



## **MassBay Community College Student Government Association Bylaws to the Constitution**

Ratified March 31, 2004

Amended April 18, 2018

Amended April 17, 2019

Amended May 22, 2020

Amended April 14, 2021

### **I. Duties of Officers**

#### **A. President**

It shall be the duty of the President to: conduct all meetings of the full Student Government Association and its executive committee, to hold 2 office hours per week (preferably at both Campuses), meet at least once per month with the MassBay President, represent the student body of the College at all College functions both on and off the Campus, appoint student representatives to college committees, organize SGA Senate retreats, attend at least one standing committee meeting per week, and assume a responsibility for the proper administration of the business of the students at the College, according to the terms of this constitution and the bylaws. They also represent MassBay at all Statewide Student Advisory Council Meetings as a voting member or may send a designee.

#### **B. Vice President of Academic Affairs**

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

#### **C. Vice President of Student Affairs**

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

#### **D. Vice President of Internal Affairs**

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

**E. Vice President of Finance**

It shall be the duty of the Vice President of Finance to: maintain the financial records of the Student Government Association and provide a report of these funds on demand, prepare the annual budget for the Student Government Association, advise the Student Government Association regarding its financial activities, meet at least once per month with the SGA Advisor, chair the Finance Committee, remain current on all club activities as well as update the clubs monthly and on demand regarding budget activities, and hold at least two (2) office hours per week. The Vice President of Finance shall fulfill all duties of the Secretary as specified in Roberts Rules of Order Newly Revised.

**F. Vice President of Public Relations**

It shall be the duty of the Vice President of Public Relations to: communicate to the members of the other SGA committees, keep the campus community and faculty informed of SGA related events and actions, be given full access and responsibility for the MassBay SGA social media accounts and use them to update the public on SGA activities and promote events, and meet with the MassBay marketing team at least once per month. The Vice President of Public Relations must be an active member of at least one SGA standing committee and hold at least (2) office hours per week.

**G. Vice Present of Campus Activities**

It shall be the duty of the Vice President of Campus Activities to: Chair the Events Committee, recruit and develop members for the Events Committee, create and facilitate campus activities through coordination with vendors, superintend the logistical implementation of events and communicate with the Finance Committee to efficiently budget the amenities necessary for student activities. The Vice President of Campus Activities must hold at least (2) office hours per week

**H. Senators**

It shall be the duty of all Senators to: provide guidance to the SGA Senate with regard to student needs and opinions, to serve as representatives of the student body in bringing the views of the student body to the SGA Senate as well as to interpret the opinions and decisions of the SGA Senate to the student body. Each senator must be

either an active member or active chair of at least one SGA standing committee, and hold at least one (1) office hour per week.

**I. Student Trustee**

The Student Trustee is an ex-officio non-voting member of the Student Government Association. They shall be responsible for establishing effective means of communications between the Board of Trustees, Student Senate and students. As a full-voting member of the Board of Trustees, the Student Trustee helps develop College policy and acts on recommendations from the President of the College. They also represent MassBay at all Statewide Student Advisory Council Meetings as a voting member, or may send a designee. The Student Trustee shall also serve in accord with the provisions of Section 21 Chapter 15A of the General Laws pertaining to the Board of Trustees of the Commonwealth's community colleges and state universities.

**J. Advisor**

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

**II. Composition and Duties of Standing Committees and Liaisons**

**A. Academic Affairs Committee**

This committee shall be chaired by the Vice-President of Academic Affairs and include at least one (1) member who is an elected representative from the SGA. It shall be the duty of this committee to oversee and deal with all issues Academic in nature. This committee shall meet regularly with the MassBay chief academic officer to address, discuss and continue to improve the quality of academics at MassBay.

**B. Student Affairs Committee**

This committee shall be chaired by the Vice-president of Student Affairs and include at least one (1) member who is an elected representative from the SGA. It shall be the duty of this committee to address issues concerning all components of the school which are not academic in nature. This committee shall meet regularly with the Dean of Students or Assistant Dean of Students to address, discuss and continue to improve the quality of Student Affairs at MassBay.

**C. Finance Committee**

This committee shall be chaired by the Vice President of Finance of the SGA and shall include at least three (3) members, two (2) other elected representatives from the SGA Senate, and at least one (1) member of the student body. It shall be the duty of this Committee to prepare a budget and make statements as deemed necessary. The treasurer will submit weekly reports to the SGA Senate. The Finance Committee will

meet every other week to evaluate club funding requests according to Finance Committee Guidelines. If a request is denied by the Finance Committee it may be brought to the full SGA Senate on appeal. The Finance Committee will also make recommendations on the proposed budget to the SGA Senate and prepare the report for the President of the College.

#### **D. Legislation Committee**

This committee shall be chaired by an elected Senator of the SGA appointed by the Executive Committee. The Legislation committee shall consist of at least two (2) other elected SGA members, and at least one (1) member of the student body. It shall be the duty of this committee to educate the SGA Senate and the MassBay community on the SGA Constitution and SGA Bylaws. This committee shall review all proposed amendments to the constitution and bylaws, to advise the SGA Senate concerning constitutional and bylaw issues. This committee shall also regularly review the SGA Constitution and SGA Bylaws and propose necessary changes. It shall also be the duty of this committee to regularly review and propose necessary changes to the election bylaws and procedures. This committee will also advertise, organize and evaluate, with the SGA Advisor, the campus wide elections held each Spring and Fall.

#### **E. Events Committee**

This committee shall be chaired by the Vice President of Campus Activities and shall include at least two (2) other elected SGA members and at least two (2) unelected members of the student body. The committee shall collaborate with and advise the Student Development Office on the development, organization, and coordination, of social activities/programs, and plan activities delegated by the SGA Senate. The chair of this committee shall assume the title of Programming Liaison.

#### **F. Parliamentarian**

The Parliamentarian shall be a non-voting member. This position may be filled by either a student member, or an elected SGA Senator, appointed by the Executive Committee and approved by the full Senate. It shall be the duty of the parliamentarian to be an expert in parliamentary procedure who should sit next to the presiding officer during meetings. The parliamentarian speaks to the assembly only when requested and may provide explanations or advice, but not rulings, which are always made by the presiding officer. The specific duties of the parliamentarian are to give advice to the President and members during meetings; inform the President of errors in parliamentary procedure if they affect the basic rights of members and to give advice to members during times when there is not a meeting in process.

#### **G. Club Liaison**

The Club Liaison shall be a non-voting member. This position may be filled by either a student member, or an elected SGA Senator, appointed by the Executive Committee and approved by the full Senate. This position shall serve as the official connection between the clubs and the Student Senate to ensure the growth and development of clubs.

## **H. Diversity and Inclusion Liaison**

The Diversity and Inclusion Liaison shall be a non-voting member. They shall either be a student member or an elected SGA Senator appointed by the Executive Committee and approved by the full Senate to address issues of diversity on campus. This person shall collaborate with necessary departments, clubs and organizations to ensure that educational, social, and developmental aspects of the community are being met.

## **I. President Pro Tempore**

At their first Senate meeting the President shall designate a voting senate member as President Pro Tempore to chair meetings in which they expect to be absent, or in which the President must recuse themselves due to a conflict of interest. If the President is seated as chair, the President Pro Tempore shall also take minutes if Vice President of Internal Affairs is absent. If both the President and President Pro Tempore are absent, then the Vice President of Academic Affairs shall assume the chair, followed by the Vice President of Student Affairs.

## **J. Committee Appointments**

The President shall accommodate Senator's preferred committee assignments. The President shall issue a list appointing themselves, the VP of Internal Affairs, and each Senator to a committee, subject to ratification by the Senate. Senators shall be free to switch if they mutually agree and notify the President and Vice President Internal Affairs. Senators may also join additional committees subject to the approval of the President.

## **K. Intersession Committees**

### **a. SGA Summer Committee**

#### **i. The Summer Committee shall have the following authority:**

1. To allocate all remaining finds until the end of the fiscal year (June 30th)
2. To expend any monies allocated by the college specifically for the purpose of the summer committee.
3. To act on all time sensitive matters of which the incoming SGA Senate will be unable to act.
4. To advocate on behalf of the student body.
5. To make recommendations to the future SGA Senate for action.
6. Notice of meetings must be publicly posted at least 48 hours in advance.
7. Must present the incoming SGA Senate with a Committee After-Action Report.

#### **ii. The SGA Summer Committee shall not take the following actions:**

1. Take any action which binds the authority or position of the incoming SGA Senate, or reverse past actions taken by the SGA Senate

2. Shall not expend SGA funding for the fiscal year starting July 1st.
- iii. Chair of the Summer Committee
    1. The incoming SGA president may assume the role of Chair of the Summer Committee. At the last meeting at the outgoing SGA Senate shall elect a Vice President of the Summer Committee on the floor of the Senate by secret ballot to assume the Chair in the absence of the President. The Chair of the Summer Committee may make interim appointments to college committees for the duration of the summer session.
  - iv. Membership
    1. Membership shall initially be open to any outgoing or incoming senate member provided that they notify the Vice President of the Summer Committee. The Summer Committee may add additional members by a majority vote. The quorum for the Summer Committee shall be 3 members. Any member may be removed by 2/3 vote of the entire seated summer committee provided due process and just cause
- b. The Textbook Fund Committee
    - i. The Textbook Fund Committee shall be open to all persons who are members of the SGA Senate in the upcoming term. They must make their interest known to the SGA Advisor in order to serve on the committee. 3 persons shall designate a quorum.

### **III. Election Procedures**

- A.** Student Government Elections shall be by electronic ballot at a time specified by the Legislation Committee, within the requirements of the Constitution. The Legislation Committee will provide impartial facilitators for the collection of the electronic ballots and announce election results.
- B.** Elections must be open for at least five (5) academic days and may not coincide with any school holidays, mid-terms or finals weeks.
- C.** Candidates for elections are required to provide the Legislation Committee with a completed elections packet.
- D.** Members of the Student Government Association wishing to run in an election must be a member in good standing with the College. A member in good standing shall be neither on probation nor have received more than two (2) mid-semester warnings.
- E.** There shall be two (2) elections during each academic year.
  - a. The Fall Election

- i. The Fall Election shall be held in no event earlier than the first two full weeks of classes, and no later than the end of October for the positions outlined in Article I Section 2.
    - ii. The representatives in the Fall Election shall take office upon their election
  - b. The Spring Election
    - i. The Spring Election shall be held in no event prior to the first day of April and no later than the last business day in the first full week of May for the positions outlined in Article I Section 2
    - ii. Those representatives elected in the Spring Election shall take office after June 1st of that year.
- F. The members of both elections assume responsibility for the maintenance of the affairs of the Student Government Association.
- G. In the event that an elected representative does not establish contact with the SGA Senate within two weeks of the election (by attending a meeting and/or making contact through email or phone to the SGA or their Advisor) it will be deemed a forfeiture of their position, and SGA Senate may appoint someone in their place.
- H. In case an office is vacant for any reason, the following procedure should take place:
  - a. The Executive Committee shall alert the student body of the vacancy and re-open the elections packet. The vacancy cannot be filled until at least one (1) week as passed since the elections packet was made available.
  - b. At the next regular meeting of the Student Senate, all completed elections packets will be reviewed and candidates shall assume office upon two-thirds majority vote.
  - c. The following exceptions to this procedure shall hold:
    - i. If the vacancy occurs before the regular Fall Election, the candidates to fill the vacancy may run for office during this Election.
    - ii. If the vacancy occurs when there are less than ten (10) regular meetings left of the Senate for the current academic year; the vacancy may stand, if the vacancy does not affect quorum.
      - 1. Under no circumstances may any member of the student body run for more than one Office on the Student Senate.
      - 2. The President of the Student Senate must receive a three-quarters vote by the full Senate in order to fill a vacancy in this position.
- I. In the case of a tie, the polls for that position shall be reopened for an additional 24 hours to allow the tie to break, provided that no person shall vote twice.
- J. Candidates shall not interact with people who are in the process of casting a ballot.

- K.** Candidate names shall be placed on the ballot in the order in which their nomination packet was completed.
- L.** A vacancy for Student Trustee may only be filled in accordance with state law by the student body.
- M.** Should the Presidency become vacant between fall and spring semesters, the current Senate may choose to hold an internal election for a new President. The Vice President of Academic Affairs shall serve as Acting President until the vacancy can be filled, followed by the Vice President of Student Affairs, Vice President of Finance, Vice President of Internal Affairs, Vice President of Public Relations, and Vice President of Campus Activities. If all these positions are vacant, the SGA Advisor shall immediately facilitate an election to fill any vacancies. If this unfilled vacancy occurs before a scheduled election, that position will be entered on to the scheduled election ballot.

#### **IV. Rules of Procedure**

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

#### **V. Impeachment**

- A.** Any representative of the Student Government Association may be impeached by a two-thirds (2/3) vote of the entire SGA Senate.



- B.** The grounds for impeachment must be related to the duties assigned to the position in the Student Government Association Constitution or Bylaws or conduct unbecoming of a Student Government Association Officer.
- C. Impeachment Procedure**
  - a. Any representative of the SGA Senate may request impeachment proceedings against any SGA member.
  - b. The request must be submitted in written legislation to the Executive Committee; where upon the Executive Committee will place the matter on the agenda without discussion of vote.
  - c. The Executive Committee will notify the SGA representative against whom the impeachment has been requested.
  - d. The SGA Senate will decide at its next meeting by a two-thirds (2/3) vote.
  - e. If the SGA Senate votes to hear the case, the representative against whom impeachment has been brought will have equal opportunity to respond.
  - f. After the SGA Senate hears all testimony, the matter of impeachment will be brought to a vote by secret ballot.
  - g. If the President of the Student Government Association is tried, the Vice President of Academic Affairs shall preside.

## **VI. Amendment of Bylaws**

- A.** These bylaws may be amended through authorization of the Senate by vote of two thirds of those present. These bylaws may not be amended if 6 or more voting senate seats are vacant.

## **VII. Oath of Office**

- A.** I (name) do solemnly swear to serve the students of Massachusetts Bay Community College to the best of my ability. I (name) swear to execute all Bylaws and procedures as specified in the Constitution of the Student Government Association of Massachusetts Bay Community College.