

The Constitution of the Student Government Association of the University of Connecticut Stamford Campus

Article I. Name

- Section 1.01 The name of the organization is “The Student Government Association of the University of Connecticut Stamford Campus.” The organization shall be referred to in the Constitution and bylaws as “The Association,” or and its Senate as “The Senate.” The University Of Connecticut Stamford Campus shall be abbreviated as “The Campus.”
- Section 1.02 For both official and informal purposes, The Association may be referenced in any way that clearly identifies it, including but not limited to “SGA,” “Stamford SGA,” etc.

Article II. Statement of Purpose

- Section 2.01 The Senate exists for the following purposes:
- (a) To represent the interests of the student body to the administration of the campus
 - (b) To represent the interests of the student body to the community
 - (c) To supervise all student activities that are sponsored by The Association
 - (d) To oversee allocation of the funds of The Association
 - (e) To promote cooperation between all University of Connecticut campuses
 - (f) To hold events and organize activities that will benefit The Association
 - (g) To act in a way that represents The Association as a whole

Article III. Membership

- Section 3.01 The Association shall consist of all those who have paid a student activity fee to the University of Connecticut Stamford Campus as part of the University’s fee bill
- Section 3.02 The Senate shall consist of any member of The Association who has been appointed as per the guidelines set forth in the Constitution and Bylaws of The Association

Article IV. Duties and Powers of the Senate

Section 4.01 The powers of The Senate are vested in it by the members of The Association

Section 4.02 The Senate shall have the following powers:

- (a) To disburse funds for student activities and other activities that allow The Association to fulfill its stated purpose
- (b) To disburse funds for Student registered organizations and their activities
- (c) To act as a whole organization, or to appoint a designated member, to represent the student body and The Association to any individual, group, or institution that wishes to deal with the Students of the University of Connecticut Stamford Campus
- (d) To create and enforce official policies that will benefit The Association and The Campus
- (e) To use any power granted to it within the Constitution or Bylaws of The Association

Article V. Senator Responsibilities and requirements

Section 5.01 Requirements to serve as a Senator are:

- (a) Be a member of The Association;
- (b) Maintain a minimum GPA of 2.0 (current semester and cumulative) at all times during their time in office. The Student Enrollment and Academic Standing will be confirmed by the University.
- (c) Regularly attend required meetings of The Association;
 - (i) *Voting senators are required to attend the regular senate meetings and serve on one standing committee of The Association.*
 - (ii) *Non-voting senators are not required attend the regular senate meeting, but instead are required to serve on two standing committees of The Association.*

Section 5.02 Responsibilities of each Senator are:

- (a) Make themselves available to their constituents during their membership in The Senate
- (b) Participate actively in Senate activities when availability and ability allow the Senator to do so
- (c) Know and understand Robert's Rules of Order, The Constitution of The Association, and The Bylaws of The Association

Section 5.03 Special exemptions to these requirements and responsibilities may be

considered and granted by the Senate Review committee and approved by the Senate.

Section 5.04 Failure to carry out these duties without an official exemption will result in referral of the situation to the Senate Review Committee and the possible resignation of the Senator.

Article VI. Officers

Section 6.01 The Officers of The Association are: President, Vice President, Chief Administrative Officer, and The Chief Financial Officer.

- (a) Officers are elected by The Association (as defined in Article III, Section 3.01) in accordance with the guidelines set forth in the By-laws set forth by The Association
 - (i) *A plurality of the voting body will elect the individual to office.*
- (b) The term of appointment will begin and end at the last Senate Meeting of the Spring Semester.
- (c) To be eligible to run for an officer position, an individual must;
 - (i) *Be a member of The Association at the time of nomination, and term of office.*
 - (ii) *Maintain a minimum GPA of 2.5 (current semester and cumulative) at all times during their time in office.*
 - (iii) *Have been a member of the Senate for the designated amount of time:*
 - 1) For the positions of President, Vice President, and Chief Financial Officer the individual must be a member for two semesters (including the current semester)
 - 2) For the positions of Chief Administrative Officer the individual must be a member for one semester (including the current semester)
 - 3) Exceptions to this may be considered if no senators meet this requirement, and it is approved by the Senate.
- (d) If an officer position becomes vacant it must be filled within a reasonable period of time as defined by the senate unless otherwise specified.

Section 6.02 The officers of The Senate shall be elected from the ranks of the Senate as per the eligibility requirements described above. Officers are members of the Senate but are not considered Senators for official

purposes. All officers are entitled to one vote when making a decision in which Senators may vote with the exception of the President. The President's voting rights are defined in Article IV Section 6.03 of this document. Each officer shall have the following duties:

- (a) To interact and communicate frequently and freely with The Campus' administration
- (b) To oversee the recruitment, retention, and training of new senators in coordination.
- (c) To meet with the other officers regularly
- (d) To promote all activities and initiatives of The Association
- (e) To oversee regular and timely publication of Association information
- (f) To publicize, initiate, and react to situations that affect the student body and may be created by outside forces
- (g) To use any means necessary to gain public awareness for the plight of the students
- (h) To help poll the student body and form an understanding of the general attitude of the students in order to allow The Association to better serve their interests.
- (i) The final duty of each outgoing officer will be to train the incoming officer who will fill their position and educate the new officer about the fundamental responsibilities of the position.

Section 6.03 The President shall have the following powers and duties:

- (a) To call regular and special (emergency) meetings of The Association
- (b) To supervise all elections pertaining to The Association
- (c) To initiate and maintain communication and active discussion with other branches of the University of Connecticut
- (d) To serve as The Association's primary media contact
- (e) To vote only in case of a tie, or when their vote will result in a tie vote
- (f) To appoint members of The Association to The Senate with simple majority approval of The Senate when permitted by the Constitution and Bylaws of The Association
- (g) To make reasonable efforts to ensure that Officers carry out their designated duties properly, promptly, and fully
- (h) To be one of two students authorized to sign checks for The Association, and to help to select the other student whose name will appear on the signature card.
- (i) To Chair regular meetings with the Officers; held at a mutually convenient time
- (j) To serve as a voting member of the Finance Committee

Section 6.04 The Vice President shall have the following powers and duties:

- (a) To Function in place of the President and assume the duties of the President in their absence
- (b) To oversee all Programming Committees and their Directors, and to attend at least one meeting per month per committee
- (c) To appoint Directors of Programming Committees with approval of the Senate, by the process stated in the By-laws of The Association.
- (d) Hold regular meetings with all Programing Committee Directors at a mutually convenient time
- (e) To initiate and maintain communication and active discussion with other branches of The University of Connecticut
- (f) To ensure that all Programming Committees are adequately staffed and to assign available Senators to Programming Committees. In the case that any Programming Committee does not have enough members to carry out the Committee's duty to The Association
- (g) To make reasonable efforts to ensure that Programming Committees carry out their designated duties properly, promptly, and fully
- (h) To chair the Senate Review Committee

Section 6.05 The Chief Administrative Officer shall have the following powers and duties:

- (a) To preside over the Generate Senate meeting in place of the President and Vice President in their absence
- (b) To keep, distribute, and make publicly available to The Association, minutes of all official senate and committee meetings
- (c) To post, in a public place, all major documents pertinent to the functioning of the SGA; these include, but are not limited to, The Constitution and The Bylaws.
- (d) To handle correspondence concerning The Association.
- (e) To make reasonable efforts to ensure that Senators carry out their designated duties properly, promptly, and fully
- (f) To publish and distribute minutes of regular Senate meetings within 48 hours of adjournment
- (g) To provide supplies for the organization at the beginning of each semester, and as needed throughout the semester

Section 6.06 The Chief Financial Officer shall have the following powers and duties:

- (a) To oversee all funding provided to and spent by The Association
- (b) To petition to authorize or deny requests for money to be drawn from The Association's

financial sources

- (c) To maintain The Association's financial sources and accounts
- (d) To maintain a record of all expenditures and receipts pertaining to clubs funded by The Association
- (e) To provide access to The Association's financial records to any member of The Association within a reasonable period of time after receiving a request for this information
- (f) To compile a comprehensive budget report at the end of their term of service for review by the Senate
- (g) To submit a bi-weekly report on all pertinent Association expenditures and deposits to the officers
- (h) To submit a bi-weekly report on the status of The Association's finances to The Senate
- (i) To be one of two students authorized to sign checks for The Association, and to help to select the other student whose name will appear on the signature card.
- (j) To chair the Finance Committee

Article VII. Meetings

Section 7.01 Meetings of the Senate shall be held on a weekly basis on the day and time established by The Senate prior to the semester. All meetings shall be conducted in accordance with the Freedom of Information Statutes and any other rules governing the Senate

Section 7.02 A special meeting of The Senate will be called by the President, at the request of any Senator, with 48 hours' notice to the Association. Quorum must be met for any official business to be conducted. Minutes of the Special Meeting will be posted within 48 hours of the conclusion of the meeting.

Section 7.03 Meeting procedures not addressed in the Constitution or Bylaws of The Association will be dictated by Robert's Rules of Order

Article VIII. Amendments

Section 8.01 Requests for amendments to the Constitution may be made by any member of The Association, and will be reviewed by the Constitution Committee. The Constitution Committee will be created in accordance with the By Laws Article II, Section 20.3.

Section 8.02 Any changes in the constitution must:

- (a) Be approved and signed for by two-thirds of the Senate present
- (b) Be subsequently posted to the student body and passed with a simple majority vote by The Association

Section 8.03 In the event that members of The Association who are not members of The Senate wish to amend the constitution; the following procedure must be followed:

- (a) The concerned members will address the Senate with their concerns and request the changes
- (b) The senate may discuss the proposed changes immediately or at another public meeting designated for that explicit purpose
- (c) Approval of the changes will be subject to the approval described in Article VIII Section 8.03.

Article IX. Authority of the Constitution

Section 9.01 This Constitution and its bylaws shall be in force and effect immediately upon their ratification by The Association.

The Bylaws of the Student Government Association of the Stamford Campus of the University of Connecticut

Article I. Programming Committees

Section 1.01 The Officers will determine the amount of programming committees needed for the Association. They may create or dissolve Committees as needed with the approval of the Senate.

Section 1.02 The Vice President shall assign Senators to serve on programming committees as needed.

Section 1.03 A Senator who is assigned to serve on a committee will remain a member of that committee until such time as he or she is unable to remain a member of the committee, is assigned to another committee, or relieved of their duty to the previous committee, if they ceases to be a member of the Senate, or they are granted an exemption by the Senate Review committee.

Section 1.04 Each committee shall report to the Senate at each regular meeting.

Section 1.05 The Programming Committees shall have the responsibility to:

- (a) Improve the morale of The Association by providing entertainment.
- (b) Organize events that will benefit The Association by providing opportunities for extracurricular education and entertainment.
- (c) Advertise and promote all events for the committee.
- (d) Specific events will be determined by the Vice President as needed.

Article II. Other Committees

Section 2.01 The Finance Committee shall have the power and responsibility to

- (a) Receive and review all requests for allocations and funding made by Student Registered Organizations and by The Association at pre-semester meetings.
- (b) Review and prepare an annual budget for The Association.
- (c) The budget shall be presented to Storrs by the Finance Committee.
- (d) If necessary, prepare and present budget-related proposals to Storrs.
- (e) Develop and review funding guidelines for The Association.

- (f) These guidelines shall be in effect and binding upon a simple majority vote following their presentation to the Senate.
- (g) Review and revise these guidelines as necessary.
- (h) Oversee funding and ensure that funding and accounting procedures are followed
- (i) Ensure that The Association's budget is balanced at all times.
- (j) If the budget is unbalanced, The Finance Committee shall have the authority to place a moratorium on further spending until the budget is balanced.

Section 2.02 Special Committees

- (a) Special committees may be created or dissolved as needed at anytime.
- (b) The President will charge the committee with its goal/purpose, with approval from the Senate.
- (c) The committee may be chaired by an Officer, or a member of the Association, with approval from the Senate
- (d) Members of the committee will be assigned as needed. The committee may include members of the Senate, the Association, and ad-hoc non-voting members from the Campus, the University Faculty/Staff, or community as needed and appropriate for the particular purpose.
- (e) A weekly report of the progress of the committee will be presented by the chair at the General Senate Meetings while the committee is in place

Section 2.03 Constitution Committee

- (a) The Constitution Committee will have the purpose of reviewing and presenting constitutional changes per the request of the Senate or the Association.
- (b) The committee may be chaired by an Officer of the Association, with approval from the Senate
- (c) Members of the committee will be assigned as needed, and may include members of the Association.
- (d) A weekly report of the progress of the committee will be presented by the chair at the General Senate Meetings

Section 2.04 Senate Review Committee

- (a) The Senate Review Committee shall be considered a "special committee". The Vice President will create the Senate Review Committee, and once their work is complete the Vice President will dismiss the Senate Review Committee.

- (b) The Senate Review committee is comprised of four senators. Members of the Senate Review committee are elected by the senate.
- (c) The Senate Review Committee shall address standing issues brought forth by members of The Senate, or The Association, make reasonable resolution in coordination with the other standing officers, and inform The Senate.

Article III. Senator Appointments

Section 3.01 Individuals must meet the requirements and responsibilities of the Senators as stated in the Constitution of the Association. The President and Chief Administrative Officer will verify all individuals meet the requirements.

Section 3.02 Individuals will be appointed to serve as a Senator once they have attend 2 consecutive required meetings. At the next regular meeting of the Senate the individual will be appointed to the appropriate Senator status.

- (a) At the beginning of each semester, returning senators who have made the GPA requirements, and have attended (or been excused from) the first Senate Meeting, will be considered the standing Senate for the following semester.

Section 3.03 All Senators and Officers must read and understand the SGA Code of Ethics included in Appendix A of this document. Each Senator and Officer must understand that failure to abide by this code of ethics will result in an automatic referral of the situation to the Officers. Accepting a position as a Senator or Officer is an ipso facto acceptance of this Code of Ethics and agreement to abide by its conditions.

Article IV. Officer Elections

Section 4.01 Regular elections

- (a) Will occur in conjunction with the University's "Joint Elections" timeline in the Spring semester, for the following academic year.
- (b) Election of Officers will be by The Association at large, and by the means set forth by the Senate.
- (c) Officer training/transition will occur immediately following the election, and the officers

elect will officially begin their term at the last regular senate meeting of the spring semester.

Section 4.02 Vacancy of office/Special elections

- (a) In the event that an officer relinquishes or is relieved of their position the Senate has the authority to appoint an interim officer to fill the position until a special election can be held. If a vacancy occurs after the 7th week of the spring semester, the interim officer may remain in office for the remainder of the academic term.
- (b) Special Election:
 - (i) *Nomination and election will be held by The Association at the earliest opportunity. The Association will receive notification of at least one week of the special election.*
 - (ii) *To be eligible to run for an officer position, an individual must meet the requirements as set in Article VI of the Constitution of the Association*

Article V. Director selection

Section 5.01 Immediately following Officer Elections, the Vice President and Vice President Elect, will begin the selection of Committee Directors.

Section 5.02 The term of appointment will be for one academic year (fall to spring).

Section 5.03 To be eligible to serve as a Committee Director, the student must have served as a UConn Stamford Senator for one academic semester, maintain a minimum GPA of 2.5 (current semester and cumulative), and complete an application by the deadline set by the Senate.

Section 5.04 The Vice President will announce the Director appointments and will be confirmed by the Senate.

Section 5.05 If any Director relinquishes or is relieved of their position and interim Director will be appointed using the same process as described above.

Article VI. Officer and Director Removal

Section 6.01 To remove officer or director from their position the individual must have:

- (a) Exhibited behavioral misconduct unbecoming of a leader, including but not limited to violations of the Student Code of the University of Connecticut, or
- (b) Repeated failure to complete duties or responsibilities of positions, or

- (c) Failure to maintain minimum standards for membership in the Senate.

Section 6.02 The process to remove an officer or director from their position is:

- (a) A motion to investigate the alleged violation is brought to the Senate, and approved by a 1/3 vote.
- (b) If the vote to investigate is approved, a committee is immediately formed to investigate the alleged violation. The committee is appointed by the President, or Vice President if the allegation is against the President. The committee appointments are confirmed by a vote of the senate.
- (c) The committee has one week to investigate the allegations, and report back to the senate their findings.
- (d) The senate hears the findings of the committee, and the Officer or Director in question has an opportunity to respond. A motion to remove the Officer or Director is made to the Senate, and a secret ballot vote is taken. The motion passes with a 2/3 majority.

Article VII. Meetings

Section 7.01 Meetings will be held once a week during the fall and spring semesters that UConn classes are in session.

Section 7.02 A special meeting of the Senate will be called at the request of any Senator within 48 hours notice to the Association. Quorum must be met for any official business to be conducted. Minutes of the special meeting will be posted within 48 hours of the conclusion of the meeting.

Section 7.03 The format of the meetings will be as follows:

- (a) The President will call the meeting to order;
- (b) Attendance will be taken and minutes will be approved as read, or amended, by the Senate and subsequently approved;
- (c) Officer reports will be given
- (d) Advisor will give a report
- (e) Committee reports will be given
- (f) Old business will be discussed;
- (g) New business will be discussed;
- (h) Open forum;
- (i) The meeting will adjourn;

Section 7.04 Meeting procedures shall reflect guidelines set forth in Robert's Rules of Order. The President may only vote in case of a tie, or when their vote would result in a tie (in order to defeat a motion.)

Article VIII. Senate Voting

Section 8.01 A super majority of The Voting Senate (one-half plus one) is required to constitute a quorum.

Section 8.02 Each Member of the voting Senate is entitled to one vote. Each member of the Non-voting senate is not entitled to a vote.

Section 8.03 A vote will be conducted by secret ballot at the request of any member.

Section 8.04 Absentee votes may be accepted provided they are cast within 24 hours of the vote and can be confirmed by the Senate.

Section 8.05 Votes requiring a simple majority approval shall be conducted by voice vote, if the outcome is not clear a show of hands will suffice.

Section 8.06 The Senate shall have the power to grant one vote to any outside individual or representative of a group when a vote held by the Senate will affect that individual or group.

Section 8.07 In the case that a Member of the Senate disagrees with the voting majority, he or she may, within 48 hours of the meeting, provide the Chief Administrative Officer with a written dissenting opinion outlining their concerns and disagreement with the decision; if received within this time period, the text of this dissenting opinion must be included with the minutes of that meeting as an appendix for further reference. This must be included in addition to any comments that the senator made during discussion that were included in the minutes.

Article IX. Attendance

Section 9.01 Members of the Senate who miss any two required meetings in any one semester without being excused by the Chief Administrative Officer shall be notified, and in the case of an additional unexcused absence, the senator will be resigned from the senate at the next regular meeting.

Article X. Catch all Clause

Section 10.01 Any situation or rules not covered in these Bylaws, the Constitution, or Robert's Rules of Order shall be dealt with fairly and justly by the Senate whenever these issues arise.

Article XI. Amendments

Section 11.01 A request for a change in the Bylaws can be made by anyone.

Section 11.02 Any changes in the Bylaws must:

- (a) Be passed by a two-thirds favorable vote of the Senate; and
- (b) Then be posted to the student body for five consecutive days.

Section 11.03 When the Constitution and By-Laws committee is established it must consist of at least two members of The Senate, and instated by The President

Section 11.04 The above mentioned members must consist of an Officer and a Senator.

Article XII. Acceptance of the Bylaws

Section 12.01 These Bylaws shall be in force and in effect immediately upon their ratification and approval by the Senate.

Section 12.02 These Bylaws can in no way infringe or usurp the rules and powers that are set forth in the present and acknowledged Constitution governing the actions of the Student Government Association of the Stamford Campus of the University of Connecticut.

Section 12.03 During the first month of each semester, these bylaws must be reviewed in full by the standing Senate and officers, and any proposed revisions must be considered and discussed during a Regular meeting of the SGA, especially the amounts of money set aside for certain purposes.

Article XIII. Responsible Spending of SGA Funds and Funding of Registered Student Organizations

Section 13.01 During the first 8 weeks of each semester, one third of the SGA budget must be reserved for the funding of registered student organizations.

- (a) In order for a group to be eligible for funding, they must be a registered student organization with the Stamford student activities office.
- (b) The Registered Student Organization must present an itemized budget with estimated expenses and the number of participants to the finance committee.
- (c) The SGA has the power to reduce or increase the amount of funding that is requested before voting on a budget as the SGA sees fit. After the 8-week point, the SGA cannot guarantee that any club will receive funding and all reserved money will be available to the SGA for normal use.

Section 13.02 In order for a committee to spend funds other than as allocated, The Senate must approve of the re-allocation.

Section 13.03 Under no conditions are ex post facto allocations guaranteed to be approved by The Senate.

APPENDIX A

SGA CODE OF ETHICS

Article I Responsibilities to the Students of the University of Connecticut's Stamford Campus

- 1) I will serve as a liaison between the students of the University and its Administrative Staff
- 2) I will consider every action I take on behalf of the SGA and while acting as its representative and think about how these actions reflect on the University and how these actions affect the Students. I will take into account the best interests of the students and base my actions on these interests in order to help to provide the most positive and effective experience for each and every student.
- 3) I will seek to provide equal opportunities for all students regardless of race, gender, age, nationality, religion, or sexual orientation
- 4) I will work consciously to uphold the SGA Statement of Purpose as described in the Constitution of the organization.
- 5) I will frequently poll my constituents, whether formally or informally, on the general needs and concerns regarding the University and the educational experience of the Students, and actively work to keep them informed about the various issues affecting them.

Article II Responsibilities to the Student Government Association of the University Of Connecticut's Stamford Campus

- 1) I will work to promote a positive image of the SGA, encouraging unity and cooperation.
- 2) I will present myself at University and SGA meetings and functions, or at any meeting or function at or in which I appear as a representative of the University or SGA, in a professional manner of physical appearance and mental preparedness, and I will strive to follow the principles of parliamentary procedure as defined by Robert's Rules of Order.
- 3) I will make decisions that affect the SGA only after all facts bearing on a question have been presented and discussed.
- 4) I will respect the opinions of others and will graciously accept the principle of "majority rule."

5) As a representative of the University Of Connecticut's Stamford Campus, the SGA of the University Of Connecticut's Stamford Campus, and the University Of Connecticut as a whole, I will act in a trustful manner and honor all agreements, obligations, and promises I make.

6) I will use the SGA office and other resources as necessary to fulfill my obligations and duties as an SGA member. I will not abuse the SGA office or SGA resources, nor will I take resources for personal use in a way that is detrimental to the goal and purpose of the SGA.

Article III Responsibilities to Myself as a Member of the Student Government Association of the University Of Connecticut's Stamford Campus

1) I will take advantage of all opportunities and experiences for improvement, making a great effort to understand my duties and enhance my knowledge, leadership skills, and representation of the student body.

2) I will respect and follow the SGA Constitution, By-Laws, and Code of Ethics

3) I will remember that I am a student first and as such I will fulfill my responsibility in the classroom seriously and strive to achieve academic excellence