

**Vermont State University
Student Government Association**

Randolph Campus Chapter

Bylaws

**Ratified 2024-09-09
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Article I. General

- 1) Name
 - a) The name of this organization shall be the VTSU Randolph Student Government Association Chapter (the 'Chapter').
- 2) Organization
 - a) This organization exists at and serves the Randolph Campus of the Vermont State University, hereafter referred to as VTSU, as a chapter of the VTSU Student Government Association as described in its constitution.

Article II. VTSU SGA

- 1) This chapter shall have the same purpose as a chapter as outlined in the SGA constitution, except in its internal structure and dealings.
- 2) In areas of VTSU constitutional ambiguity, these bylaws shall serve to clarify all issues of internal affairs, and will defer to the SGA constitution in all cases relating to the overall purpose of the chapter and its place within the overall structure of the SGA.

Article III. Membership

- 1) All VTSU Randolph Campus students shall be members of the chapter.

Article IV. Structure

- 1) Overview
 - a) The groups described in this section exist within the chapter and under the SGA. This constitution does not and cannot create groups that operate outside of the chapter.
 - b) The chapter shall be composed of the Congress, General Assembly, Student Court, Campus Activities Board, committees, and student members.

Article V. Congress

- 1) Overview
 - a) The Congressional board includes the President, Vice President, Treasurer, Clerk, and Chief Justice. The Congress may also include any positions made available by the VTSU SGA Constitution, which shall never be required for the function of the Congress.
 - b) The Congress will oversee all operations of the chapter and will schedule and organize meetings as a unit, in a manner determined by its officers at any given time.

c) All members of the Congress are expected to be a point of contact for the student body, with no expectation to make disciplinary related reports or take prescribed actions except in absolutely extreme cases, determined by the good judgment of each respective individual officer.

1) Members of the Congress shall be expected to use their own good discretion in these matters.

2) Eligibility

a) Positions described in this section are available to any members of the Randolph student body who declare their candidacy through SGA prescribed means, provided they meet the following conditions:

1) The candidate must be enrolled at the VTSU Randolph campus for the duration of their term.

2) The candidate must be in good academic standing.

3) The candidate must have completed at least 12 academic credits at Vermont State University

4) The candidate must meet all other requirements in the VTSU SGA Constitution.

3) Positions

a) President

1) The president shall be a required position for the chapter ballot and shall be elected by a process set by the VTSU SGA Constitution.

2) The president:

A) Shall preside over and be responsible for moderating all Congress meetings and joint Congress and General Assembly meetings.

B) Shall be the official spokesperson for the chapter.

C) Shall have the power to call an emergency session of the Congress or General Assembly for time sensitive issues.

D) Shall have the power to create standing and ad-hoc committees under the chapter.

E) Shall have the power of appointment to all committees.

b) Executive Vice President

1) The executive vice president shall be a required position for the chapter ballot and shall be elected by a process set by the VTSU SGA Constitution.

2) The executive vice president:

- A) Shall become president upon permanent vacancy of the position of president.
 - B) Shall perform the duties of the president in their temporary absence.
 - C) Shall assist the president in all matters.
 - D) Shall preside over and be responsible for moderating all General Assembly meetings.
 - E) Shall be responsible for increasing awareness of the chapter and its activities.
- c) Treasurer
- 1) The treasurer shall be a required position for the chapter ballot and shall be elected by a process set by the VTSU SGA Constitution.
 - 2) The treasurer:
 - A) Shall be the chairperson of the budget committee.
 - B) Shall be responsible for managing, tracking, and distributing chapter funds.
 - C) Shall provide the necessary forms, request systems, and documentations for request and distribution of chapter funds.
- d) Congressional Clerk
- 1) The congressional clerk shall be a required position for the chapter ballot and shall be elected by a process set by the VTSU SGA Constitution.
 - 2) The congressional clerk:
 - A) Shall be responsible for taking and maintaining an archive of meeting notes and minutes.
 - B) Shall handle all written and electronic communications on behalf of the chapter.
 - C) Shall assist the rest of the Congress in all matters.
- e) Chief Justice
- 1) The chief justice shall be a required position for the chapter ballot and shall be elected by a process set by the VTSU SGA Constitution.
 - 2) The chief justice shall:
 - A) Preside over the student court.
 - B) Perform all other duties specified in the VTSU SGA Constitution.
- f) Others

- 1) This article shall not preclude the existence and availability of any other positions described in the VTSU constitution, nor their roles and responsibilities, nor those of the positions described in this article.

Article VI. General Assembly

1) Overview

- a) The General Assembly shall be made up of the positions specified in this article, as well as delegates as described in Article VII and committee chairs as described in Article IX.

2) Purpose

- a) The responsibilities of the General Assembly are:

- 1) To represent the needs of all groups of the student body to the Chapter, its Congress, the VTSU SGA, and the VTSU leadership as a whole.
- 2) To deal with business that affects the VTSU student body both as a whole, and specifically of the Randolph Campus.
- 3) To improve the quality of student life on the Randolph Campus.
- 4) To ensure the abilities of clubs and organizations to operate under the Chapter.

3) Positions

- a) Club Representatives

- 1) Each registered club and organization may be represented by one voting member in the General Assembly.
- 2) Club representatives shall be determined by a process set by each respective club.
- 3) Club representatives shall be responsible for informing their respective clubs or organizations of the affairs of the chapter and the SGA.
- 4) Club representatives shall be responsible for informing the SGA of the needs of the clubs or organizations they represent.
- 5) Any one person may represent a maximum of two clubs at any meeting, decided upon their initial entry to the room.
- 6) No one person may have more than one vote in the General Assembly, regardless of the number of clubs or organizations they represent.

- b) Voting Members

- 1) All positions described in this article shall have one vote in the General Assembly.

- 2) Additional positions that shall be given one vote in the General Assembly are:
 - A) Committee Chair
 - B) Class Delegate
 - C) RA Delegate
 - D) Athletics Delegate

Article VII. Delegates

- 1) Overview
 - a) Several delegate positions shall be made available to the student body. These positions shall be required in the General Assembly and shall be elected by a process set by the groups represented by their respective delegates which must then be communicated in writing to the Chapter.
 - b) These delegate positions shall include:
 - 1) Class Delegate
 - 2) RA Delegate
 - 3) Athletics Delegate
 - c) Each of the positions described in this chapter shall serve in the General Assembly and be subject to the same attendance requirements as all members of the General Assembly.
- 2) Positions
 - a) Class Delegate
 - 1) Two class delegate positions shall be available to each academic class(e.g. Freshman, Sophomore, Junior, Senior).
 - b) RA Delegate
 - 1) One RA delegate position shall be available to the residence assistants at the Randolph campus.
 - c) Athletics Delegate
 - 1) One athletics delegate position shall be available to each athletics program offered on the Randolph campus

Article VIII. Meetings

- 1) Congress
 - a) The Congress must meet as often as necessary to ensure important business is handled in a timely manner.

- b) Regular meeting times are at the discretion of the Congress.
- 2) General Assembly
 - a) The General Assembly shall meet weekly to conduct business of importance.
 - b) The General Assembly meetings shall be held at a regular time as decided by the Congress.
 - c) Each meeting shall be advertised to the full student body and announced, along with a schedule, electronically, at least one day in advance.
 - d) General Assembly meetings will begin at the order of the presiding officer and end when all business has been concluded.
- 3) Joint Congress & General Assembly meetings.
 - a) Should the Chapter choose, meetings of the Congress and General Assembly may be held at the same time to conduct business relevant to either or both parties.
 - b) The presiding officer for these meetings shall be the Chapter President.
- 4) Emergency Sessions
 - a) The President shall have the power to call an emergency meeting of either or both of the Congress and General Assembly in the event that time sensitive action must be taken.
 - b) Any and all attendance requirements shall be waived for emergency sessions.

Article IX. Committees

- 1) Purpose
 - a) Committees may be formed by the chapter for the purposes of addressing an issue or completing a specific task that does not require or will be adversely affected by attention from a larger group.
- 2) Formation
 - a) The president shall have the power to create standing or ad-hoc committees as necessary.
 - b) Formation of a committee requires the appointment of a committee chair.
- 3) Structure
 - a) Each committee shall be organized, represented, and led by its respective chair.
 - b) Positions within the committee may be created or dissolved as necessary by the chair.
 - c) Each committee shall be made up of any number of general members as determined by the chair.

- 4) Chairperson
 - a) The chairperson(or chair) shall be responsible for representing and leading the committee and ensuring that its primary goal is met.
 - b) The chair of each committee shall be appointed by the chapter president.
- 5) Dissolution
 - a) A committee shall be dissolved upon a vacancy in the position of chairperson if a new chairperson is not appointed by the president.
 - b) A committee may be dissolved upon agreement of the president and the committee chair.
- 6) Permanent Committees
 - a) Permanent committees are not dissolved upon the vacancy of the position of chairperson.
 - b) Budgetary Committee
 - 1) The budgetary committee shall review budget requests from clubs prior to each budget meeting.
 - 2) The budgetary committee shall propose to every club and organization requesting Chapter funds an adjusted request with the goal of limiting the total funds requested to the amount of funds available or allocated to the purpose.
 - 3) The budgetary committee must meet at least once prior to each budget meeting.
 - 4) The budgetary committee may meet at any time to conduct relevant business and make a report to the Congress.
 - 5) The chapter Treasurer shall be the chairperson for the budgetary committee.
 - 6) The budgetary committee shall not meet without at least five members present.
 - 7) The chairperson shall ensure that no members of the committee have any conflicts of interest related to the business being discussed.

Article X. Clubs & Organizations

- 1) Definitions
 - a) Club
 - 1) A club shall refer to a group of students organized for a common interest and requesting recognition from the Chapter.
 - 2) Clubs must be organized and operated solely by members of the student body and be advised by a member of faculty.

3) Clubs must have a minimum of five members including a President and Treasurer to become recognized by the Chapter.

b) Organization

1) A student organization shall refer to a group of students acting as a service to the campus.

2) Student organizations must be organized and operated solely by members of the student body and faculty involvement is not required.

3) Student organizations must have a minimum of three members to become recognized by the Chapter.

2) Recognition

a) The Congress must provide and advertise a system for students to request recognition for a club or organization.

b) No club may be denied recognition, provided it meets the requirements outlined in this article and does not violate any university policies.

3) Representation

a) Each club must be represented by at least one member at each General Assembly meeting.

b) Failure to send a representative shall result in sanctions on the club by the Chapter as prescribed and clearly advertised in advance by the Congress.

4) Funding

a) Clubs and organizations are entitled to be funded in whole or substantial part by the budget allocated for this purpose by the chapter Congress and Treasurer.

5) Dissolution

a) Should a club or organization be dissolved, its assets and funds shall return to the possession of the chapter.

6) Membership Roster

a) Clubs and organizations shall be required to keep continuously an up-to-date membership roster.

b) Clubs and organizations shall be required to submit their membership roster to the Chapter Congress regularly.

7) Club Constitutions

a) General

1) Clubs and organizations must approve and submit a constitution to the Chapter Congress

- 2) Constitutions must abide by any applicable rules set forth in this document.
- 3) Constitutions must include:
 - A) Club name & purpose.
 - B) Nondiscrimination Statement.
 - C) Descriptions of required officer roles.
 - D) Requirements for club membership.
 - E) Club succession procedures, including officer selection or elections, appointments, impeachments, and recalls.
 - F) Necessary internal policies.
 - G) Amendment procedure.
- b) Ratification, Approval, and Amendments
 - 1) Constitutions must be ratified by a vote within each respective club or organization.
 - 2) Ratified constitutions must be approved by a simple majority vote of the Chapter Congress or a committee formed for this purpose by the Chapter Congress.
 - 3) Amendments must be approved by the Chapter Chief Justice.
- c) Nondiscrimination Clause
 - 1) Clubs and organizations must abide by all nondiscrimination policies outlined by the VTSU, or by the SGA Constitution or Senate Bylaws, or by this document.
 - 2) The Chapter Court should consider violations of nondiscrimination policy on a case-by-case basis to determine any actions against the club or organization in question.

Article XI. Financial

- 1) Available funds
 - a) The chapter should expect to receive an allotment of the student activities fund from the VTSU SGA Senate equal to its proportion, by membership, of the total SGA.
- 2) Allocation
 - a) The Congress, at the start of each academic year, will determine what portion of the available funds will be allocated to club funding.

- b) The remainder of the budget shall be allocated by the Congress and treasurer to chapter projects and activities, committees, senior gifts, and any other purposes for which Congress sees fit.
 - c) The remainder that is controlled by the treasurer may be reallocated at any time by the Congress to the purposes mentioned in part b of this section.
- 3) Roll-over
- a) Any funds not used by the chapter or its organizations and clubs at the end of each academic year shall be placed in an account allocated to the chapter to be available to it during the following academic year.

Article XII. Elections

- 1) Congress
 - a) Elections for Congress members shall be held by the VTSU SGA election committee as outlined in the VTSU SGA constitution.
- 2) Senators
 - a) Elections for Senators shall be held by the VTSU SGA election committee as outlined in the VTSU SGA constitution.
- 3) Delegates
 - a) Class Delegates
 - 1) Elections for Class Delegates shall be held at the first meeting of each academic year, provided there are candidates for the position.

Article XIII. Vacancies

- 1) The Chapter must hold a special election as soon as feasible in the event of any vacancies of the following positions:
 - a) President
 - b) Executive Vice President
 - c) Treasurer
 - d) Congressional Clerk
 - e) Senator
 - f) Class Delegate

Article XIV. Stipends

- 1) The positions of President, Executive Vice President, Congressional Clerk, and Senator shall each be paid a stipend of \$700.

- 2) Individual positions may choose to decline this stipend.

Article XV. Amendments

- 1) Amendments to these bylaws must be put forth by at least two members of the General Assembly and/or the Congress.
- 2) Amendments must be approved by a 2/3 majority vote of both the Congress and the General Assembly.

Article XVI. Dissolution Clause

In the event that the Randolph Chapter of the VTSU SGA dissolves, the balance of its total financial and material assets and resources shall be placed in an independent escrow savings account compounding its interest, until such time as the chapter is re-established.