

FINAL DRAFT
March 5, 2004

BYLAWS of the
COLLEGE OF SOUTHERN MARYLAND -
PRINCE FREDERICK CAMPUS
STUDENT ASSOCIATION

ARTICLE I

The name of this organization shall be the College of Southern Maryland – Prince Frederick Campus Student Association, hereafter referred to as the Student Association.

The purpose of the Student Association shall be to provide opportunity for the co-curricular education and personal development of students and to provide a diverse program of activities and services at the Prince Frederick Campus.

ARTICLE II

-Membership-

Membership in the Student Association shall be open to all students currently registered for a credit or credit free course on the Prince Frederick Campus or its instructional sites within Calvert County.

ARTICLE III

-Structure-

The Student Association shall consist of elected officers and at large members. Officers shall be known as: President, Vice President, Secretary, Treasurer and two or more Representatives. These officers will be known as the SA Executive Board, the voting members of the Student Association. The Student Association shall set the number of Representatives annually.

The Event Specialist or designee shall serve as the non-voting advisor to the Student Association.

ARTICLE IV

-Duties and Responsibilities-

SECTION 1: President

The President shall preside at all campus Student Association meetings, act as the official representative of the student body at all appropriate campus specific functions and shall coordinate the activities and projects of the Student Association with the Advisor. The President shall:

1. Give direction and leadership to the Student Association
2. Serve on the SGA Executive Board
3. Supervise the implementation and maintenance of SGA and Student Association policy
4. Make committee appointments
5. Be an ex-officio member of all Student Association committees
6. Appoint any position on the Student Association in the event of resignation, recall, or other vacancy with the approval of the voting members of the association in accordance with these bylaws
7. Call special sessions of the Student Association anytime he/she deems it to be in the interest of the association with at least forty-eight hours notice.
8. Call special sessions of either the Student Association or all campus meetings whenever petitioned by three percent of the student body
9. Notify the Vice President to assume his/her duties in the event that the President expects being absent from their duties
10. Preside over recall procedures and all Student Association and all campus meetings
11. Hold 4 published office hours a week

SECTION 2: Vice President

1. Assist the President in the administration of the Student Association
2. Take responsibility for the effective planning, management and evaluation of all Student Association sponsored activities
3. Ensure that quality and diverse activities and programs are presented
4. Work with the Student Life Department in the preparation of the Student Activities Calendar and the Student Handbook
5. Hold 4 published office hours a week
6. Perform such duties as may be requested by the President.
7. Be the convening and presiding officer of recall proceedings against the President
8. Assist the President in responding to all student concerns relating to the campus

SECTION 3: Secretary

1. Take accurate minutes at all meetings
2. Make copies of all minutes and make them available to voting members, the advisor, the SGA Executive Board, and the SGA advisor within one week of any meeting
3. Establish and maintain a roster consisting of names, addresses, telephone numbers, e-mail address and class schedule of all voting members.
4. Be responsible for maintenance and confidentiality of all files

5. Collect and file all reports and correspondences of officers and committee chairpersons
6. Hold 3 published office hours a week
7. Perform such duties as may be requested by the President

SECTION 4: Treasurer

1. Be responsible for the appropriate budgeting and expenditure of Student Association funds
2. Ensure that expenditures of student activity funds adhere to SGA guidelines and procedures
3. Work with the Advisor in the establishment and maintenance of disbursement and accounting procedures
4. Submit a financial statement to the SA Executive Board on a weekly basis and the SGA on a monthly basis
5. Hold 3 office hours a week
6. Act as the Chairperson of the Student Association Budget Board
7. Perform such duties as may be requested by the President.

SECTION 5: Representative

1. Attend Student Association meetings
2. Work on assigned committee(s)
3. Hold 3 office hours a week
4. Help ensure that quality and diverse activities and programs are presented
5. Perform such duties as may be request by the President.

ARTICLE V **-Election Code-**

SECTION 1: Election Time

The President, Vice President, Treasurer, Secretary, and at least two Representatives shall be elected in the spring and any additional Representatives may be elected in the fall. Any unfilled positions from the spring election, will be elected in the fall. The Student Association also has the right to call for special elections.

1. Spring Elections:
 - a. Shall be held on the Third Tuesday and Wednesday in April.
 - b. The term of office shall run from May 1st until April 30th.
2. Fall Elections, if needed, shall be held on a weekday prior to October 1st but not before the start of the Fall Semester. The term of office shall run until April 30th.
3. Special Elections shall be held as deemed necessary by the SA Executive Board.

SECTION 2: Elections Committee

1. Responsibilities:

The SGA Executive Board is responsible for the proper management of all elections of the Student Association. The Elections Committee is responsible for notifying all candidates of any campaign regulations and restrictions at the time of filing. The Elections Committee shall determine the outcome of all elections in accordance with these Bylaws. Within two weeks following an election and at the end of each semester, the Elections Committee Chairperson shall compile a report of its actions and recommendations for future improvements of the elections procedure.

2. Chairperson:

- a. The Elections Committee Chairperson shall be appointed by the president of the Student Association. If the Chairperson is running for re-election, another member of the voting membership, not running for election, will be appointed as the Chairperson.
- b. The Chairperson determines the time and place of all meetings of the Elections Committee and informs the members of such details.
- c. The Chairperson presides at all meetings of the Elections Committee.
- d. In all cases the Chairperson shall determine the number of tallies which must agree before an election is deemed official.

3. Membership:

- a. The President will appoint a minimum of five persons from the student body. The Chairperson may also designate certain students as temporary members of the Elections Committee.
- b. No member may act as an active member of the Elections Committee if he/she is a candidate in the election. A member of the committee who does declare candidacy must at the time submit a statement to the President stating that he or she requests to be temporarily relieved of his/her duties on the Elections Committee until the election in question is decided.

SECTION 3: Referendums:

On any matter the Student Association deems appropriate, a student referendum shall be conducted by special ballot.

ARTICLE VI

-Election Procedures-

SECTION 1: Publicity

1. Minimum publicity shall consist of notifications sent to student publications and notices posted on SGA bulletin boards and major college bulletin boards. The college website will also be utilized.
2. Notifications of dates, times and locations of filing procedures shall be made public ten days in advance.
3. The names of the candidates shall be made as soon as such information is available.

SECTION 2: Filing

1. A letter of intent must be received by the Advisor three or more business days before an election.

SECTION 3: Campaigning

1. Campaigning is a public solicitation of votes.
2. Campaigning may start no earlier than two weeks prior to an election.
3. Campaigns must comply with these *Bylaws* and any special notifications distributed by the Elections Committee at the time of filing.
4. Failure to comply with these election procedures can result in disqualification. The Chairperson of the Elections Committee shall decide disqualifications.
5. On the days of the elections, no campaigning material or activity is allowed within 10 (ten) feet of the polls.

SECTION 4: Polls

1. Location and times of polls shall be posted on the College bulletin boards and notification shall be sent to student publications.
2. The Chairperson of the Elections Committee shall appoint all polling officials.
3. No person who is either a candidate or a member of a candidate's campaign committee may run a poll.
4. The polls must be staffed at all posted times.
5. Polling officials are not to confer with the voters.
6. No person is allowed to cast someone else's ballot.

SECTION 5: Ballots

1. Title of the paper ballots shall be "Official Prince Frederick Campus Student Association Ballot." The title of the election, date of the election and any appropriate voting instructions shall be listed on the ballot. Names should be listed alphabetically.
2. After the election, the ballot boxes shall be taped and locked in the Advisor's office.
3. The Election Committee may establish procedures for electronic balloting.

SECTION 6: Tabulation

1. Paper ballots shall be counted and electronic tabulations shall be reviewed in the Student Association office by the Chairperson of the Elections Committee in the presence of at least one member of the Elections Committee and the Advisor.
2. Failure to follow the instructions on the ballot will invalidate the vote.
3. After the proper number of agreeing tallies has been reached, the results are official.
4. After the outcome is deemed official, no recounts may occur unless an official protest is filed with the Elections Committee Chairperson.
5. After the results are official, the ballots should be locked in the Advisor's office and be retained for a period of two weeks.

SECTION 7: Announcement and Certification of Results

1. The results become certified upon completion of the count.
2. Results shall be made available to student publications, College website and posted on the college bulletin boards as soon as they are certified.

3. A full report including numerical data shall be presented to the Student Association and the SGA Executive Board within twenty-four hours after the election is official.

SECTION 8: Vacancies

In the event that an officer or representative, other than the President, should resign or be removed from office before his/her term expires, the vacancy shall be filled in the following manner:

1. The Chairperson of the Election Committee, along with the Secretary and two other members appointed by the Elections Committee Chairperson shall examine the minutes in order to determine the voting tabulations for the election in which the vacant position was elected. The person who received the next number of votes would then be eligible for the seat vacated. It shall be the duty of the Election Committee Chairperson to notify this person that he/she is eligible to fill this seat. If the person chooses to accept, he/she must be presented to the President of the Student Association at the meeting following his/her notification.
2. If no person accepts under the above methods within three weeks, the President may fill the vacancy with the approval of the SA Executive Board.
3. In the case of the President resigning or being removed from office, the Vice President shall assume that position. If the Vice President is unable to assume the presidency, then the order of succession would be Secretary, then Treasurer.

ARTICLE VII

-Election Rules-

SECTION 1: Requirements shall consist of:

1. Voting members and nominees shall be students currently registered for a credit course on the Prince Frederick Campus or its instructional sites within Calvert County.
2. Shall not be on academic or disciplinary probation.
3. Shall have and maintain at least a 2.0 cumulative average throughout the year.

Individual exceptions to these requirements shall be up to the discretion of the SGA advisor.

SECTION 2: Protest:

1. Official protest of procedure must be filed in writing with the chairperson of the Elections Committee before five o'clock on the third business day after certification of the results.
2. The Election Committee must rule on the protest within 72 hours. Any recounting must be done in the presence of the President, and all those directly concerned with the results. The decision may be disqualification of a candidate, naming a new winner, or deciding a new election is in order.
3. The full voting membership of the Student Government Association is the final authority for all decisions of this kind.

SECTION 3: Recall:

Any elected official of the SA Executive Board may be removed from his/her office by a recall. If two-thirds of the voting membership signs a petition requesting a recall, a new election for that office will be held in accordance with these bylaws.

ARTICLE VIII**-Budget Board-****SECTION 1: Purpose:**

The Student Government Association of the College of Southern Maryland has established rules and guidelines for the allocation and distribution of student activity fees. The Student Association Budget Board is responsible for following these procedures in the preparation, presentation and implementation of the Student Association budget.

SECTION 2: Membership:

The Budget Board is comprised of the following voting members:

1. Treasurer (Chair)
2. President (Vice Chair)
3. Three at-large student representatives, appointed by the Student Association President
4. Advisor
5. Faculty representative appointed by the President of the Faculty Senate

SECTION 3: Annual Allocation Process:

The annual budget allocation process consists of four main steps.

1. Student organizations complete funding request forms. These forms outline revenues and expenditures associated with the activities planned by the group for the fiscal year.
2. Budget Board reviews each of these budget requests. Based on this review, the Budget Board makes recommendations of funding for the request.
3. The Student Association reviews the Budget Board recommendations and finalizes the budget.
4. The Student Association then forwards the finalized budget to the SGA for review

SECTION 4: Supplemental Allocation Process:

The supplemental budget allocation process consists of four main steps.

1. Student organizations complete funding request forms. These forms outline revenues and expenditures associated with the activities not previously submitted.
2. Budget Board reviews each of these budget requests. Based on this review, the Budget Board makes recommendations of funding for the request.
3. The Student Association reviews the Budget Board recommendations and finalizes the budget.
4. The Student Association then forwards the finalized budget to the SGA for review

SECTION 5: Rules of Procedure:

1. For any action to be taken by Budget Board a quorum of four members must be present.
2. A minimum of 48 hours notice of the Budget Board meetings must be given to all members.
3. The Budget Board shall set forth guidelines for its meetings.

SECTION 6: Appeals Process:

Appeals of budget decisions are heard by the respective Student Association Executive Board at their next meeting following receipt of the appeal. Appeals to the Student Association Executive Board must be submitted in writing within two weeks of notification of the budget related action. A member of the Budget Board and the appellant should be present at any appeal hearing. The decision of the Student Association Executive Board must be submitted in writing to the SGA of the College of Southern Maryland.

Appeals to the Student Association Executive Board decision must be submitted to the SGA Executive Board in writing within two weeks of notification of the budget related action. A member of the Student Association Executive Board and the appellant should be present at any appeal hearing. The decision of the SGA Executive Board will be final.