



# **BYLAWS OF THE STUDENT GOVERNMENT ASSOCIATION**

Ramapo College of New Jersey  
(2022–2023)

# Table of Contents

<b>I. Organization</b>	<b>4</b>
<b>II. Election Procedures</b>	<b>4</b>
<b>III. Election Administration</b>	<b>4</b>
<b>IV. Meetings</b>	<b>4</b>
A. General Meeting	4
B. Executive Board Meetings	5
C. Senate Meetings	5
D. Cabinet Meetings	7
E. Motions	7
<b>V. Committees</b>	<b>7</b>
A. Academic Affairs Committee	8
B. Public Relations Committee	8
C. CA\$H	8
D. Club Process Committee	8
E. Programming Committee	9
F. Philanthropy Committee	9
G. Commuter Affairs Committee	9
H. Diversity and Inclusion Committee	10
I. Sustainability Committee	10
J. Delegate Affairs Committee	10
K. Raised Revenue	10
L. Legislative Development	10
M. Allocations	11
N. Elections	11
<b>VI. Miscellaneous</b>	<b>11</b>
A. Office Hours	11
B. Members	11

C. Organization	12
D. Advisors	12
E. Check Requisition Policy	13
F. Student Organizations	14
G. Training	14
H. The Inaugural and Club/Organization Awards Banquet	14
I. Audits	15
J. Office Conduct	15
K. Misrepresentation of SGA	16
L. Infraction Policy & Disciplinary Action	16
M. Spring Goals	17
N. Legislation	17
O. Sustainable Practices	17
P. Judicial Panel	18
Q. Swearing-In	18
R. New Jersey Student Government Coalition	18
S. Edits & Ratification	19

**I. Organization**

- A. The name of the organization shall be the Student Government Association of Ramapo College of New Jersey (SGA).

**II. Election Procedures**

- A. Election procedures shall be determined by Elections Legislation which must pass a two-thirds vote by the Senate.
- B. It is unnecessary to amend these Bylaws to conduct elections.
- C. Elections Legislation shall establish the Election Administration, positions available, petition regulations, candidate conduct, the appeals process, and election timeline.

**III. Election Administration**

- A. Election(s) shall be administered by Committees or Commissions formatted and established by Elections Legislation.
- B. The Election Administration shall be responsible for ensuring SGA elections are conducted in good faith through ethical procedures per the stipulations of the Constitution.
- C. The Election Administration shall regulate and determine candidate eligibility to ensure compliance with the rules and regulations established by Elections Legislation.

**IV. Meetings**

**A. General Meeting**

- 1. The General (Organizational) Meetings of SGA shall take place weekly during the Fall and Spring Semesters, Wednesdays at 1:00 PM.
- 2. All General Meetings shall be chaired using Robert's Rules of Order by the Senate President or their designee.
- 3. The General Meeting Agenda shall be set by the SGA President and sent by the Secretary before the meeting.
- 4. All members shall be present unless otherwise excused by the Secretary, excluding Associate Members & Delegates.
  - a) The Student Trustee and Governor shall be present at least one General Meeting a month with their respective Alternate, the date of which shall be confirmed with the President and sent to the Secretary.

5. All members of the Executive Board shall sit at the center or head, flanked by members of Cabinet and Associate Members.
6. All Senators shall be seated at the sides.
7. All Delegates shall be seated in the audience or next to their mentor.
8. All meetings shall be open to the public unless otherwise announced.
9. An open meeting may become closed with a motion by an elected or appointed member and a second by a senator followed by a majority vote.
10. Minutes shall be kept by the Secretary and emailed to the entire organization.
11. The Secretary of Delegate Affairs will note attendance for delegates if required by their Delegate Program.
12. Additional organizational meetings may be called by the SGA President and the Senate President.

**B. Executive Board Meetings**

1. Executive Board Meetings shall occur on the first Wednesday of every month promptly at 4 pm in the SGA Office.
2. Additional Executive Board Meetings may be called at the discretion of the SGA President per the following provisions:
  - a) The President shall send notice via email to all E-Board members if the meeting is to take place no sooner than twelve (12) hours after notification;
  - b) The President must notify all E-Board members via telephone if the meeting is to take place within twelve (12) hours of notification.
3. The Senate President and Senate Vice President shall be invitational members of Executive Board Meetings and reserve no right to call, attend, or vote in Executive Board Meetings.
4. Executive Board Meetings shall be closed to the public.

**C. Senate Meetings**

1. Senate Meetings shall occur every Monday night promptly at 8:00 PM in ASB 522.
2. Additional Senate Meetings may be called by the Senate President as deemed

necessary per the following provisions:

- a) The Senate President shall send notice via email to all Senators if the meeting is to take place no sooner than twelve (12) hours after notification;
  - b) The Senate President must notify all Senators via telephone if a meeting is to take place within twelve (12) hours of notification.
3. All Senate Meetings shall be open to the public unless otherwise noted.
  4. All Senate Meetings shall be chaired using Robert's Rules of Order by the Senate President or their designee.
  5. The Senate Meeting Agenda shall be set by the Senate President and sent by the Senate Secretary before the meeting.
  6. Minutes shall be kept by the Senate Secretary and emailed to the entire organization.
  7. Senate meetings shall be used to discuss Liaison duties.
  8. All Senate Liaison reports shall be submitted in a timely manner, no later than the deadline provided by the Senate President.
  9. When conducting liaison meetings, Senators shall come to the meeting prepared with agenda items and questions from the student body to ask the liaison directors.
  10. These prepared agenda items should be discussed and developed during Senate meetings with the input of the Senate President.
  11. Vacant liaison positions may be delegated to other members of the SGA at the Senate President's discretion.
  12. For the Senators elected in the Fall, their training shall occur before the first Senate meeting after their Inauguration.
  13. Voting may be conducted via a show of hands or closed ballot at the discretion of the Senate President.
  14. All Senators shall be in attendance at Senate and General meetings unless excused by the Senate Secretary or Secretary.

15. The Secretary of Sustainability or a trained designee shall attend Senate meetings as necessary to provide advice on co-sponsorships.

16. The Treasurer shall attend Senate meetings as necessary when budgetary discussions are being held.

#### **D. Cabinet Meetings**

1. The Cabinet shall meet at the discretion of the Chief of Staff.

2. Cabinet Meetings may be called by the Chief of Staff as necessary per the following provisions:

a) Notice shall be sent via email to all Cabinet members if the meeting is to take place no sooner than twelve (12) hours after notification;

b) Notice shall be sent via telephone to all Cabinet members if the meeting is to take place within twelve (12) hours of notification.

3. Meetings shall be informal, with speaking order determined by recognition of the Chief of Staff.

4. Meetings shall be closed unless otherwise noted.

5. Cabinet Meetings may be conducted in any manner chosen by the Chief of Staff, so long as Cabinet reports are shared with SGA.

6. The Secretary shall keep roll call and report attendance to the SGA President.

7. All members of Cabinet shall be in attendance of Cabinet and General meetings unless excused by the Secretary.

8. The Student Trustee and Governor shall be present at least one Cabinet Meeting a month with their respective Alternate, the date of which shall be discussed with the President and sent to the Secretary.

#### **V. Motions**

A. All members of SGA may propose motions at all meetings.

B. Only Senators may second, kill, and vote on pending motions at General or Senate meetings.

C. All motions made and their outcomes shall be recorded in applicable minutes.

D. Once a motion has been seconded it must be voted on before the meeting can proceed.

#### **VI. Committees**

**A. Academic Affairs**

1. Shall serve to address concerns regarding academic quality, programming, advisement, and support.
2. Shall meet at the discretion of the Committee Chair.
3. Shall be chaired by the Secretary of Academic Affairs.
4. Important administrative contacts include Interim Provost / Vice President of Teaching and Learning, Susan Gaulden ([sgaulden@ramapo.edu](mailto:sgaulden@ramapo.edu)), and Special Assistant to the Provost, Diane Couzens ([dcouzens@ramapo.edu](mailto:dcouzens@ramapo.edu)).

**B. Public Relations**

1. Shall serve to communicate with the college regarding specific events, initiatives, and issues regarding SGA.
2. Shall meet at the discretion of the Committee Chair.
3. Shall be chaired by the Secretary of Public Relations.
4. Important administrative contacts include Social Media Strategist & Content Manager, Alexandra Modafferi ([amodaffe@ramapo.edu](mailto:amodaffe@ramapo.edu)), and Graphic Designer, Janelle Ferraro ([jferrar4@ramapo.edu](mailto:jferrar4@ramapo.edu)).

**C. CA\$H**

1. Shall serve to raise awareness regarding New Jersey state funding to Ramapo College and its reflection on tuition increases and to engage, motivate, and mobilize students to create change at the college and state levels to address this issue.
2. Shall also work with the New Jersey Student Association to better advocate for New Jersey Public College students.
3. Shall meet at the discretion of the Committee Co-Chairs.
4. Shall be co-chaired by Student Trustee and the Alternate Student Trustee.
5. Important administrative contacts include Dean of Students / Vice President of Student Well-Being, Melissa Van Der Wall ([mvanderw@ramapo.edu](mailto:mvanderw@ramapo.edu)).

**D. Club Process Committee**

1. Shall serve to address concerns regarding review of a new club's constitution, rechartering of established clubs, and SGA Constitution concerns.



2. Shall review, update, and issue the Club Constitution template every Fall semester.
3. Shall meet at the discretion of the Committee Chair.
4. Shall be chaired by the Vice President.
5. Important administrative contacts include Associate Director of the Center for Student Involvement, Eddie Seavers ([eseavers@ramapo.edu](mailto:eseavers@ramapo.edu)), and Assistant Director for Student Involvement, Amanda Riehl ([ariehl@ramapo.edu](mailto:ariehl@ramapo.edu)).

**E. Programming Committee**

1. Shall serve to plan, develop and execute events relating to SGA tradition and co-sponsorships with other clubs or organizations.
2. Shall meet at the discretion of the Committee Chair.
3. Shall be chaired by the Secretary of Programming.
4. Important administrative contacts include Associate Director of the Center for Student Involvement, Eddie Seavers ([eseavers@ramapo.edu](mailto:eseavers@ramapo.edu)), and Assistant Director for Student Involvement, Amanda Riehl ([ariehl@ramapo.edu](mailto:ariehl@ramapo.edu))

**F. Philanthropy Committee**

1. Shall serve to raise awareness about the importance of philanthropy within Ramapo's campus, emphasize that special campus projects and renovations are because of donations, and engage and motivate students to attend philanthropy events on campus.
2. Shall meet at the discretion of the Committee Co-Chairs.
3. Shall be co-chaired by the Student Governor and the Alternate Student Governor.
4. Important administrative contacts include Coordinator of the Fund for Ramapo College, Andrea Buser ([andreab@ramapo.edu](mailto:andreab@ramapo.edu)), and Senior Director of Constituent Relations, Peter Rice ([price@ramapo.edu](mailto:price@ramapo.edu))

**G. Commuter Affairs**

1. Shall serve to address the concerns of, plan events for, and advocate for the commuter population at Ramapo.
2. Shall meet at the discretion of the Committee Chair.

3. Shall be chaired by the Secretary of Commuter Affairs.
4. Important administrative contacts include Coordinator of Student Activities, Jack Nesmith ([jnesmith@ramapo.edu](mailto:jnesmith@ramapo.edu)).

**H. Diversity and Inclusion Committee**

1. Shall serve to address the concerns of, plan events for, and advocate for diversity at Ramapo.
2. Shall meet at the discretion of the Committee Chair.
3. Shall be chaired by the Secretary of Diversity and Inclusion.
4. Important administrative contacts include Associate Director of Equity, Diversity, Inclusion, and Compliance, Rachel Sawyer ([rsawyer@ramapo.edu](mailto:rsawyer@ramapo.edu)), and Chief Equity & Diversity Officer / Vice President of Equity, Diversity, Inclusion & Compliance, Nicole Morgan Agard ([nmagard@ramapo.edu](mailto:nmagard@ramapo.edu)).

**I. Sustainability Committee**

1. Shall serve to address the concerns of, plan events for, and advocate for sustainability at Ramapo.
2. Shall meet at the discretion of the Committee Chair.
3. Shall be chaired by the Secretary of Sustainability.
4. Important administrative contacts include Co-Chair of the President's Committee of Campus Sustainability, Professor Ashwani Vasishth ([vasishth@ramapo.edu](mailto:vasishth@ramapo.edu)).

**J. Delegate Affairs**

1. Shall serve to address the concerns of, plan events for, and administrate the Delegate program.
2. Shall meet at the discretion of the Committee Chair.
3. Shall be chaired by the Secretary of Delegate Affairs.

**K. Raised Revenue**

1. Shall serve to actively develop plans to raise revenue for SGA.
2. Shall meet during Senate meetings, or when otherwise called for by the Committee Chair.
3. Shall be chaired by the Senate President or their designee.

**L. Legislative Development**

1. Shall serve to actively develop legislation to benefit the student body.
2. Shall meet during Senate meetings, or when otherwise called for by the Committee Chair.
3. Shall be chaired by the Senate President or their designee.

**M. Allocations**

1. Shall serve to allocate funds for student programs.
2. Shall meet at the discretion of the Center for Student Involvement, and shall be coordinated by the Vice President.

**N. Elections**

1. Shall orderly exist when ratified by legislation per Articles II & III.

**VII. Miscellaneous**

**A. Office Hours**

1. An Office hour shall be defined as:
  - a) An hour spent keeping the office open to the public and serving students in an SGA-related manner.
  - b) An hour of SGA-related work outside of the office approved by the Secretary, such as tabling or attending campus events.
2. Senators are required to hold 2 office hours per week.
3. Cabinet members are required to hold 2 office hours per week.
4. E-Board members (excluding the President) are required to hold 3 office hours per week.
5. The President is required to hold 4 office hours per week.
6. The Judicial Panelists are required to hold 2 office hours per week.
7. The Student Trustees and Governors are required to hold 2 office hours per week.
8. Delegates are required to serve 1 office hour per week.
9. Office hours are from 8 am - 8 pm Monday through Friday.
10. Office hours shall be coordinated and enforced by the Secretary.

**B. Members**

1. An SGA member shall be defined as:

- a) Any elected or appointed position.
  - b) Delegates.
  - c) All Ramapo students are considered constituent members of the SGA.
2. No member can officially serve in more than one Constitutional position in the SGA at a given time unless specifically authorized by legislation or Bylaws.

**C. Organization**

1. The Organization shall be defined as all positions in SGA.
2. The Cabinet shall be appointed by the President, confirmed via  $\frac{2}{3}$  vote by the Senate, and serve to lead specialized initiatives and chair their respective Committees and budgets, as outlined in the Constitution and these Bylaws.
3. The Senate shall serve as the official decision-making body of the SGA through the process of organized voting, as outlined in the Constitution and these Bylaws.
4. The Executive Board shall be composed of the leaders of the three branches of the SGA, as well as the Secretary and Treasurer, who shall work together to serve as the administrative organ of the SGA, by setting and enforcing standards of conduct as outlined in the Constitution and these Bylaws.
5. The Judicial Panel shall serve as the Judiciary of the SGA, creating new rules binding to the SGA and its members, and keeping members accountable for acting in accordance with the Constitution and these Bylaws through rulings and mediations.
6. The Student Trustees & Governors shall serve in their specialized functions, as outlined in the Constitution and these Bylaws.
7. The role of Delegates shall be defined on a per annum basis through the Delegate Program established by the Secretary of Delegate Affairs.

**D. Advisors**

1. Advisor, Rick Brown, Director of the Center for Student Involvement x7593 ([rbrown2@ramapo.edu](mailto:rbrown2@ramapo.edu)).
2. Advisor, Anne Eke, Assistant Director of Student Conduct x7869 and Interim Residence Director of Laurel Hall x7015 ([aeke@ramapo.edu](mailto:aeke@ramapo.edu))

3. Senate Advisor, Jack Nesmith, Coordinator of Student Activities x7223  
([jnesmith@ramapo.edu](mailto:jnesmith@ramapo.edu))

**E. Check Requisition Policy**

1. The annual fiscal budget shall be presented by the Treasurer and approved by the Senate through a simple majority vote.
2. All Check Requisitions must go to the Treasurer.
3. The Secretary of Sustainability shall advise the Treasurer on best practices related to sustainable purchasing and procurement.
4. All monetary expenditures or transfers into or from the following budgets over the amount of zero (0) dollars shall be brought to and approved by the Secretary and then cleared by the Treasurer:
  - a) Office Supplies
5. All monetary expenditures or transfers into or from the following budgets over the amount of zero (0) dollars shall first be brought to and approved by the Senate's majority vote at a General or Senate meeting then cleared by the Treasurer:
  - a) Conferences and Training
  - b) Co-Sponsorships
  - c) Raised Revenue
6. All monetary expenditures from the following budgets do not require a vote by the Senate, however, still need to be cleared by the Treasurer. All expenditures or transfers to or from these budgets require the explicit permission of the Treasurer. Other SGA members may request actions with these budgets, however, final discretion falls upon the Treasurer. These budgets are as follows:
  - a) Commuter Caucus
  - b) Contingency
  - c) Delegate Affairs
  - d) Elections
  - e) Founders' Day
  - f) Inauguration Activities

- g) Marketing
- h) Oktoberfest
- i) Programming
- j) Student Governor
- k) Student Trustee

**F. Student Organizations**

1. The process for approving new student organizations and rechartering existing student organizations shall be organized by the Vice President in collaboration with the Center for Student Involvement.
2. All final decisions to recognize a student organization's existence and ability to operate or receive funding shall require a majority vote from the Senate.
3. Umbrella Organizations are any organization representing a collective group of other student organizations, including SGA, the Black Student Union, Greek Councils, and Ramapo Green.

**G. Training**

1. Training shall be held before each semester during which organizational and individual goals for the semester are to be established.
2. Attendance at training events is expected of all elected and appointed members of the organization.
3. The SGA should receive training as a whole as well as separate Senate and Cabinet training sessions at the beginning of each semester.
4. It is the responsibility of the Senate President and Senate Vice President to train all Senate members.
5. It is the responsibility of the President and Chief of Staff to train the Executive Board and Cabinet.
6. It is the responsibility of the Chief Panelist to train the Judicial Panel.

**H. The Inauguration and Club/Organization Awards Banquet**

1. The Inauguration and Club/Organization Awards Banquet shall be planned by the President, Vice President, Secretary of Programming, and the Programming Committee.

2. The graduating members of the current Student Government Association and any graduating students who have served at least one full term in the organization are granted stoles for graduation that shall display a position of choice held by these members.
3. Student Government Association Awards shall be: The Senate Award to be determined by the Senate; the President's Award to be determined by the Executive Board, and the Red Ribbon Award to be determined by the entire organization.
  - a) Senate Award - Given to a faculty/staff member who has worked tirelessly to help the Senate in furthering its mission of bettering the Ramapo Community.
  - b) President's Award - Given to a faculty/staff member who has worked tirelessly to help the Student Government Association in fulfilling its mission of advocating for students.
  - c) Red Ribbon Award - Given to a faculty/staff member who has gone above and beyond to aid the Student Government Association and the student body to better their relationship with the faculty/staff.

**I. Audits**

1. The Treasurer shall set up an appointment with the staff of Student Activities Revenue Management (SARM) to obtain printouts of the year-to-date status of all SGA accounts.
2. A meeting of this sort shall take place during Winter Training, during the last week of the administration, and when the Treasurer needs to reconcile discrepancies.
3. The Treasurer shall compare year-to-date activity from SARM with internal SGA records.
4. All accounts shall be reconciled and documented.

**J. Office Conduct**

1. The rules for proper conduct within the SGA Office shall be proposed by the Secretary in the Fall Semester and posted conspicuously in the office.

**K. Misrepresentation of SGA**

1. Any SGA member that publicly uses the term “on behalf of the SGA” without a two-thirds Senate approval vote before using the phrase shall be subject to disciplinary action.
2. The SGA President may use the term “on behalf of the SGA” for ceremonial purposes.
3. The SGA may not engage in directly partisan activities, such as but not exclusively limited to, endorsing a political party.

**L. Infraction Policy & Disciplinary Action**

1. SGA members who exhibit concerning behaviors shall be put on notice based on an infraction policy as determined by SGA Leadership mimicking a “Three Strikes, You’re Out” system.
2. The criteria for infractions, as well as repercussions for said infractions, will be shared by SGA Leadership at Fall Training.
3. The following actions are fully excused and do not require notice:
  - a) Excused late arrival/early departure from all meetings at the discretion of the appropriate Secretary.
  - b) Absence/tardiness to any meeting due to official SGA business (approved by Leadership)
  - c) Meetings scheduled outside of member availability
4. An excused absence is granted by the Secretary (General/E-Board/Cabinet), Senate Secretary (Senate), or Committee Chair through systems of their choosing.
5. All members may only be put on notice by SGA Leadership, the Judicial Panel, and/or their designee(s).
6. Delegates may be removed from SGA by the Secretary of Delegate Affairs for failing to comply with the Delegate Program.
7. Silent Resignation.
  - a) If an SGA member fails to respond to official SGA communications, misses meetings without excuse, and ignores personal communications



from SGA leadership for a documented period of three weeks they will be presumed to have vacated their position through "Silent Resignation."

8. Disciplinary action shall occur on a semester basis, with the terms of Notices ending unless otherwise reinstated.
9. All SGA members shall be in attendance at all meetings required of them as stipulated in the Constitution and Bylaws.

**M. Fall Goals**

1. The following broad objectives must be tackled by various members of the SGA in the 2022 Fall semester.
  - a) Fall Senate Elections
  - b) Fall Concert
  - c) Oktoberfest
  - d) Founders' Day
  - e) Ratification of Bylaws
  - f) SGA member training
  - g) Judicial Panel Reorganization

**N. Legislation**

1. All legislation passed by the Senate and approved by the President shall remain valid and applicable eternally unless stated in the legislation.
2. A passed bill can only be repealed by the passing of a repealing bill or by a Judicial Panel ruling.
3. All vetoes against legislation must be announced in a timely manner of 1 week following passage by the Senate.
4. If the Senate President has not received notice of a veto within 1 week, the legislation shall pass automatically.
5. The SGA may pass legislation and motions via email so long as an explicitly defined voting period is allotted and all SGA members are emailed.

**O. Sustainable Practices**

1. The SGA will follow sustainable practices and procedures based on the advice of the Secretary of Sustainability, as well as policy developed by the Secretary of

Sustainability and SGA Leadership, and approved through a majority vote of the Senate.

**P. Judicial Panel**

1. The Judicial Panel will be undergoing a reorganization throughout the 2022-2023 term, with a pilot set to launch in the spring semester.
2. In the Interim, the Judicial Panel shall be composed of the Chief Panelist, Executive Panelist, and Legislative Panelist, who shall serve as parliamentarians at the meetings required of them by the Constitution.
3. The Judicial Panel shall convene on an ad hoc basis as requests are brought to the panel.
4. Any member of the student body, including current SGA members, can direct a request to the Panelist, who will bring the request to the rest of the Judicial Panel as necessary
5. Panelists should first attempt mediation for internal disputes if possible, before requesting a decision from the Panel.

**Q. Swearing-In**

1. The Chief Panelist shall swear in all members at the first meeting held of the new term (after 1 May), as well as new members of the Executive Board and Judicial Panel when there are vacancies mid-term.
2. The Executive Panelist shall swear in new members of the Cabinet when there are vacancies mid-term.
3. The Legislative Panelist shall swear in new members of the Senate when there are vacancies mid-term.

**R. New Jersey Student Government Coalition**

1. The SGA shall designate *any* two members to act as the Voting and Non-Voting Representatives to the NJSGC Board of Directors to serve as *Directors*.<sup>[1]</sup>
2. The SGA President may designate *any* member of SGA to act as an *equivalent alternate Voting Representative*<sup>[2]</sup> at NJSGC Meetings.
3. The SGA President may designate *any* member of SGA as the *second*

*Non-Voting Representative* should an *Officer*<sup>[3]</sup> be unavailable.

4. The SGA President may determine the removal and appointment of all individuals acting as Voting and Non-Voting Representatives of Ramapo SGA to the NJSGC Board of Directors.
5. The SGA President shall notify the appropriate NJSGC Executive Officer regarding any changes to Ramapo SGA's designated Representatives.

#### **S. Edits & Ratification**

1. These bylaws shall not be considered ratified unless they pass a two-thirds vote by the Senate.
2. Edits or changes to these bylaws to update contact information shall be implemented without formal vote so long as such changes are shared with all SGA members via email.
3. These Bylaws shall not be considered expired or invalid so long as they have been previously ratified once.

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[1] See NJSGC Constitution; Article III: Membership, Section B: Board of Directors, Clause 6

[2] See NJSGC Constitution; Article III: Membership, Section B: Board of Directors, Clauses 1-3

[3] From NJSGC Constitution; Article III: Membership, Section B: Board of Directors, Clause 4, which reads: "The second representative shall be an officer ... serving in an External Affairs, Communications, Advancement, or Government/Community Relations Role. If such a member is not available another may be appointed to serve in their stead." [SIC]