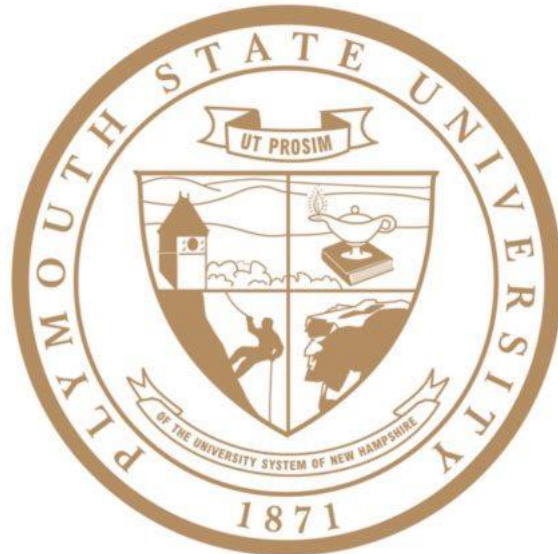


**BYLAWS OF THE PLYMOUTH STATE UNIVERSITY  
STUDENT GOVERNMENT ASSOCIATION**



***Last Revised September 12, 2022***

## ARTICLE I. Preface

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The Plymouth State University Student Government Association (PSU SGA) Bylaws are established to expand beyond the scope of the constitutions. Any permanent amendments to the constitution can be added here. The SGA Standing Rules will be created yearly and serve as a set of rules to be followed during the academic year that does not require any direct changes to the existing governing documents. These documents should be reviewed once every 6 months to ensure all of the content is satisfactory, and during the Fall Semester of even years, proposals to make modifications should be created.

## ARTICLE II. ELECTIONS

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### **Section One. Minimum Requirements for Representative Positions.**

- A. Minimum 2.50 GPA
- B. Enrolled in credits to maintain fulltime status (Undergraduate=12; Graduate=6)
- C. Must be a student in the class year the position represents

### **Section Two. Minimum Requirements for Officer Positions.**

- A. Minimum GPA of 2.50 (4.0 scale)
- B. Enrolled in credits to maintain fulltime status (Undergraduate=12; Graduate=6)
- C. Minimum of (1) semester experience on SGA
- D. Demonstrate leadership experience on-campus and/or off-campus

### **Section Three. Additional Requirements for Select Officer Positions.**

- A. Speaker
  - 1. Minimum of two (2) years' experience in SGA with preferably one (1) year of experience as an officer.
  - 2. A letter of intent directed to the Director of Student Life and Vice President of CESLife stating 1.) why they are qualified, 2.) what they envision to accomplish in the role, and 3.) what have they previously accomplished.
- B. Student Body President
  - 1. Minimum of three (3) semesters of matriculation at PSU.
  - 2. A letter of intent directed to the Director of Student Life and Vice President of CESLife stating 1.) why they are qualified, 2.) what they envision to accomplish in the role, and 3.) what have they previously accomplished.
- C. Student Trustee
  - 1. Minimum of one (1) years' experience in SGA with preferably two (2) years' experience and preferably one (1) year of experience as an officer.

2. Minimum of three (3) semesters of matriculation at PSU.
3. A letter of intent directed to the Director of Student Life, Vice President of CESLife, and University President stating 1.) why they are qualified, 2.) what they envision to accomplish in the role, and 3.) what have they previously accomplished.

#### **Section Four. Election Process.**

**A.** Elections shall take place over the span of twenty-two (22) days in three (3) phases: 1.) Nomination Phase, 2.) Campaigning Phase, 3.) Voting Phase.

**B.** In the nomination phase, all matriculated students will receive an email with all of the positions available for the fall and all vacant positions available in the fall. Nominations will be open for seven (7) days, where students can select to run for a single position or a combination of positions. Before nominations are finalized and placed on the ballot, the nominee will be required to meet with the advisor(s) of SGA to confirm academic standings, see involvement on campus and off campus, expectations and responsibility of the position(s), and to approve the nominee for none, some, or all of the positions they selected. These interviews will be over the span of three (3) days.

**C.** In the campaign phase, nominees will have seven (7) days to spread awareness of their candidacy, participate in campaigning events, and prepare for the election. Flyers must be approved by the advisor(s) of SGA before they can physically or digitally be distributed.

**C.** In the voting phase, the digital ballots with all nominees will be created using Qualtrics. In the case where only one nominee is running for a position, they will not be included on the ballot and informed before the election is distributed about the results. If infrastructure exists at the time of the election, physical ballot stations may be permitted. The election will be open for five (5) days.

**D.** The results of the election will be announced at the following Student Assembly meeting where nominees are invited to attend.

#### **Section Five. Multiple Positions.**

**A.** If a nominee receives the majority vote for more than one representative position, they must accept only one of the positions. The next highest nominee will then be able to accept that position.

**B.** If a nominee receives the majority vote for more than one Officer position, they must accept only one of the positions. The next highest nominee will then be able to accept that position.

**C.** If a nominee receives the majority vote for both a representative position and Officer position, they may accept the position of the officer while fulfilling the role of the representative. In this case, to maintain a total of 35 members, a temporary At-Large Representative position will become vacant. *Example:* John Doe received the majority vote for Class Vice President and Student Body President. Instead of choosing one or the other, John will act as the Student Body President, but still serve his class as Class Vice President in the Class Council.

#### **Section Five. Unique Circumstances.**

SGA recognizes that all students will have varying circumstances throughout their undergraduate/graduate education. Regardless of study abroad programs, student teaching opportunities, and military deployments, have the right to run for a position because they are

matriculated students at Plymouth State University. Students in these positions must meet with the advisor(s) of SGA to ensure they can adequately fulfill their duties in this role during their emersion opportunity.

## **ARTICLE III. REPRESENTATIVES**

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### **Section One. Duties of Representatives.**

#### **A. Class President**

1. To represent their class whenever needed.
2. To call and preside over their class council meetings.

#### **B. Class Vice President**

1. To assume the duties of the President in their absence, at the request of the President, and/or in the removal of the President.

#### **C. Class Treasurer**

1. To handle all financial questions and concerns for their class council.

#### **D. Class Secretary**

1. To take minutes during their class council meetings.

#### **F. Off-Campus Student Representative**

1. To serve as a voice for students that live off-campus.

#### **G. Athletic Student Representative**

1. To serve as a voice for student athletes.
2. To give a report on the status of athletics initiatives and events periodically.

#### **H. International Student Representative**

1. To serve as a voice for international students.
2. To give a report on the status of the Office of Global Education periodically.

#### **I. Diversity Student Representative**

1. To serve as a voice for diversity students.
2. To give a report on the status of the Center for Diversity and various DEI initiatives periodically.

#### **J. Graduate Student Representative**

3. To serve as a voice for graduate students.
4. To give a report on the status of graduate programs and events periodically.

#### **K. At-Large Representative**

1. To serve as a voice for the greater campus community.

## ARTICLE IV. OFFICERS

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### Section One. Duties of Officers.

#### A. *Speaker*

1. To represent the PSU SGA and Campus Community whenever necessary.
2. To call and preside over all Student Assembly, Executive Board, and Officer's meetings.
3. To create the agenda for the Student Assembly, Executive Board, and Officer's meetings at least three (3) days prior to the meeting.
4. To meet with the advisor(s) of SGA at least once per week for feedback, review and planning purposes.
5. To meet with the faculty and staff Senate Speakers regularly.
6. To assist with any aspect of SGA programming when needed.

#### B. *Vice Speaker*

1. To assume the duties of the Speaker in their absence, at the request of the Speaker, and/or in the removal of the Speaker.
2. To coordinate information and materials to new members of SGA.
3. To record and maintain a roster for member attendance and coordinate with the Parliamentarian any attendance issues that may arise.
4. To gather a report from each of the standing committees biweekly.

#### C. *Parliamentarian*

1. To assume the duties of the Vice Speaker in their absence, at the request of the Vice Speaker, and/or in the removal of the Vice Speaker.
2. To ensure that all procedure matters are being followed in accordance with the SGA Constitution, Bylaws, Standing Rules and the newest edition of Robert's Rules of Order.
3. To interpret and/or rule on any issues that arise regarding the SGA Constitution, Bylaws, or Standing Rules.
4. To enforce the SGA attendance policies and coordinate disciplinary actions as stated in the Standing Orders through coordination with the Vice Speaker.

#### D. *Treasurer*

1. To handle all financial questions and concerns for SGA.
2. To serve as the chair of the Finance Committee unless otherwise stated.
3. To organize, schedule, and coordinate allocation hearings in the spring semester.
4. To follow up with all CEA requests after approval or denial.

#### E. *Secretary*

1. To take minutes during all Executive Board and General Assembly meetings.
2. To distribute the minutes to all members of SGA.

3. To perform record keeping and maintain a library of SGA minutes.
4. To recall previous information from minutes when SGA meeting are in session.

**F. Student Body President**

5. To represent the Student Body whenever needed.
6. To serve as a member on the Plymouth State University Alumni Association Board of Directors.
7. To attend the faculty and staff senate meetings.
8. To facilitate student engagement programming and outreach.

**G. Student Body Vice President**

1. To assume the duties of the Student Body President in their absence, at the request of the Student Body President, and/or in the removal of the Student Body President.
2. To serve as a voting member on the Plymouth State University Alumni Association Board of Directors in the absence of the Student Body President.
3. To attend the faculty senate meetings.
4. To coordinate positive social norm events.

**H. Student Trustee**

1. To serve on the USNH Board of Trustees (BOT).
2. To serve on the US NH System Student Board and attend meetings as scheduled.
3. To collaborate with the Student Body President and Vice President in facilitating student engagement programming and positive social norm events as needed.
4. To spearhead advocacy efforts on behalf of the PSU Student Body to the USNH and New Hampshire State Government.
5. To provide updates from the public sessions of the USNH BOT meetings and contribute to the non-public sessions and executive meetings.

**I. University System Student Board Representative**

1. To serve on the USNH System Student Board and attend meetings as scheduled.
2. To collaborate with the Student Body President and Vice President in facilitating student engagement programming and positive social norm events as needed.
3. To spearhead advocacy efforts on behalf of the PSU Student Body to the USNH and the New Hampshire State Government.
4. To provide updates from the public sessions of the USNH BOT meetings.

**Section Two. Speaker and Vice Speaker Voting Policies**

**A.** The Speaker shall not be allowed to vote while in the term of office. The speaker must take the position of any motion that is passed regardless of any personal opinions.

**B.** The Vice Speaker shall be allowed to vote only when there is a tie between all other representatives and officers. The Vice Speaker may be invited to standing committees to settle any ties that may occur.

## **ARTICLE V. MEETINGS**

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### **Section One. Student Assembly Meeting Structure and Schedule.**

**A.** Student Assembly meetings will be held once a week at a predetermined time and communicated three (3) days in advance.

**B.** Unless otherwise mentioned, a standard Student Assembly meeting will last for ninety (90) minutes.

**C.** The sections of the meeting will remain the same unless communicated in advance. The sections are:

- i.** Roll Call
- ii.** Guest Speaker(s)
- iii.** Special Business
- iv.** Old Business
- v.** New Business,
- vi.** Reports, and
- vii.** Constituent Concerns

### **Section Two. Executive Board Meeting Structure and Schedule.**

**A.** Student Assembly meetings will be held once a week at a predetermined time and communicated three (3) days in advance.

**B.** Unless otherwise mentioned, a standard Student Assembly meeting will last for ninety (90) minutes.

## **ARTICLE VI. COMMITTEES**

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### **Section One. Duties of Standing Committees.**

#### **A. Academic Affairs Committee**

1. Continue to improve the academic mission of the university through student feedback.
2. Collaborate with the Office of Academic Affairs and faculty academic affairs committee.
3. Review the academic practices and policies to determine how to benefit students at the university.

4. Serve on academic integrity panels when the need arises.

**B. Community, Welfare, and Protection Committee shall**

1. Improve campus to ensure the safety of all students, faculty, and staff.
2. Provide resources to help students with physical and mental health.
3. Educate students on the importance of safety throughout the community.
4. Receive input from students, faculty, and staff on what changes they would like to see on campus to improve safety.

**C. Finance Committee shall**

1. Provide recommendations regarding approving or denying financial requests to student organizations.
2. To prepare groundwork and background work correspondence for all applicable allocations or CEA requests for student organizations.
3. To coordinate and schedule all aspects of allocations weekend.
4. Cover any financial matters not stated.

**D. Internal Affairs Committee shall**

1. Focus on the recruitment of new members for SGA as needed throughout the semester.
2. Design, manage, and execute the fall and spring SGA elections.
3. Maintain a social media presence for upcoming activities and events.
4. Actively manage all governing documents and organize materials throughout the year.

**E. Student Assembly shall**

1. Be a regularly scheduled and standardized forum where the Student Body, faculty and administrators can meet with members of SGA to voice their concerns.
2. Summarize the actions and discussions of SGA and standing committees and conduct deliberation on their findings.
3. To give members of SGA the time to address any questions, comments and/or concerns any of them or their constituents have.

**F. Student Life Committee shall**

1. Serve as a liaison between SGA and the Student Body by helping to enhance the quality of life in the Plymouth community through programming and events.
2. Design and carryout targeted programming to meet SGA initiatives.
3. Coordinate all aspects of First FYRE and Ski Day.
4. Manage the "Panther Points" program during the academic year.

**G. Student Organizations Committee shall**

1. Discuss and act upon the creation of new constitutions for organizations seeking to be recognized by PSU.
2. Discuss and act upon revisions or the renewal of organizations recognized by PSU.



3. Ensure student organizations are active throughout the academic year, and work with student organization to keep an accurate record of each organization on Presence.
4. Collaborate with student organizations that would like for their event to be sponsored by SGA.

#### **H. University Student Board shall**

1. Gather and prepare information to share on behalf of the PSU Student Body to the USNH Board of Trustees and State of New Hampshire.
2. Unite the PSU SGA with the rest of the USNH Student Governments.
3. Assist with the planning and coordination of statewide conferences as needed.
4. Pick a single topic of interest/importance as a group and create programming and awareness about the issue.

## **ARTICLE VII. IMPEACHMENT PROCEDURES**

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### **Section One. Definition of Impeachment.**

Impeachment shall be to bring an accusation against, to charge (a public official) before a competent tribunal with misconduct in the office. All members of SGA, which includes Representatives and Officers, are subject to impeachment.

### **Section Two. Submitting Charges for Impeachment.**

For a member of SGA to initiate charges of impeachment, they must meet with the Parliamentarian and advisor(s) of SGA at least one week prior to announcing the formal list of charges at a Student Assembly meeting. The charges will be reviewed, and any derogatory comments and personal attacks will be omitted. The Parliamentarian shall then forward the list of charges to the Speaker, who will read them at the next scheduled meeting of the Student Assembly. From the time that the charges of impeachment are brought forward, they shall be available to all members of SGA and the general public. In the case of the Speaker being the accused, the Vice Speaker will fill the role of Speaker for the remainder of the article.

### **Section Three. Justification for Impeachment.**

Any member of SGA may bring charges of impeachment against another member based on the grounds of 1.) If the accused member has failed to meet their responsibilities as outlined in all current governing documents of SGA, 2.) Failing to adhere Plymouth State University Student Code of Conduct, 3.) Other actions not stated that reflect poorly on SGA, PSU, the USNH, the Town of Plymouth, and the State of New Hampshire.

### **Section Four. Rights of the Accused During Impeachment.**

After charges have been brought up against a member(s) of SGA, they will be put on leave until the hearing. The accused member(s) must meet with the Parliamentarian and advisor(s) of SGA to review their defense. The charges and defense will be reviewed, and any derogatory comments and personal attacks will be omitted. The impeached member has the right to obtain any information and witnesses that may help in their defense at the impeachment trial at least one (1) week before the impeachment hearing.

### **Section Five. The Impeachment Hearing.**

**A.** The Speaker shall read the charges aloud to the Senate. The Speaker has the authority to limit time of presentations to avoid unnecessary duplication of information. The member bringing up the charges shall then be given time to defend their charges. During this time frame, they have the opportunity to explain evidence and present their proof. Immediately following the member bringing up the charges, the accused member shall be given time to defend the charges brought against them.

**B.** After both parties have had a chance to speak, Senators and Executives shall be given the opportunity to ask questions to either the Accuser(s) and/or the impeached member. Each Senator or Executive will be given a time limit of one (1) minute to ask their question, and the response from the respective party shall be limited to one (1) minute unless deemed appropriate to extend to fully answer the question. The Speaker or Parliamentarian may give a warning to any member of SGA that does not adhere to the parliamentary procedure. Upon the second offense, the Speaker shall have the power to remove any member from the room, including the member bringing up the charges and the accused member(s) for the remainder of the trial. The Speaker may call an end to the questioning session when deemed necessary or at the end of the limited debate.

**C.** Once the questioning session has concluded, the Parliamentarian shall call the vote to remove the impeached member from office. A motion is not necessary because it is already on the table when the charges were announced. A quorum must be met to call the vote to question. The Parliamentarian will then pass out a secret ballot. Neither the member bringing up charges nor the accused member(s) shall get a vote. The Parliamentarian shall then collect the ballots from each voting member and hand them to the advisor(s) of SGA, where the ballots shall be counted anonymously. Upon completion of counting the ballots, the advisor(s) shall hand the Speaker the result. A two-thirds majority vote of the voting members of the Student Assembly present at the trial is necessary to impeach the accused member(s) from their position.

**D.** If the accused member is not impeached, they will regain all of the rights and responsibilities of active membership in SGA. If the accused member is impeached, they will be removed from their position and unable to run for office for the remainder of their undergraduate career.

### **Section Six. Process of Appeals for Impeachment.**

**A.** If the impeached member feels that the Student Assembly has failed in their judgment, they must submit a letter of appeal to the Executive Board within seventy-two (72) hours of the hearing. The letter of appeal must contain the following

1. Reasons for appealing the Student Assembly's decision, with justification, and

2. Rationale for their belief that the Student Assembly has erred in its judgment to remove the affected member

**B.** The Executive Board shall meet within one (1) week to discuss the letter and reach a verdict. If the member who brought up charges or impeached member serve/served on the Executive Board, they are not able to vote on the appeal. Executive Board members must vote to send a recommendation of approval or denial of the appeal with justification of either decision to the advisor(s) of SGA and Vice President of CESLife.

**C.** The Speaker shall then notify the impeached member of the decision within one (1) week from the date the letter is initially received. If the impeached member is still not satisfied, they may appeal the decision one last time to a taskforce created by the President, which cannot be overturned.

## **ARTICLE VIII. APPEAL PROCESS**

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### **Section One. Requirements for Appealing a Decision.**

If any member of the Student Body, including members of SGA, feels that a review of a decision made by SGA is needed, they will be asked to write a letter with the following components:

1. Reason for appealing the decision made by SGA, with justification.
2. Rationale for their belief that SGA has broken procedure and made an incorrect decision, rather than a decision they do not like the outcome of.
3. Appeals must be received within two (2) weeks of the outcome of the decision made by the SGA.

### **Section Two. Process of Appeal.**

**A.** The Speaker shall present only the original minutes and all pertinent documents to the Executive Board along with the letter of appeal within one (1) week from receiving the appeal. The Executive Board shall review all the documentation and determine whether the SGA followed all procedures set forth by its constitution, bylaws, and any other documentation published by SGA pertaining to the appeal. The Executive Board shall document their findings and evidence while making a decision. The Executive Board will contact the member with the decision within one (1) day of making their decision.

**B.** If found that procedure was followed correctly, the decision of the SGA shall remain unchanged. If found that procedure was not followed correctly, the decision of the SGA shall be reversed. The Speaker will notify the members of SGA about the outcome of the appeal regardless of the outcome.

**C.** If the member is not satisfied with the results, they can request that the Director of Student Life or a member appointed by the Director review the decision made by the Executive Board within three (3) days of the decision. The reviewer will receive the original minutes, letter of appeal, Executive Board notes, and any other documentation published by SGA pertaining to the appeal. The reviewer will have two (2) days to make a decision given all of the information and will contact the member with the decision within one (1) day of making their decision. This

decision is final and cannot be overturned. The Speaker will notify the members of SGA about the outcome of the appeal regardless of the outcome.

## **ARTICLE IX. STUDENT GOVERNMENT AWARDS**

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### **Section I. Award Categories**

At the end of each academic year, Senators will have the opportunity to vote for awards that praise their peers for all their hard work. The awards are as follows:

1. "Rookie of the Year Award" – Given to an outstanding member who has made significant contributions during their first year in Student Government
2. "Lawrence S. Cooper Award" – Awarded to the member who is often the "unsung hero" who may not always be viewed in "the limelight" and whose contributions may not normally receive recognition.
3. "Torch Award" – Awarded to member that has shown hard work and dedication, working to better the campus, and has a strong passion for the organization.
4. "Harold E. Hyde Award" – Given to an outstanding member whose continuous dedication and enthusiasm for the organization simply can't be missed.
5. "Advisor of the Year Award" – Given to an outstanding academic or student organization advisor who goes above and beyond in supporting the needs of students.

### **Section II. Eligibility**

To be eligible for these awards, members of SGA must be in good standing by the time of award voting.

### **Section III. Voting**

Two weeks before the Spring Dinner, members of SGA will submit their votes either physically or electronically to the SGA advisor(s). The Speaker will facilitate the awards process but will not have access to the submissions.

## **ARTICLE X. STUDENT ORGANIZATION RECOGNITION PROCESS**

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### **Section One. New Student Organization Request Form.**

Any new organization wishing to become recognized by Plymouth State University must present a New Student Organization Request Form to the SGA Student Organizations Committee, hereinafter referred to as SOC. This New Student Organization Request will

include the name of the club, the student who will be the point of contact for the club, the email of the point of contact for the club, the purpose of the club/reason for seeking recognized status/description of the club, anticipated number of members, an advisor for the organization, and the anticipated necessities for the club to exist (space, time, etc.). This proposal can either be accepted, denied, or suspended for further investigation by SOC.

### **Section Two. Pre-Recognition of New Student Organizations.**

**A.** After a New Student Organization Request Form is accepted, the emerging organization must meet with a representative of SOC and draft a constitution of their organization for review.

**B.** Once the constitution is finalized by SOC, the emerging organization must create a PowerPoint to present at the Student Assembly meeting.

**C.** Once the PowerPoint is finalized, the SOC committee will review the presentation and contact the Speaker and/or Vice Speaker to add this organization to the agenda.

### **Section Three. Recognition of New Student Organizations.**

If the emerging organization is recognized by the Student Assembly, the SOC Chair has four (4) days to submit copies of the new organization's constitution to the SGA office. These copies shall be made available to all members of SGA. At this point the organization has the full privileges of any recognized student organization and will be deemed a "New Student Organization" for the remainder of the Academic Year or one-hundred-eighty (180) days, whichever is longer.

### **Section Four. Newly Recognized Student Organizations Seeking Funds.**

**A.** A newly recognized organization will be eligible to apply for allocated funds for the next academic year at allocations if they were approved before March 1<sup>st</sup>.

**B.** If the organization requires funding prior to that time, they are eligible to apply for funding through the CEA process using a CEA Request Form and indicate that they were ineligible to apply for allocations.

### **Section Five. Supporting Newly Recognized Student Organizations.**

**A.** SOC shall be responsible for monitoring and following up with organizations at least one (1) time per semester, which includes but is not limited to meeting with the organization, requesting a written report of activities, or any other method deemed reasonable. If the committee feels an organization should be examined, they shall submit a recommendation to the Student Assembly for a Student Organization Review. The recommendation will be done through a majority vote.

The SGA Student Organization Review is a process through which concerns about a specific group's activity, membership, or potential misappropriation of funds are brought to the SOC for review. The review process will be conducted by the chair of the committee. These representatives will meet with the club to discuss any concerns being

investigated. If membership seems to be on target with what the club had stated during allocations, a look into the financial state of the club will follow. If it is determined that there has been a misappropriation of funds by a recognized student organization, the club, along with its funds and constitution, will be suspended for no more than one academic year for a first offense. A second offense punishment shall be up to the discretion of the committee as a whole. On a case-by-case basis this process may be referred to the university conduct process, depending on the nature and severity of the offense.

### **Section Six. Inactive Student Organizations.**

SOC will deem a club inactive if they do not update their club in Presence at the beginning of the academic year, along with documentation of at least 5 active members, at the time of the President's and Treasurer's meeting. The inactive club will have to go through the organization recognition process again if they are deemed defunct. It is the responsibility of the club to update their organization registration form if there is a change in leadership (officers, advisors, etc.) or constitution.

Organizations deemed inactive shall have their constitutions revoked or suspended. A suspended constitution shall be defined as temporarily inactive or to cease operation temporarily, including all privileges and functions associated with the said organization. A revoked constitution shall be defined as the action of annulling by taking back a constitution. A suspended constitution will be recognized by the University.

A suspended constitution will be deemed acceptable for most moderate to severe first offenses and a second minor offense. A minor offense will not result in a suspended constitution, but these offenses' severity is up to the discretion of the Student Organizations Committee

A revoked constitution will not be recognized by the university and the organization will not be eligible for funding, as their account will be frozen until corrective action is taken, and the Student Assembly votes to restore the organization as active. A revoked constitution will be deemed acceptable for a second moderate and severe offense and also a third minor offense and so forth. The punishment is up to the discretion of SOC.

### **Section Seven. Renewal of Student Organizations.**

An organization seeking renewal of university recognition after such recognition has been revoked must meet the following conditions before such approval may be given:

1. If the constitution of an organization is revoked, the SOC chair must submit a letter to the leadership of the organization detailing the reasons for the constitution being revoked. A copy of this letter must be put on file in the SGA Office and given to the Director of Student Engagement/Associate Director of Student Engagement.

2. The organization must present either a new or revised constitution to SOC that shall include regulations intending to prevent recurrence of the offense(s) that resulted in the original loss of university recognition. They will also need a member list of at least five people long.

3. Any meeting SOC and an organization seeking renewed recognition shall be closed to non-members of the committee unless the organization requests otherwise. No coercion by the committee will be tolerated, and the organization's decision on the matter shall not have any bearing on the committee's conduct or decision. If any organization believes that this policy is being violated, the Speaker or Parliamentarian shall investigate this matter and appoint at least one or more Senators to assist with the investigation. The organization seeking renewed university recognition may invite any parties they believe have significant evidence to present to the Student Organizations Committee.

4. Any records of this hearing or evidence presented will remain confidential, unless the organization chooses otherwise. The conditions outlined above also apply to these clauses.

5. Any organization wishing to become re-recognized must present a constitution to SOC. Upon approval of the committee, the committee chair has two business days prior to the next Student Assembly meeting to submit copies of the constitution to the SGA office. When this is completed, the Student Assembly will vote on the constitution at the next Senate meeting. SOC shall also have each organization supply one hard copy of the constitution for filing purposes within the SGA office.

## **ARTICLE XI. ATTENDANCE POLICIES**

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### **Section One. Absences.**

A. All members of SGA shall be allowed to miss a total of three meeting per semester. Absences may be excused at the discretion of the Executive Board and with a recommendation from the advisor(s) of SGA. Examples of excused absences include bereavement, physical and/or emotional health emergency, certain academic situations excluding assignments or test prep, and other circumstances not described here.

B. The Vice Speaker shall record the attendance for all meetings, and the Parliamentarian shall enforce attendance by meeting with the members after missed meetings. The order of intervention by the Parliamentarian should be as follows:

1<sup>st</sup> Absence: Meet with the member and remind them about the attendance policy.

2<sup>nd</sup> Absence: Meet with the member alongside the Executive Board to discuss ways to correct members attendance.

3<sup>rd</sup> Absence: Meet with the member alongside the Speaker and advisor(s) of SGA to determine if member has time to remain a member of SGA and create a strategy to help them be successful in their role.

4<sup>th</sup> Absence: Begin the impeachment process for the member.

### **Section Two. Redeeming Absences.**

**A.** All members of SGA will have the opportunity to redeem the absence of meetings and mandated events. One absence can be redeemed each semester unless permission is given to the member by the Executive Board due to unusual circumstances.

**B.** While the member is redeeming the absence, the member should only be working on SGA related material. This includes, but is not limited to agenda items, assisting committees, office hours, or constituency reports. It is the responsibility of the member seeking to redeem their absence to reach out to the Speaker, Vice Speaker, or Parliamentarian to coordinate and check the work they completed. No member is required or obligated to make up a missed meeting or event. In which case, the absence will be recorded by the Vice Speaker.

**C.** Committee chairs will use their own discretion when requiring attendance at their meetings. Committee chairs have the ability to remove members from their committee for not attending.