treasurer.

Section 7. End of Year Balance

1. Any requested funds left in an organization's account as of June 30 will be automatically transferred to the SGA Fund Balance account. Club fundraised funds will automatically transfer to the following year.
2. If an organization ends the fiscal year with a deficit, the Finance Board may require the organization to fund-raise to make up this deficit before additional funds may be requested.
3. Funds remaining in the Fund Balance account after allocations are made can be spent by the Senate or Chapter from which funds are sent. These funds are only to be used for capital improvements and for the benefit of the entire University community.

Section 8. Reimbursements.

1. Out-of-Pocket Expenses.
 - a. Reimbursement of out-of-pocket expenses which are not pre-approved is not guaranteed. Individuals should be prepared to absorb those expenses. To be considered for reimbursement, receipts must be turned in.
2. Sales Tax
 - a. In accordance with VTSU policy, the SGA will not reimburse individuals for any Vermont state sales tax. Organizations are encouraged to work closely with the SGA Treasurer and the Director of Student Activities or Assistant Director of Student Activities to ensure that the College's tax exempt status is utilized to the fullest.

Section 9. Additional Policies

1. Contracts:
 - a. All contracts for goods, services, and temporary personnel (i.e., performers) to be purchased with SGA funds must be approved and signed by the Director of Student Activities or Assistant Director of Student Activities in advance. No fees will be paid unless a contract has been approved and signed, and the SGA will not accept responsibility for unapproved or unsigned contracts. No verbal contract should be entered into without the approval of the SGA Treasurer and the Director of Student Activities or Assistant Director of Student Activities.
 - b. VTSU policy stipulates that no students may sign contracts on behalf of any student club or organization. All contracts must be signed by either the Assistant Director or Director of Student Activities.
2. Transfers:
 - a. Inter-and Intra- account transfers must be approved by the Finance Board. An authorized "Transfer of Funds" form must be completed.
 - i. All transfers of amounts over \$2000.00 must be approved by the Finance Board and Congress. This does not apply to end of year balances which automatically transfer to the Fund Balance account.
3. Fundraising:
 - a. Fundraising by student organizations is strongly encouraged. Organizations may budget for items to be used for fundraising. All fundraising activities must be approved in advance by the Director of Student Activities or Assistant Director of Student Activities. Funds raised must be deposited into the SGA account within twenty-four (24) hours of receipt.
4. Commissions:
 - a. The SGA will not allow sales commissions to be received by its recognized student organizations or its individual members for personal gain.
5. Expenditures:
 - a. Expenditures must be made as per the originally approved budget.
 - b. Any funds that remain after the budgeted event is concluded will be returned to the SGA.
 - c. If a budgeted event is canceled, the Finance Board must be notified immediately of any cancellation. The budgeted funds will be returned to the SGA.

- d. Exceptions to this policy may be made with the approval of the SGA Treasurer and the Director of Student Activities.
- 6. Awards and Prizes:
 - a. With the exception of cash or alcohol, prizes may be budgeted and purchased, via line item #111, for competitive events.
 - b. The SGA Operating Account can be used to purchase awards to be presented at the end of the school year. The SGA may have an Awards Committee to be chaired by the Secretary of Academics and the Student Body; SGA organizations, faculty, and staff will have the opportunity to nominate individuals for these awards.
- 7. Special Projects Accounts:
 - a. Student organizations may request that a project account be established in which funds are allowed to accrue for a particular project which will be of a lasting benefit to the entire SGA.
 - b. Funds in said account cannot be transferred out of this without the approval of the Finance Board.
 - c. Requests for such an account must be made in writing to the SGA Treasurer and approved by the Finance Board and Congress.
 - d. The project and any subsequent cancellation or renewal must be reviewed every two years by the Finance Board and approved by the Congress, abiding by established guidelines.
 - e. The account must be established for a certain purpose and that purpose may not be changed without approval of the Finance Board and Congress.
- 8. Club Fundraising Accounts:
 - a. The account and any subsequent cancellation or renewal must be reviewed every two years by the Finance Board and approved by the Congress, abiding by established guidelines.
- 9. Class Account:
 - a. These accounts will be established by the SGA for classes which earn money from year to year. Any remaining monies left in these accounts two years after the class graduates will be deposited with the VTSU Emergency Loan Fund administered by the Financial Aid Office.
- 10. Catastrophic Insurance:
 - a. All SGA organizations requiring insurance will be covered under the SGA insurance policy before they will be allowed to participate in activities. No exceptions will be allowed.
- 11. Interest:
 - a. Interest collected on investment of the VTSU SAF will be spent as follows:
 - i. The spending of these funds will be for programs not regularly budgeted for by organizations during the fiscal budget process.
 - ii. Funding may include physical improvements or contributions to innovative campus programs and services. The total amount does not have to be expended; it is possible that a determined amount of money should be set aside as a contingency fund or for future projects.

- iii. Development of the expenditure proposal will be the responsibility of the SGA Treasurer.
 - iv. Expenditure of the interest funds must meet the approval of the SGA Finance Board, Congress, and VTSU President.
 - v. All proposals for expenditure of these funds must follow the current SGA Financial Policies.
- 12. Game & Mail Room Expenses:
 - a. The source of funds for the Game & Mail Room accounts is non-SAF income deposited in the SGA account, which may be spent at the discretion of the Director of Student Activities and Dean of Students, respectively.
- 13. Policy Review:
 - a. These financial policies shall be reviewed every two (2) years by the SGA Senate.
- 14. Appeals:
 - a. All appeals must be made in writing, no later than ten (10) class days after decision has been rendered. Appeals must be answered in writing no later than ten (10) class days after appeal has been received.
 - i. Appeals of decision(s) by the SGA Treasurer may be made to the Finance Board.
 - ii. Appeals of decision(s) of the Finance Board may be made to the Congress.
 - iii. Appeals of decision(s) of the Congress may be made to the College Court.

ARTICLE IV. STUDENT GOVERNMENT ASSOCIATION CODE OF CONDUCT

Section 1. Purpose of Code of Conduct

The Students of Vermont State University are entitled to a fair, ethical, and fully accountable Student Government, which has earned and may continue to inspire the Student Body's full confidence in pursuance of integrity in public service. In keeping with this Student Government Association's (SGA) commitment to free inquiry and expression, academic excellence, and student welfare, the responsible administration of this democratic Student Government therefore requires that: SGA officials who may be elected, appointed or employed comply with both the Letter and the Spirit of the laws and policies affecting the operations of this Student Government; all SGA officials maintain independence, impartiality, and fairness in their judgment and actions; all public offices of this SGA be used for the good of the Student Body of VTSU and not for personal gain; all public deliberations and processes be conducted openly unless legally confidential in an atmosphere of respect and civility. To this end, the SGA at VTSU has adopted this Code of Conduct to assure Confidence in the Student Body of the integrity of this SGA and its effective and fair operation.

Section 2. Serve the Public Interest

Recognizing stewardship of the public interest must be or primary concern; SGA members must work for the common good of the Student Body at VTSU and must not work for any private or personal interest. SGA members shall:

- a. Exercise discretionary authority to promote the common good of the Student Body.

- b. Oppose all forms of discrimination and harassment and assure fair and equal treatment of all persons, claims, and transactions placed before this SGA, its Student Court, boards, committees, and commissions.
- c. Involve students and University administrators, faculty, and staff in policy-making decisions.
- d. Assist student and University administrators, faculty, and staff in their affairs with this Student Government.
- e. Respond to public concerns, questions, and inquiries within means that are publicly accessible and complete, clear, and honest.
- f. Exercise compassion, benevolence, fairness, and optimism.
- g. Be prepared to execute decisions that may not be popular.

Section 3. Respect the Constitution and the Law

SGA members shall respect, support, and study the laws of the United States of America, the State of Vermont, local municipalities and counties, Vermont State University, and the constitution and bylaws of this SGA. SGA members shall:

- a. Understand and apply the legislation and regulations relevant to any and all professional roles within this SGA.
- b. Work to improve and change laws and regulations that are counterproductive and obsolete.
- c. Eliminate unlawful discrimination.
- d. Prevent all forms of mismanagement of public funds by establishing and maintaining strong fiscal and management controls, and by supporting audits and investigative activities.
- e. Encourage, protect, and facilitate legitimate and civil dissent within this SGA and the Student Body of VTSU.
- f. Promote constitutional principles of equality, fairness, representation, responsiveness, and due process in protecting students' rights.

Section 4. Demonstrate Personal Integrity

SGA members must demonstrate the highest standards in all activities to inspire confidence and trust within the Student Body. The professional and personal conduct of SGA members must be above reproach and avoid even the appearance of impropriety. The SGA members shall:

- a. Refrain from abusive conduct, personal charges, or verbal attacks upon the character or motives of other SGA members, boards, committees; University administrators, faculty, and staff; and the Student Body.
- b. Maintain genuine honesty not to be compromised for the sake of personal gain or advancement and guard against conflicts of interest and appearance thereof.
- c. Ensure that others receive proper credit for their work and contributions to the SGA and the Student Body.
- d. Take responsibility for their own errors.
- e. Ably conduct all official acts with efficiency and professionalism. Expose corruption wherever discovered.
- f. Act in a respectful manner through all social media modalities.

Section 5. Promote an Ethical SGA

To assure independence and impartiality for the benefit of the common good of the Student Body, SGA members shall not use their official positions within this Student Government to influence decisions in which they may have material or personal interests or where they may have an organizational responsibility to fulfill which may give the appearance of a conflict of interest. SGA members shall:

- a. Enhance this Student Government's organizational capacity for open communication, creativity, and dedication, and shall publicly share substantive information that is relevant to matters under consideration by the Student Court and all boards and committees of this Student Government.
- b. Subordinate institutional loyalties to the benefit of the common good of the student body.
- c. Establish and maintain procedures that promote ethical behavior and hold individual members accountable for their conduct.
- d. Provide members with an administrative means for civil dissent, assurance of due process, and safeguards against reprisal.
- e. Promote merit principles that protect against arbitrary and malicious actions.
- f. Uphold the Vermont State University DEISJ pillars.
- g. Annually review this code of conduct as a living document.

Section 6. Strive for Personal Excellence

As the SGA of VTSU, we are a professional organization intended to teach its members the proper functions and roles of government. Members of this Student Government are obligated to strengthen their individual skills and talents and encourage the professional development of their peers. SGA members shall:

- a. Accept, as a personal duty, the responsibility to keep up to date on emerging issues and potential problems facing the Student Body of VTSU.
- b. Properly educate and prepare themselves to publicly address issues arising from the Student Body, listen courteously and attentively to all public discussions held before this student government, and focus on resolving the affairs of the Student Body in an expedient and proficient manner.
- c. Refrain from interrupting other speakers, making personal comments not relevant to the matters of business addressed before the body, or otherwise interfere with the orderly conduct of meetings.
- d. Respect the confidentiality of information concerning the property, personnel, or affairs of the Student Body of VTSU.
- e. Not interfere with the administrative functions of this student government or the professional duties of its staff, nor impair the ability of this Student Government and its staff to implement policy decisions.
- f. Refrain from using public resources not available to the public in general, such as Student Government staff time, equipment, supplies, or facilities, for private gain or personal purpose.

- g. Conduct oneself accordingly with University policy when officially and unofficially partaking in the duties of one's elected role as a representative not only of the SGA, but also the University. This is to be considered for person-to-person contact as well as in an online presence, particularly through the usage of social media.

Section 7. Adherence and Review

1. By adhering to this Code of Conduct, members of the VTSU SGA affirm their commitment to fostering a just, fair, and supportive community.
2. All elected, appointed, and employed members of the SGA must sign this Code of Conduct on an annual basis immediately after election, appointment, or employment.
3. The Code of Conduct shall be reviewed periodically to ensure its continued relevance and effectiveness.

ARTICLE V. STUDENT COURT CODE OF ETHICS

Section 1. Purpose

1. All members of the Student Court shall commit themselves to the highest standards of ethical conduct, recognizing our responsibility to serve with impartiality and diligence.
2. The Code of Ethics shall serve as a guide for Student Court members to their behavior and sets forth the values that define our commitment to justice and the well-being of the VTSU community.

Section 2. Integrity and Fairness

1. Members of the Student Court shall act with honesty and transparency, ensuring that their actions are free from any form of deception or dishonesty. Integrity is paramount in maintaining the Trust of the Community and upholding the credibility of the Student Court.
2. Members of the Student Court shall remain impartial and unbiased in all proceedings. Decisions should be based solely on the evidence presented and the applicable policies and procedures, without regard to personal relationships, affiliations, or any other factors that may compromise objectivity.
3. The Student Court is committed to treating all individuals with fairness and respect and will uphold the Vermont State Colleges' commitment to Diversity, Equity, and Inclusion.
4. No person shall be subject to discrimination based on race, ethnicity, gender, sexual orientation, religion, or any other protected characteristic.
5. Fairness shall extend to all aspects of the judicial process, including hearings, deliberations, and sanctions.

Section 3. Membership Professionalism

1. Members of the Student Court shall uphold the confidentiality of all proceedings and information related to all cases.
2. Confidentiality is essential to protecting the privacy of individuals involved and maintaining the integrity of the judicial process.
3. Members shall conduct themselves in a professional manner at all times.

4. Professionalism includes punctuality, respect for others, and adherence to the established rules and procedures of the Student Court.
5. Disputes and disagreements shall be handled with civility and respect.
6. Members shall be accountable for their actions and decisions.
7. Accountability requires acknowledging mistakes, learning from them, and continually striving to improve.
8. Members must be open to feedback and willing to address any concerns about their conduct or the functioning of the Student Court.

Section 4. Policy Compliance and Community Welfare

1. Members of the Student Court shall familiarize themselves with and adhere to all relevant university policies, as well as the constitution and bylaws governing the Student Court and SGA.
2. Violations of policies may result in sanctions or removal from the Student Court.
3. Members shall actively seek opportunities for education and professional development.
4. Staying informed about relevant laws, policies, and best practices is essential for making informed and just decisions.
5. The Student Court exists to serve the well-being of the VTSU community, and members shall prioritize the safety, harmony, and growth of the community in their decisions and actions.

Section 5. Adherence and Review

1. By adhering to this Code of Ethics, members of the VTSU Student Courts affirm their commitment to fostering a just, fair, and supportive community.
2. All members of the Student Court must sign this code of ethics on an annual basis immediately after appointment.
3. The Code of Ethics shall be reviewed periodically to ensure its continued relevance and effectiveness

ARTICLE VI. POSITION DESCRIPTIONS

Section 1. President of the Senate

1. Position: President of the Senate
2. Board: Senate
3. Constitutional Duties (Art. V, §5):
 - a. Shall be the official spokesperson of the Senate and the entire SGA.
 - b. Shall call and preside over the meetings of the Senate.
 - c. Shall have the ability to call an emergency session of the Senate for issues of time sensitive or incredibly sensitive nature.
 - d. Shall serve as the financial controller for the Senate.
 - e. Shall coordinate with the SGA Chapter Presidents and the University President in voicing student needs.
 - f. Shall have the ability to create standing and ad hoc Senate Committees with the advice and consent of the Senate.
 - g. Shall have the ability to create ad hoc Senate Positions with the advice and consent of the Senate.
 - h. Shall serve as a member of the Vermont State Colleges Student Association (VSCSA).

- i. Shall have the power of appointment to all Senate committees.
- 4. Additional Duties:
 - a. Call, prepare agenda, and chair Full Session meetings of all boards of the SGA in coordination with the individual Chapter Presidents.
 - b. Maintain a minimum of five (5) office hours per week. Office hours are to be conducted at the President of the Senate's main campus, with two (2) hours dedicated to a hybrid modality.
 - c. Attend all regularly scheduled and special Senate meetings, SGA Full Session Meetings, and student/community forums.
 - d. Shall assist in planning and attend a SGA orientation/leadership training event each semester.
 - e. File all necessary paperwork.
 - f. Other mutually agreed upon assignments and responsibilities.
- 5. Duties and Power of Appointed Officers:
 - a. To initiate and act upon legislation for the general welfare of the membership of SGA.
 - b. To investigate and act upon all policies and procedures which affect the membership of SGA.
 - c. To act upon proposed changes of all committees under the jurisdiction of SGA.
 - d. To partake on committees to aid in the Senate process.
- 6. Qualifications:
 - a. A matriculated student at VTSU registered for twelve (12) or more credits.
 - b. In good academic standing (30 credits or less, 2.0 GPA: 31 credits and above, 2.5 GPA).
- 7. Terms of Office:
 - a. This is an appointed position by the SGA Senate. The term of office runs from the day after commencement until the commencement of the following.

Section 2. Vice President of the Senate

- 1. Position: Senate Vice President
- 2. Board: Senate
- 3. Constitutional Duties (Art. V, §6):
 - a. Shall become President of the Senate upon permanent vacancy in the office of the President of the Senate.
 - b. Shall perform the duties of the President of the Senate in the absence or inability of the Senate Chair.
- 4. Additional Duties:
 - a. Maintain a minimum of four (4) office hours per week.
 - b. Attend all regularly scheduled and special Senate meetings, SGA Full Session Meetings, and student/community forums.
 - c. Attend SGA orientation/leadership training event each semester.
 - d. File all necessary paperwork.
 - e. Other mutually agreed upon assignments and responsibilities.
- 5. Duties and Power of Appointed Officers:
 - a. To initiate and act upon legislation for the general welfare of the membership of SGA.

- b. To investigate and act upon all policies and procedures which affect the membership of SGA.
 - c. To act upon proposed changes of all committees under the jurisdiction of SGA.
 - d. To partake on committees to aid in the Senate process.
- 6. Qualifications:
 - a. A matriculated student at VTSU registered for twelve (12) or more credits.
 - b. In good academic standing (30 credits or less, 2.0 GPA: 31 credits and above, 2.5 GPA).
- 7. Terms of Office:
 - a. This is an appointed position by the SGA Senate. The term of office runs from the day after commencement until the commencement of the following.

Section 3. Senate Clerk

- 1. Position: Senate Clerk
- 2. Board: Senate
- 3. Constitutional Duties (Art. V, §7):
 - a. Shall take and distribute publicly the weekly minutes and all necessary correspondence and records of Senate Activity.
 - b. Shall take roll call for all Senate functions to ensure proper attendance.
 - c. Shall report any known proxies to the Senate at the beginning of the meeting through email.
- 4. Additional Duties:
 - a. Maintain a minimum of two (2) office hours per week.
 - b. Attend all regularly scheduled and special Senate meetings, SGA Full Session Meetings, and student/community forums.
 - c. Attend SGA orientation/leadership training event each semester.
 - d. File all necessary paperwork.
 - e. Other mutually agreed upon assignments and responsibilities.
- 5. Duties and Power of Appointed Officers:
 - a. To initiate and act upon legislation for the general welfare of the membership of SGA.
 - b. To investigate and act upon all policies and procedures which affect the membership of SGA.
 - c. To act upon proposed changes of all committees under the jurisdiction of SGA.
 - d. To partake on committees to aid in the Senate process.
 - e. Shall submit a written report of the previous meeting(s) minutes to the Senate at each regularly scheduled Senate meeting.
- 6. Qualifications:
 - a. A matriculated student at VTSU registered for twelve (12) or more credits.
 - b. In good academic standing (30 credits or less, 2.0 GPA: 31 credits and above, 2.5 GPA).
- 7. Terms of Office:
 - a. This is an appointed position by the SGA Senate. The term of office runs from the day after commencement until the commencement of the following.

Section 4. Chief Justice

1. Position: Chief Justice
2. Board: Student Court & Senate
3. Constitutional Duties (Art. V, §9):
 - a. Shall serve as a constitutional officer within the Senate and the chief constitutional officer at each of their respective campuses.
 - b. Shall serve on the Senate with one (1) vote.
 - c. Shall serve as a non-voting member on their respective Chapter's Congress.
 - d. Shall serve on a minimum of one (1) Senate Committee.
 - e. Shall maintain confidentiality for all Student Court matters.
4. Additional Duties:
 - a. Shall have the power to convene and preside over Student Court on a regular basis.
 - b. Shall serve on the Senate as a voting member.
 - c. Shall be the deciding vote in the event of a tie within Student Court.
 - d. Shall maintain communication with the Assistant Director of Student Activities and Dean of Students.
 - e. Shall attend all regularly scheduled and special Congress meetings, Senate meetings, and Full Sessions to ensure constitutionality throughout the entirety of the meetings.
 - f. Other mutually agreed upon assignments and responsibilities.
5. Duties and Power of Appointed Officers:
 - a. Shall have one (1) vote on the SGA Senate.
 - b. To partake on committees to aid in the Senate's process.
 - c. To serve as the voice for the SGA constitution and its Bylaws.
6. Qualifications:
 - a. A matriculated student at VTSU registered for twelve (12) or more credits.
 - b. In good academic standing (30 credits or less, 2.0 GPA: 31 credits and above, 2.5 GPA).
7. Terms of Office:
 - a. This is an appointed position by the SGA Presidents. The term of office runs from the day after commencement until the commencement of the following.

Section 5. Senator

1. Position: Senator
2. Board: Senate
3. Constitutional Duties (Art. V, §8):
 - a. Shall serve as conduit between their respective campuses and the Senate to serve the needs of the Student Body.
 - b. Shall serve on the Senate with one (1) vote.
 - c. Shall serve on their respective Chapter's Congress as a Delegate with one (1) vote.
 - d. Shall serve on a minimum of two (2) Senate Committees.
4. Additional Duties:
 - a. Maintain a minimum of two (2) office hours per week.
 - b. Attend all regularly scheduled and special Congress meetings, Senate meetings, SGA Full Session Meetings, and student/community forums.
 - c. Attend SGA orientation/leadership training event each semester.

- d. Research and recommend legislation.
 - e. File all necessary paperwork.
 - f. Other mutually agreed upon assignments and responsibilities.
- 5. Duties and Power of Elected Officers:
 - a. Shall have one (1) vote on their Chapter Congress and one (1) vote on the Senate.
 - b. To initiate and act upon legislation for the general welfare of the membership of SGA.
 - c. To investigate and act upon all policies and procedures which affect the membership of SGA.
 - d. To act upon proposed changes of all committees under the jurisdiction of SGA.
 - e. To partake on committees to aid in the congressional process.
- 6. Qualifications:
 - a. A matriculated student at VTSU registered for twelve (12) or more credits.
 - b. In good academic standing (30 credits or less, 2.0 GPA: 31 credits and above, 2.5 GPA).
- 7. Terms of Office:
 - a. This is an elected position. The term of office runs from the day after commencement until the commencement of the following.

Section 6. President

- 1. Position: President
- 2. Board: Congress
- 3. Constitutional Duties (Art. VI, §5):
 - a. Shall be the official spokesperson for their respective SGA Chapter.
 - b. Shall call and preside over the meetings of the Congress.
 - c. Shall have the ability to call an emergency session of the Congress for issues of time sensitive or incredibly sensitive nature.
 - d. May veto Congress legislation. The veto must include specific justifications and recommendations during a scheduled meeting time.
 - e. Shall be the deciding vote in the event of a tie.
 - f. Shall work in consultation with the President of the Senate to collaborate with other campuses on issues of University importance.
 - g. Shall serve as a member of the VSCSA.
 - h. Shall have the power of appointment to all Congress committees and Student Court, and any other institutional committees open to student appointment.
- 4. Additional Duties:
 - a. Maintain communications with SGA membership, the University Administration, faculty, staff, alumni, the other Vermont State College(s) through the VSCSA, the Central Office, and the Board of Trustees.
 - b. Appoint students to all joint administration, faculty, and staff committees.
 - c. Appoint representatives (one delegate and one student at large) to the VSCSA.
 - d. Develop agenda for each SGA Congressional meeting.
 - e. Meet weekly and work closely with the SGA Advisor(s).
 - f. Maintain a minimum of eight (8) office hours per week.
 - g. Attend all regularly scheduled and special Congress meetings, SGA Full Session meetings, and student/community forums.

- h. Shall assist in planning and attend a SGA orientation/leadership training event each semester.
 - i. Shall oversee the initiation of non-performance in conjunction with the Clerk of Congress.
 - j. Has no authority to expend any funds without expressed consent of the Finance Board or a two-thirds ($\frac{2}{3}$) majority vote taken by Congress.
 - k. Other mutually agreed upon assignments and responsibilities.
5. Duties and Power of Elected Officers:
- a. Shall have the tie-breaking vote on the Congress board.
 - b. Shall create committees and ad hoc positions with Student Congress approval to aid the SGA.
 - c. Shall appoint individuals to aid in the administrative and committee functions of the SGA.
 - d. Shall enforce all statutes of the legislative branch and all rulings of the judicial branch.
6. Qualifications:
- a. A matriculated student at VTSU registered for twelve (12) or more credits.
 - b. In good academic standing (24 credits or less, 2.0 GPA; 25 credits and above, 2.5 GPA).
 - c. Have completed at least twenty-four (24) academic credit hours at the end of the academic year that they are applying for the position, one academic year in the SGA.
 - d. Have completed at least one academic year as a full-time student at VTSU.
7. Terms of Office:
- a. This is an elected position. The term of office runs from the day after commencement until the commencement of the following.

Section 7. Executive Vice President

- 1. Position: Executive Vice President
- 2. Board: Congress
- 3. Constitutional Duties (Art. VI, §6):
 - a. Shall become President upon permanent vacancy in the office of the President.
 - b. Shall perform the duties of the President in the absence or inability of the President.
 - c. Shall assist the President in all matters.
 - d. Shall manage the needs and interests of the Executive Board and regularly deliver reports of all needs and interests to the President and Chapter advisors.
 - e. Shall serve as a member of the VSCSA.
- 4. Additional Duties:
 - a. Maintain a minimum of six (6) office hours per week.
 - b. Attend all regularly scheduled and special Congress meetings, SGA Full Session meetings, and student/community forums.
 - c. Attend SGA orientation/leadership training event each semester.
 - d. Be aware of current issues and student opinions regarding their campus and VTSU.
 - e. Other mutually agreed upon assignments and responsibilities.
- 5. Duties and Power of Elected Officers:
 - a. Shall create committees with Presidential and Congressional approval to aid the SGA.
 - b. Shall enforce all statutes of the legislative branch and all rulings of the judicial branch.

- c. Shall have one (1) vote on the Congress board.
- 6. Qualifications:
 - a. A matriculated student at VTSU registered for twelve (12) or more credits.
 - b. In good academic standing (30 credits or less, 2.0 GPA; 31 credits and above, 2.5 GPA).
 - c. Have completed at least twelve (12) academic credit hours at the end of the semester that they are applying for the position and one semester in the SGA.
 - d. Have completed at least one semester as a full-time student at VTSU.
- 7. Terms of Office:
 - a. This is an elected position. The term of office runs from the day after commencement until the commencement of the following.

Section 8. Secretary of Academics

- 1. Position: Secretary of Academics
- 2. Board: Congress
- 3. Constitutional Duties (Art. VI, §7):
 - a. Shall be the officer responsible for the coordination of academic programs and affairs offered to the membership of their respective SGA Chapter.
 - b. Shall act as a point of contact between the student body and administrative academic policy makers.
 - c. Shall coordinate to hold an Awards Day at the end of the academic year with the professional staff assigned.
 - d. Shall attend the monthly faculty assembly meetings and report back to Congress that which is allowed.
- 4. Additional Duties:
 - a. Maintain communication with the Academic Dean(s) and Faculty Assembly.
 - b. Recommend academic policies.
 - c. Maintain a minimum of five (5) office hours per week.
 - d. Attend all regularly scheduled and special Congress meetings, SGA Full Session Meetings, and student/community forums.
 - e. Attend SGA orientation/leadership training event each semester.
 - f. Organize nomination process and voting and address the audience at the Awards Ceremony.
 - g. Other mutually agreed upon assignments and responsibilities.
- 5. Duties and Power of Elected Officers:
 - a. Shall create committees with Congress approval to aid the SGA.
 - b. Shall enforce all statutes of the legislative branch and all rulings of the judicial branch.
 - c. Shall have one (1) vote on the Congress board.
- 6. Qualifications:
 - a. A matriculated student at VTSU registered for twelve (12) or more credits.
 - b. In good academic standing (30 credits or less, 2.0 GPA; 31 credits and above, 2.5 GPA).
 - c. Have completed at least twelve (12) academic credit hours at the end of the academic year that they are applying for the position, one semester in SGA.
 - d. Have completed at least one semester as a full-time student at VTSU.
- 7. Terms of Office:

- a. This is an elected position. The term of office runs from the day after commencement until the commencement of the following.

Section 9: Secretary of Administration

1. Position: Secretary of Administration
2. Board: Congress
3. Constitutional Duties (Art. VI, §8):
 - a. Shall be the officer responsible for the maintenance and oversight of all student clubs.
 - b. Shall work closely with the Director of Student Activities, the Assistant Director of Student Activities, and/or the Graduate Assistant of Student Activities on club issues.
 - c. Shall report on the status of all club constitution requests to the recipient(s).
 - d. The Secretary of Administration may assist the President in the implementation and governance of the General Assembly.
 - e. Shall run and organize a semesterly event to promote clubs to the Student Body.
 - f. Shall oversee and supervise the Deputy Secretary of Administration.
4. Additional Duties:
 - a. Coordinate the club gatherings and meetings scheduled every semester.
 - b. Work closely with the Program Advisor/Assistant Director of Student Activities on clubs and other activities.
 - c. Maintain a minimum of five (5) office hours per week.
 - d. Attend all regularly scheduled and special Congress meetings, SGA Full Session meetings, and student/community forums.
 - e. Attend SGA orientation/leadership training event each semester.
 - f. Be aware of current issues and student opinions regarding their campus and VTSU.
 - g. Other mutually agreed upon assignments and responsibilities.
5. Duties and Power of Elected Officers:
 - a. Shall create committees with Presidential and Congressional approval to aid SGA.
 - b. Shall enforce all statutes of the legislative branch and all rulings of the judicial branch.
 - c. Shall have one (1) vote on the Congress board.
6. Qualifications:
 - a. A matriculated student at VTSU registered for twelve (12) or more credits.
 - b. In good academic standing (30 credits or less, 2.0 GPA; 31 credits and above, 2.5 GPA).
 - c. Have completed at least twelve (12) academic credit hours at the end of the semester that they are applying for the position and one semester in the SGA.
 - d. Have completed at least one semester as a full-time student at VTSU.
7. Terms of Office:
 - a. This is an elected position. The term of office runs from the day after commencement until the commencement of the following.

Section 10: Secretary of Campus Activities

1. Position: Secretary of Campus Activities
2. Board: Congress
3. Constitutional Duties (Art. VI, §9):

- a. Shall be the officer responsible for the implementation and coordination of social, cultural, and recreational programs sponsored by their SGA Chapter.
 - b. Shall have the ability to chair the SGA Chapter's Campus Activities Board.
 - c. Shall make sure all performers, event staff, and other external programmers have all assistance they need when meeting them at a previously specified on-campus location.
 - d. Shall attend all Campus Activity Board Events, barring any extenuating circumstances.
- 4. Additional Duties:
 - a. Convene and chair the Campus Activities Board (CAB).
 - b. Delegate authority and responsibility to members of CAB.
 - c. Shall be responsible for maintaining a full CAB of up to (30) members.
 - d. Meet weekly and work closely with the Assistant Director of Student Activities.
 - e. Recommend policies and/or implement procedures governing student activities.
 - f. Shall keep an updated calendar of campus events available to the Student Body.
 - g. Attend all regularly scheduled and special Congress meetings, CAB meetings, SGA Full Session meetings, and student/community forums.
 - h. Maintain a minimum of five (5) office hours per week.
 - i. Attend SGA orientation/leadership training event each semester.
 - j. Be aware of current issues and student opinion regarding their Campus and VTSU.
 - k. Other mutually agreed upon assignments and responsibilities.
- 5. Duties and Power of Elected Officers:
 - a. Shall create committees with Presidential and Congressional approval to aid the SGA (Traditions, Social Media, and Advertising).
 - b. Shall enforce all statutes of the legislative branch and all rulings of the judicial branch.
 - c. Shall have one (1) vote on the Congress board.
- 6. Qualifications:
 - a. A matriculated student at VTSU registered for twelve (12) or more credits.
 - b. In good academic standing (30 credits or less, 2.0 GPA; 31 credits and above, 2.5 GPA).
 - c. Have completed at least twelve (12) academic credit hours at the end of the semester that they are applying for the position and one semester in the SGA.
 - d. Have completed at least one semester as a full-time student at VTSU.
- 7. Terms of Office:
 - a. This is an elected position. The term of office runs from the day after commencement until the commencement of the following.

Section 11. Secretary of Community Relations

- 1. Position: Secretary of Community Relations
- 2. Board: Congress
- 3. Constitutional Duties (Art. VI, §10):
 - a. Shall be the officer responsible for creating a strong community bond with the surrounding campus community to further student engagement and involvement both on and off campus.
 - b. Promote and advertise opportunities throughout the campus County within the realm of Community Service.

- c. Shall be appointed as the student representative to any community-oriented campus committees.
 - d. Shall oversee and supervise the Deputy Secretary of Community Relations.
- 4. Additional Duties:
 - a. Shall, together with the President, represent the Student Government Association (SGA) to organizations outside of the Campus.
 - b. Shall regularly communicate student interest to external organizations as well as actively promote area events to the student community.
 - c. Shall serve as a primary contact for organizations that wish to communicate directly with the student body.
 - d. Shall encourage the community's positive reception of VTSU by highlighting its innovative economic and philanthropic value to the area.
 - e. Maintain a minimum of three (3) in-office hours and two (2) out of office hours.
 - f. Attend all regularly scheduled and special SGA Full Session meetings and student/community forums.
 - g. Attend SGA orientation/leadership training event each semester.
 - h. Other mutually agreed upon assignments and responsibilities.
- 5. Duties and Power of Elected Officers:
 - a. Shall create committees with Student Congress approval to aid the SGA.
 - b. Shall represent the SGA and the SGA's interests in all community-based projects and events.
 - c. Shall create positive change in the surrounding communities.
 - d. Shall promote projects meant to increase relation with VTSU and the surrounding communities.
 - e. Shall have one (1) vote on the Congress board.
- 6. Qualifications:
 - a. A matriculated student at VTSU registered for twelve (12) or more credits.
 - b. In good academic standing (30 credits or less, 2.0 GPA: 31 credits and above, 2.5 GPA).
 - c. Have completed at least twelve (12) academic credit hours at the end of the academic year that they are applying for the position, one semester in SGA.
 - d. Have completed at least one semester as a full-time student at VTSU.
- 7. Terms of Office:
 - a. This is an elected position. The term of office runs from the day after commencement until the commencement of the following.

Section 12. Secretary of Diversity, Equity, and Inclusion

- 1. Position: Secretary of Diversity, Equity, and Inclusion
- 2. Board: Congress
- 3. Constitutional Duties (Art. VI, §11):
 - a. Shall be the officer responsible for engaging the SGA Chapter with DEI principles and conversations.

- b. Shall be appointed as a student representative on the VTSU Diversity, Equity, and Inclusion committee.
 - c. Shall engage with the Chief Diversity Officer and other VTSU Administrators to enforce and promote the implementation of the system's DEI pillars.
- 4. Additional Duties:
 - a. Attend all meetings of the VTSU DEI Committee and other relevant committee(s).
 - b. Shall maintain communication with a representative from the Diversity office to better understand the current operations and opportunities for the students.
 - c. Shall maintain a minimum of five (5) office hours per week.
 - d. Shall coordinate a collaborative effort between the Student Government and DEI related clubs to provide the student body with programming throughout the year.
 - e. Attend all regularly scheduled and special Congress meetings and Full Session SGA meetings, including special events and student/community forums.
 - f. Be aware of current issues and student opinions regarding their campus and VTSU.
 - g. Other mutually agreed upon assignments and responsibilities.
- 5. Duties and Power of Elected Officers:
 - a. Shall create committees with Presidential and Congressional approval to aid the SGA.
 - b. Shall enforce all statutes of the legislative branch and all rulings of the judicial branch.
 - c. Shall have one (1) vote on the Congress board.
- 6. Qualifications:
 - a. A matriculated student at VTSU registered for twelve (12) or more credits.
 - b. In good academic standing (30 credits or less, 2.0 GPA: 31 credits and above, 2.5 GPA).
 - c. Have completed at least twelve (12) academic credit hours at the end of the academic year that they are applying for the position, one semester in SGA.
 - d. Have completed at least one semester as a full-time student at VTSU.
- 7. Terms of Office:
 - a. This is an elected position. The term of office runs from the day after commencement until the commencement of the following.

Section 13: Secretary of Sustainability

- 1. Position: Secretary of Sustainability
- 2. Board: Congress
- 3. Constitutional Duties (Art. VI, §12):
 - a. Shall be the officer responsible for promoting sustainability among all SGA projects, events, and personnel.
 - b. Shall collaborate with on-campus student sustainability groups, clubs, and organizations.
 - c. Shall promote student sustainability and environmentally conscious projects.
- 4. Additional Duties:
 - a. Shall maintain a minimum of five (5) office hours per week.
 - b. Shall coordinate a collaborative effort between the Student Government and sustainability and climate action related clubs to provide the student body with programming throughout the year.
 - c. Attend all regularly scheduled and full-session SGA meetings, including special events and student/community forums.

- d. Be aware of current issues and student opinions regarding VTSU and the general sustainability of the Student Body.
 - e. Other mutually agreed upon assignments and responsibilities.
- 5. Duties and Power of Elected Officers:
 - a. Shall create committees with Presidential and Congressional approval to aid the SGA.
 - b. Shall enforce all statutes of the legislative branch and all rulings of the judicial branch.
 - c. Shall have one (1) vote on the Congress board.
- 6. Qualifications:
 - a. A matriculated student at VTSU registered for twelve (12) or more credits.
 - b. In good academic standing (30 credits or less, 2.0 GPA: 31 credits and above, 2.5 GPA).
 - c. Have completed at least twelve (12) academic credit hours at the end of the academic year that they are applying for the position, one semester in SGA.
 - d. Have completed at least one semester as a full-time student at VTSU.
- 7. Terms of Office:
 - a. This is an elected position. The term of office runs from the day after commencement until the commencement of the following.

Section 14: Secretary of Wellness

- 1. Position: Secretary of Wellness
- 2. Board: Congress
- 3. Constitutional Duties (Art. VI, §13):
 - a. Shall be the officer responsible for the promotion of the holistic well-being of the Student Body.
 - b. Shall collaborate with a physical education contact to ensure the Student Body's physical well-being.
 - c. Shall develop a relationship between the campus's wellness department and the SGA.
 - d. Shall be appointed as the student representative to any wellness-oriented campus committees.
- 4. Additional Duties:
 - a. Shall maintain communication with a representative from the Wellness Center to better understand the current operations and opportunities for the students.
 - b. Shall compile a list of wellness related resources that will be readily available in the SGA space for the Student Body.
 - c. Shall maintain a minimum of five (5) office hours per week.
 - d. Shall coordinate a collaborative effort between the Student Government and the Wellness Center or wellness-related clubs to provide the student body with programming throughout the year.
 - e. Attend all regularly scheduled and full-session SGA meetings, including special events and student/community forums.
 - f. Be aware of current issues and student opinions regarding VTSU and the general wellness of the Student Body.
 - g. Other mutually agreed upon assignments and responsibilities.
- 5. Duties and Power of Elected Officers:
 - a. Shall create committees with Presidential and Congressional approval to aid the SGA.

- b. Shall enforce all statutes of the legislative branch and all rulings of the judicial branch.
 - c. Shall have one (1) vote on the Congress board.
- 6. Qualifications:
 - a. A matriculated student at VTSU registered for twelve (12) or more credits.
 - b. In good academic standing (30 credits or less, 2.0 GPA: 31 credits and above, 2.5 GPA).
 - c. Have completed at least twelve (12) academic credit hours at the end of the academic year that they are applying for the position, one semester in SGA.
 - d. Have completed at least one semester as a full-time student at VTSU.
- 7. Terms of Office:
 - a. This is an elected position. The term of office runs from the day after commencement until the commencement of the following.

Section 15. Treasurer

- 1. Position: Treasurer
- 2. Board: Congress
- 3. Constitutional Duties (Art. VI, §15):
 - a. Shall be the financial officer of their respective Chapter and administer the financial affairs of the Chapter.
 - b. Shall oversee revenue and expenses of all organizations to which the SGA allocates Student Activity fee.
 - c. Shall be the chairperson of the Chapters' Finance Board.
 - d. Shall present an updated version of the annual SGA budget and Chapter budget within a Congress meeting on a monthly basis.
 - e. Shall report the status of all financial requests to the recipient(s).
- 4. Additional Duties:
 - a. Expends SGA operating budget with the approval of the Assistant Director of Student Activities as allowed by SGA financial policies.
 - b. Shall nominate members of the Finance Board with SGA Congressional approval.
 - c. Shall hold semester budget meetings with the Club Presidents and Treasurers with the Assistant Director of Student Activities.
 - d. Recommend policies and/or implement procedures governing SGA finances.
 - e. Work closely with the Director of Student Activities and the Assistant Director of Student Activities regarding SGA finances.
 - f. Maintain a minimum of five (5) office hours per week.
 - g. Attend all regularly scheduled and special Congress meetings, SGA Full Session meetings, Finance Board meetings, and student/community forums.
 - h. Attend SGA orientation/leadership training event each semester.
 - i. Other mutually agreed upon assignments and responsibilities.
- 5. Duties and Power of Elected Officers:
 - a. Shall create committees with Presidential and Congressional approval to aid the SGA.
 - b. Shall submit an updated budget once a month to the Congress.
 - c. Shall have one (1) vote on the Congress board.
- 6. Qualifications:
 - a. A matriculated student at VTSU registered for twelve (12) or more credits.

- b. In good academic standing (30 credits or less, 2.0 GPA: 31 credits and above, 2.5 GPA).
 - c. Have completed at least twelve (12) academic credit hours at the end of the academic year that they are applying for the position, one semester in SGA.
 - d. Have completed at least one semester as a full-time student at VTSU.
- 7. Terms of Office:
 - a. This is an elected position. The term of office runs from the day after commencement until the commencement of the following.

Section 16: Deputy Secretary of Administration

- 1. Position: Deputy Secretary of Administration
- 2. Board: Congress
- 3. Constitutional Duties (Art. VI, §17):
 - a. Shall be the officer responsible for the direct management of club functions and maintaining SGA policy among clubs.
 - b. Shall become Secretary of Administration upon permanent vacancy in the office of the Secretary of Administration.
 - c. Shall facilitate communication and cooperation between clubs and the Congress.
 - d. Shall organize club leadership meetings (at least twice per semester) to review new and established SGA rules, regulations, and policies, and to relay important information to clubs.
 - e. Shall maintain a list of club contacts and club rosters
 - f. Shall serve as General Assembly Clerk and Financial Controller should the board exist.
- 4. Additional Duties:
 - a. Maintain a minimum of three (3) office hours per week.
 - b. Attend all regularly scheduled and special Congress meetings and Full Session SGA meetings, including special events and student/community forums.
 - c. Be aware of current issues and student opinions on their respective campus and VTSU.
 - d. Other mutually agreed upon assignments and responsibilities.
- 5. Duties and Power of Elected Officers:
 - a. Shall enforce all statutes of the legislative branch and all rulings of the judicial branch.
 - b. Shall have one (1) vote on the Congress board.
- 6. Qualifications:
 - a. A matriculated student at VTSU registered for twelve (12) or more credits.
 - b. In good academic standing (30 credits or less, 2.0 GPA: 31 credits and above, 2.5 GPA).
 - c. Have completed at least twelve (12) academic credit hours at the end of the academic year that they are applying for the position.
 - d. Have completed at least one semester as a full-time student at VTSU.
- 7. Terms of Office:
 - a. This is an elected position. The term of office runs from the day after commencement until the commencement of the following.

Section 17: Deputy Secretary of Community Relations

- 1. Position: Deputy Secretary of Community Relations
- 2. Board: Congress

3. Constitutional Duties (Art. VI, §16):
 - a. Shall be the officer responsible for formal correspondence for the Chapter in both internal and external matters and shall serve under the Secretary of Community Relations.
 - b. Shall become Secretary of Community Relations upon permanent vacancy in the office of the Secretary of Community Relations.
 - c. Shall be responsible for submitting a list of goals and objectives to the Secretary of Community Relations within four (4) weeks of being elected.
 - d. Shall be responsible for the production and distribution of official Chapter press releases.
 - e. Shall be responsible for sending press releases to all relevant media, including student-run media organizations.
 - f. Shall be responsible for maintaining any SGA Bulletins or physical media sites. Other duties shall include updating the relevant social media and monitoring the VTSU SGA Chapter webpage.
 - g. Shall work closely with VTSU administration and the public relations office when appropriate.
4. Additional Duties:
 - a. Maintain a minimum of three (3) office hours per week.
 - b. Attend all regularly scheduled and special Congress meetings and Full Session SGA meetings, including special events and student/community forums.
 - c. Be aware of current issues and student opinions regarding their campus and VTSU.
 - d. Other mutually agreed upon assignments and responsibilities.
5. Duties and Power of Elected Officers:
 - a. Shall enforce all statutes of the legislative branch and all rulings of the judicial branch.
 - b. Shall have one (1) vote on the Congress board.
6. Qualifications:
 - a. A matriculated student at VTSU registered for twelve (12) or more credits.
 - b. In good academic standing (30 credits or less, 2.0 GPA: 31 credits and above, 2.5 GPA).
 - c. Have completed at least twelve (12) academic credit hours at the end of the academic year that they are applying for the position.
 - d. Have completed at least one semester as a full-time student at VTSU.
7. Terms of Office:
 - a. This is an elected position. The term of office runs from the day after commencement until the commencement of the following.

Section 18. Clerk of Congress

1. Position: Clerk of Congress
2. Board: Congress
3. Constitutional Duties (Art. VI, §14):
 - a. Shall take and distribute publicly the weekly Congress minutes and all necessary correspondence and records of SGA Chapter activities.
 - b. Shall take roll call for all SGA functions to ensure proper attendance.
 - c. Shall report any known proxies to the Congress at the beginning of the meeting.

- d. Shall be responsible, in general terms, for the proper recording, filing, storage, and referencing of all issues, events, and correspondence of significant historical value to the Student Body and future SGA Chapter leadership.
- 4. Additional Duties:
 - a. Take and distribute records of attendance, agenda, and minutes of all SGA Full Sessions, SGA Congress, and Finance Board meetings through email to members and via a physical medium available to all students, faculty, staff, and administration.
 - b. Update the physical collection with new, revised, and correct minutes.
 - c. Maintain a minimum of three (3) office hours per week.
 - d. Attend all regularly scheduled and special Congress meetings, SGA Full Session meetings, and student/community forums.
 - e. Attend SGA orientation/leadership training event each semester.
 - f. Be aware of current issues and student opinion regarding their respective campus and VTSU.
 - g. Other mutually agreed upon assignments and responsibilities.
- 5. Duties and Power of Elected Officers:
 - a. Shall submit a written report of the previous meeting(s) minutes to the Student Congress at each regularly scheduled Student Congress meeting.
 - b. Shall have one (1) vote on the Congress board.
- 6. Qualifications:
 - a. A matriculated student at VTSU registered for twelve (12) or more credits.
 - b. In good academic standing (30 credits or less, 2.0 GPA: 31 credits and above, 2.5 GPA).
 - c. Have completed at least twelve (12) academic credit hours at the end of the academic year that they are applying for the position, one semester in SGA.
 - d. Have completed at least one semester as a full-time student at VTSU.
- 7. Terms of Office:
 - a. This is an elected position. The term of office runs from the day after commencement until the commencement of the following.

Section 19. Delegate

- 1. Position: Delegate
- 2. Board: Congress
- 3. Constitutional Duties (Art. VI, §18):
 - a. Shall be aware of current issues and student opinions regarding the Student Body within their respective Campus.
 - b. Shall serve on or chair a minimum of two (2) SGA committees.
 - c. Shall survey their campus population in order to create relevant projects and committees.
 - d. Shall complete a minimum of one (1) delegate project per semester of each academic year for the benefit of the student body.
- 4. Additional Duties:
 - a. Serve on and/or chair assigned number of Congress committees and report to the Congress on committee meetings and issues.
 - b. Research and recommend legislation.
 - c. Maintain a minimum of two (2) office hours per week.

- d. Attend all regularly scheduled and special Congress meetings, SGA Full Session Meetings, and student/community forums.
 - e. Attend SGA orientation/leadership training event each semester.
 - f. File all necessary paperwork.
 - g. Other mutually agreed upon assignments and responsibilities.
- 5. Duties and Power of Elected Officers:
 - a. To initiate and act upon legislation for the general welfare of the membership of SGA.
 - b. To investigate and act upon all policies and procedures which affect the membership of SGA.
 - c. To act upon proposed changes of all committees under the jurisdiction of SGA.
 - d. To partake on committees to aid in the congressional process.
 - e. Shall have one (1) vote on the Congress board.
- 6. Qualifications:
 - a. A matriculated student at VTSU registered for twelve (12) or more credits.
 - b. In good academic standing (30 credits or less, 2.0 GPA: 31 credits and above, 2.5 GPA).
- 7. Terms of Office:
 - a. This is an elected position. The term of office runs from the day after commencement until the commencement of the following.

Section 20. Assembly member

- 1. Position: Assembly member
- 2. Board: General Assembly
- 3. Constitutional Duties (Art. VII, §5):
 - a. Shall be a member of the club or organization they represent.
 - b. Shall be a student on the same campus as the Chapter's General Assembly.
 - c. Shall have the ability to bring forward legislation regarding the General Assembly's business and administration.
 - d. Shall voice the needs and interests of clubs and student organizations.
- 4. Additional Duties:
 - a. Attend all regularly scheduled and special General Assembly meetings, SGA Full Session meetings, and student/community forums.
 - b. Attend SGA orientation/leadership training event each semester.
 - c. Other mutually agreed upon assignments and responsibilities.
- 5. Duties and Power of Officers:
 - a. Shall enforce all statutes of the legislative branch and all rulings of the judicial branch.
 - b. Shall have one (1) vote on the General Assembly.
- 6. Qualifications:
 - a. A matriculated student at VTSU registered for twelve (12) or more credits.
 - b. In good academic standing (30 credits or less, 2.0 GPA: 31 credits and above, 2.5 GPA).
- 7. Terms of Office:
 - a. This is an appointed position. The term of office runs from the day after commencement until the commencement of the following.

Section 21. Deputy Justice

1. Position: Deputy Justice
2. Board: Student Court
3. Constitutional Duties (Art. VII, §4):
 - a. Shall become Chief Justice upon permanent vacancy in the office of the Chief Justice.
 - b. Shall perform the duties of the Chief Justice in the absence or inability of the Chief Justice.
 - c. Shall assist the Chief Justice in all matters.
 - d. Shall maintain confidentiality for all Student Court matters.
 - e. Shall attend all SGA full sessions.
4. Additional Duties:
 - a. Attend all regularly scheduled and special Student Court meetings and Full Session SGA meetings, including special events and student/community forums.
 - b. Be aware of current issues and student opinions regarding VTSU and the general wellness of the Student Body.
 - c. Be well versed in the University Handbook and all VTSU misconduct and policy procedures.
 - d. Other mutually agreed upon assignments and responsibilities.
5. Duties and Power of Appointed Officers:
 - a. Shall enforce all statutes of the legislative branch and all rulings of the judicial branch.
 - b. Shall have one (1) vote on the Student Court.
6. Qualifications:
 - a. A matriculated student at VTSU registered for twelve (12) or more credits.
 - b. In good academic standing (30 credits or less, 2.0 GPA: 31 credits and above, 2.5 GPA).
 - c. Have completed at least one semester as a full-time student at VTSU.
7. Terms of Office:
 - a. This is an appointed position. The term of office runs from the day after commencement until the commencement of the following.

Section 22. Court Clerk

1. Position: Court Clerk
2. Board: Student Court
3. Constitutional Duties (Art. VIII, §5):
 - a. Shall take all necessary correspondence and records of Student Court activities, including all regular Student Court meetings.
 - b. Shall maintain confidentiality for all Student Court matters.
 - c. Shall attend all full sessions.
4. Additional Duties:
 - a. Attend all regularly scheduled and special Student Court meetings and Full Session SGA meetings, including special events and student/community forums.
 - b. Be aware of current issues and student opinions regarding VTSU and the general wellness of the Student Body.
 - c. Be well versed in the University Handbook and all VTSU misconduct and policy procedures.

- d. Other mutually agreed upon assignments and responsibilities.
- 5. Duties and Power of Appointed Officers:
 - a. Shall enforce all statutes of the legislative branch and all rulings of the judicial branch.
 - b. Shall submit a written report of the previous meeting(s) minutes to the Student Court at each regularly scheduled Student Court meeting.
 - c. Shall have one (1) vote on the Student Court.
- 6. Qualifications:
 - a. A matriculated student at VTSU registered for twelve (12) or more credits.
 - b. In good academic standing (30 credits or less, 2.0 GPA: 31 credits and above, 2.5 GPA).
 - c. Have completed at least one semester as a full-time student at VTSU.
- 7. Terms of Office:
 - a. This is an appointed position. The term of office runs from the day after commencement until the commencement of the following.

Section 23. Court Justice

- 1. Position: Court Justice
- 2. Board: Student Court
- 3. Constitutional Duties (Art. VIII, §6):
 - a. Shall listen and decide appropriate sanctions based upon all evidence presented during Student Court cases.
 - b. Shall be well versed in all matters regarding the SGA constitution and its bylaws.
 - c. Shall maintain confidentiality for all Student Court matters.
 - d. Shall attend all full sessions.
- 4. Additional Duties:
 - a. Attend all regularly scheduled and special Student Court meetings and Full Session SGA meetings, including special events and student/community forums.
 - b. Be aware of current issues and student opinions regarding their respective campus and VTSU.
 - c. Be well versed in the University Handbook and all VTSU misconduct and policy procedures.
 - d. Other mutually agreed upon assignments and responsibilities.
- 5. Duties and Power of Appointed Officers:
 - a. Shall enforce all statutes of the legislative branch and all rulings of the judicial branch.
 - b. Shall have one (1) vote on the Student Court.
- 6. Qualifications:
 - a. A matriculated student at VTSU registered for twelve (12) or more credits.
 - b. In good academic standing (30 credits or less, 2.0 GPA: 31 credits and above, 2.5 GPA).
 - c. Have completed at least one semester as a full-time student at VTSU.
- 7. Terms of Office:
 - a. This is an appointed position. The term of office runs from the day after commencement until the commencement of the following.

Section 24. Deputy Secretary of Campus Activities

- 1. Position: Deputy Secretary of Campus Activities

2. Board: Campus Activities Board
3. Constitutional Duties (Art. IX, §5):
 - a. Shall report directly to the Secretary of Campus Activities.
 - b. Shall become Secretary of Campus Activities upon permanent vacancy in the office of the Secretary of Campus Activities.
 - c. Shall perform the duties of Secretary of Campus Activities in the absence or inability of the Secretary of Campus Activities.
 - d. Shall assist the Secretary of Campus Activities in all matters.
 - e. Shall make sure all performers, event staff, and other external programmers have all assistance they need when meeting them at a previously specified on-campus location.
 - f. Shall attend all Campus Activity Board meetings and events, barring any extenuating circumstances.
4. Additional Duties:
 - a. Schedule weekly meetings with the individual Chairs on CAB.
 - b. Maintain a minimum of three (3) office hours per week.
 - c. Attend all regularly scheduled and special CAB meetings, SGA Full Session Meetings, and student/community forums.
 - d. Attend SGA orientation/leadership training event each semester.
 - e. File all necessary paperwork.
 - f. Other mutually agreed upon assignments and responsibilities.
5. Duties and Power of Elected Officers:
 - a. Shall enforce all statutes of the legislative branch and all rulings of the judicial branch.
 - b. Shall have one (1) vote on the Campus Activities Board.
6. Qualifications:
 - a. A matriculated student at VTSU registered for twelve (12) or more credits.
 - b. In good academic standing (30 credits or less, 2.0 GPA: 31 credits and above, 2.5 GPA).
 - c. Have completed at least twelve (12) academic credit hours at the end of the academic year that they are applying for the position.
 - d. Have completed at least one semester as a full-time student at VTSU.
7. Terms of Office:
 - a. This is an elected position. The term of office runs from the day after commencement until the commencement of the following.
 - b. Should a Deputy Secretary of Campus Activities not be elected in the general election, then CAB shall appoint a member to serve in the position on the first meeting of the academic year.

Section 25. Chair of Advertising

1. Position: Chair of Advertising
2. Board: Campus Activities Board
3. Constitutional Duties (Art. IX, §6):
 - a. Shall chair the Campus Activities Board Advertising Committee.
 - b. Shall send out emails on a regular basis to the Student Body about the events happening on campus along with isolated emails regarding particular events or event changes.

- c. Shall work with any third party organizations to coordinate emails about the events occurring on campus.
 - d. Shall work with the Advertising Committee to create posters and signs that will be hung up around campus to promote events and performers.
 - e. Shall communicate with all other chairs to ensure that all correct details are reported when making announcements to the Campus Activities Board.
 - f. Shall be allowed to advertise for events through any other medium as seen necessary and deemed appropriate by the VTSU Handbook.
- 4. Additional Duties:
 - a. Shall network with members of the Student Body on their respective campus to ensure campus activities are modeled in the best student interest.
 - b. Maintain a minimum of two (2) office hours per week.
 - c. Attend all regularly scheduled and special CAB meetings, SGA Full Session Meetings, and student/community forums.
 - d. Attend SGA orientation/leadership training event each semester.
 - e. Other mutually agreed upon assignments and responsibilities.
- 5. Duties and Power of Elected Officers:
 - a. Shall enforce all statutes of the legislative branch and all rulings of the judicial branch.
 - b. Shall have one (1) vote on the Campus Activities Board.
- 6. Qualifications:
 - a. A matriculated student at VTSU registered for twelve (12) or more credits.
 - b. In good academic standing (30 credits or less, 2.0 GPA: 31 credits and above, 2.5 GPA).
- 7. Terms of Office:
 - a. This is an elected position. The term of office runs from the day after commencement until the commencement of the following.
 - b. Should a Chair of Advertising not be elected in the general election, then CAB shall appoint a member to serve in the position on the first meeting of the academic year.

Section 26. Chair of Social Media

- 1. Position: Chair of Social Media
- 2. Board: Campus Activities Board
- 3. Constitutional Duties (Art. IX, §7):
 - a. Shall chair the Campus Activities Board Social Media Committee.
 - b. Shall update the social media sites related to the Campus Activities Board on a regular basis with information regarding events or delegate this work to a member of the Social Media Committee.
 - c. Shall work with the Chair of Advertising to ensure that all advertising is congruent across all online platforms with all on-campus advertisements.
- 4. Additional Duties:
 - a. Shall network with members of the Student Body on their respective campus to ensure campus activities are modeled in the best student interest.
 - b. Maintain a minimum of two (2) office hours per week.
 - c. Attend all regularly scheduled and special CAB meetings, SGA Full Session Meetings, and student/community forums.

- d. Attend SGA orientation/leadership training event each semester.
 - e. Other mutually agreed upon assignments and responsibilities.
- 5. Duties and Power of Elected Officers:
 - a. Shall enforce all statutes of the legislative branch and all rulings of the judicial branch.
 - b. Shall have one (1) vote on the Campus Activities Board.
- 6. Qualifications:
 - a. A matriculated student at VTSU registered for twelve (12) or more credits.
 - b. In good academic standing (30 credits or less, 2.0 GPA: 31 credits and above, 2.5 GPA).
- 7. Terms of Office:
 - a. This is an elected position. The term of office runs from the day after commencement until the commencement of the following.
 - b. Should a Chair of Social Media not be elected in the general election, then CAB shall appoint a member to serve in the position on the first meeting of the academic year.

Section 27. Chair of Traditions

- 1. Position: Chair of Traditions
- 2. Board: Campus Activities Board
- 3. Constitutional Duties (Art. IX, §8):
 - a. Shall chair the Campus Activities Board Traditions Committee.
 - b. Shall assist the Secretary of Campus Activities in leading off-campus trips.
 - c. Shall work closely with their Chapter's Assistant Director of Student Activities and the Graduate Assistant of Student Life to contact those needed for specific events and to collect and distribute event prizes.
 - d. Shall communicate plans for all trips and ticket sales to the Campus Activities Board.
 - e. Shall communicate details about trips and ticket sales to the Chair of Advertising and the Chair of Social Media for Advertising purposes.
 - f. Shall run ticket distribution and sale for all events for which such a task is needed.
- 4. Additional Duties:
 - a. Shall network with members of the Student Body on their respective campus to ensure campus activities are modeled in the best student interest.
 - b. Maintain a minimum of two (2) office hours per week.
 - c. Attend all regularly scheduled and special CAB meetings, SGA Full Session Meetings, and student/community forums.
 - d. Attend SGA orientation/leadership training event each semester.
 - e. Other mutually agreed upon assignments and responsibilities.
- 5. Duties and Power of Elected Officers:
 - a. Shall enforce all statutes of the legislative branch and all rulings of the judicial branch.
 - b. Shall have one (1) vote on the Campus Activities Board.
- 6. Qualifications:
 - a. A matriculated student at VTSU registered for twelve (12) or more credits.
 - b. In good academic standing (30 credits or less, 2.0 GPA: 31 credits and above, 2.5 GPA).
- 7. Terms of Office:

- a. This is an elected position. The term of office runs from the day after commencement until the commencement of the following.
- b. Should a Chair of Traditions not be elected in the general election, then CAB shall appoint a member to serve in the position on the first meeting of the academic year.

Section 28. Campus Activities Board Clerk

1. Position: CAB Clerk
2. Board: Campus Activities Board
3. Constitutional Duties (Art. IX, §9):
 - a. Shall take and distribute to the Congressional Clerk all necessary correspondence and records of Campus Activity Board events, including meeting minutes.
 - b. Shall take attendance at all Campus Activities Board functions, including attendance of members at events and event sign-ups.
 - c. Shall announce if there are any proxies in attendance at the beginning of each Campus Activities Board meeting.
4. Additional Duties:
 - a. Maintain a minimum of two (2) office hours per week.
 - b. Attend all regularly scheduled and special CAB meetings, SGA Full Session Meetings, and student/community forums.
 - c. Attend SGA orientation/leadership training event each semester.
 - d. Other mutually agreed upon assignments and responsibilities.
5. Duties and Power of Elected Officers:
 - a. Shall enforce all statutes of the legislative branch and all rulings of the judicial branch.
 - b. Shall submit a written report of the previous meeting(s) minutes to the Student Court at each regularly scheduled Student Court meeting.
 - c. Shall have one (1) vote on the Campus Activities Board.
6. Qualifications:
 - a. A matriculated student at VTSU registered for twelve (12) or more credits.
 - b. In good academic standing (30 credits or less, 2.0 GPA: 31 credits and above, 2.5 GPA).
7. Terms of Office:
 - a. This is an elected position. The term of office runs from the day after commencement until the commencement of the following.
 - b. Should a CAB Clerk not be elected in the general election, then CAB will elect a member to serve in the position on the first meeting of the academic year.

Section 29. General Member

1. Position: General Member
2. Board: Campus Activities Board
3. Constitutional Duties (Art. IX, §10):
 - a. Shall serve as the organizing individual(s) who plan and execute campus activities.
 - b. Shall serve on one of the three Campus Activities Board committees.
4. Additional Duties:
 - a. Participate in a minimum number of CAB events set by the Secretary of Campus Activities.

- b. Attend all regularly scheduled and special CAB meetings, SGA Full Session Meetings, and student/community forums.
 - c. Shall meet weekly and work closely with the Vice President of Campus Activities
 - d. Shall survey the student body in order to create relevant programs and committees. Shall attend one (1) of the weekly CAB events, barring any extenuating circumstances.
 - e. Attend SGA orientation/leadership training event each semester.
 - f. Other mutually agreed upon assignments and responsibilities.
- 5. Duties and Power of Appointed Officers:
 - a. Shall have one (1) vote on the Campus Activities Board.
- 6. Qualifications:
 - a. A matriculated student at VTSU registered for twelve (12) or more credits.
 - b. In good academic standing (30 credits or less, 2.0 GPA: 31 credits and above, 2.5 GPA).
- 7. Terms of Office:
 - a. This is an appointed position by the Secretary of Campus Activities. The term of office runs from the day after commencement until the commencement of the following.

Section 30 Unfilled Positions

- 1. Any SGA congress member has the ability to fulfill any duties of the vacant security positions on their own campus if they so wish, with confirmation of the SGA president
- 2. Any Secretary position has the right to fulfill any of their constitutional or bylaw duties despite vacancy or fulfillment of the same position on other campuses

ARTICLE VII. AMENDMENT

- 1. Amendments to the bylaws of the SGA must be approved by a simple majority vote on each active Congress board within the SGA.
- 2. The Senate must approve the constitutionality of any and all amendments to the bylaws in a written resolution that must be approved with a two-thirds ($\frac{2}{3}$) majority and collected by the Senate Clerk.

ARTICLE VIII. PARLEMENTARY AUTHORITY

- 1. The parliamentary authority shall be Robert's Rules of Order, Newly Revised for all items not found in either these Bylaws or the Constitution.

ARTICLE IX. RATIFICATION

- 1. These bylaws shall become effective on the first business day following its adoption by the Student Body in a referendum.
- 2. The voting on this constitution shall be conducted by the Board of Elections.
- 3. These bylaws and the constitution shall be reviewed every other year in alternating years.