



# **University of Richmond School of Professional & Continuing Studies Student Government Association Constitution and Bylaws**

## **Article I. Name**

The name of this organization shall be the University of Richmond School of Professional and Continuing Studies Student Government Association, hereafter referred to as UR SPCS SGA.

## **Article II. Purposes**

- A. To provide an environment that supports creative ideas and lifelong learning.
- B. To promote, encourage and maintain a cohesive and collaborative relationship with the students and non-student organizations of the University of Richmond.
- C. To affect change in the continuing and professional education process and to make it more responsive to the needs of students and society.
- D. To promote and maintain programs which enhance the quality of continuing and professional education at the University of Richmond.
- E. To continue to promote career development by promoting a relevant curriculum for changing business environments.
- F. To increase knowledge of continuing and professional studies among the student body as well as the general public.
- G. To periodically re-evaluate the aforementioned purposes and ensure that they are carried out in a proper fashion.

## **Article III. General Membership**

### **A. Eligibility**

Any student currently enrolled at the University of Richmond School of Professional and Continuing Studies shall be considered an active member of UR SPCS SGA. Members of above-named organization shall be accepted without discrimination on the basis of race, religion, national origin, disability, sex, sexual orientation, age, creed, marital status, parental status, or veteran's status.

### **B. Privilege of Membership**

Members shall have the right to attend all General Membership meetings and participate in all UR SPCS SGA-sponsored activities and to propose activities and initiatives to the Board.

## **Article IV. BOARD MEMBERS and OFFICERS**

### **A. UR SPCS-SGA Board Composite**

The UR SPCS SGA Board shall be defined as the 20 elected members including the five elected officers of the UR SPCS SGA. The immediate past president, the SGA Faculty Advisor, and the SPCS liaison are all ex-officio members.

## **B. Eligibility of Board Members**

Any member of UR SPCS shall be eligible for election to the Board provided that he or she is:

1. A current student in good academic standing (2.0 GPA or better). However, for a Board Member to be considered by the Board to serve as an officer, he/she must maintain a minimum 3.0 GPA.
2. Must have completed 9 credit hours in an SPCS undergraduate or graduate degree or certificate program.
3. Attends either the fall, spring, or summer semesters in an academic year.

## **C. Elections of Board Members**

1. Nominations are solicited from general membership.
2. The current Board will elect new Board members by ballot in February. Only current Board members shall be present at this meeting. A majority vote of the Board members shall be necessary to elect new Board members.
3. The new Board members will take office June 1. The Board-elect will convene prior to taking office to elect their officers. Officers must be selected before May 1.

## **D. Vacancies of Officers**

If any office shall become vacant except for the presidency, the SPCS SGA Board within its own body, at the earliest possible date, thereafter, will appoint a member for the purposes of filling such office. The member thus appointed shall immediately enter his/her duties and shall hold office until the next regular election. The vice president shall assume the role as acting president if the office of president becomes vacant.

## **E. SPCS SGA Officers**

1. President
2. Vice President
3. Treasurer
4. Secretary
5. Alumni Representative

## **F. Duties of the Officers and Board Members**

1. The **President** shall:
  - a. Preside at all general membership and special meetings.
  - b. Represent the Board at SPCS SGA-sponsored Events or appoint a Board Member to represent the Board in his/her absence.
  - c. Appoint committees and serve as ex-officio (non-voting) member of said committees.
  - d. Assist the treasurer in the preparation of a budget for his or her term of office by August 1.
  - e. Carry out assignments and instructions to the office of the President.

- f. Appoint Board Member(s) to fill vacancies for the remainder of the year in which the vacancy occurred. The procedure to follow is:
    1. 1<sup>st</sup> Alternate in Board Elections
    2. 2<sup>nd</sup> Alternate in Board Elections
    3. Next highest vote received in Board Elections.Once this list is depleted, the President shall appoint a member from the student body at-large to fill the vacancy.
2. The **Vice President** shall:
    - a. Aid the President in his/her duties.
    - b. Assume the duties of the President in case of absence or disability of the president.
    - c. Assist with the coordination of all UR SPCS SGA projects.
  3. The **Treasurer** shall:
    - a. Propose an SGA budget and provide a monthly written status report at all Board meetings.
    - b. Keep a record of this monthly written status report and ensure that all Board members have access to the status report.
    - c. Monitor the SGA budget.
    - d. See to the day-to-day expenditures of the association.
    - e. Make sure the association does not incur any liabilities.
    - f. Oversee the fund-raising committee on behalf of the association.
    - g. See to the best of his/her abilities that money used on behalf of UR SPCS-SGA is used wisely and, in a manner, which suits the purposes of the association.
  4. The **Secretary** shall:
    - a. Keep a written record of all meetings and ensure that all members have access to them.
    - b. Recite or summarize the record of minutes for approval by the membership.
    - c. Keep a current list of active members.
    - d. Record minutes to be "open" to all members.
    - e. Appoint a substitute to record minutes in the event of absence at meetings.
    - f. Plan logistics for each meeting including place, set up, food, etc.
    - g. Send correspondence on behalf of the Board as directed by the President.
  5. The **Alumni Representative** shall:
    - a. Shall attend monthly meetings of the UR SPCS SGA and attend at least two SPCS Alumni Association meetings per semester.
    - b. Provide the UR SPCS SGA with a current list of contact information for UR

SPCS Alumni Association board members.

- c. Provide the UR SPCS Alumni Association board with a current list of contact information for UR SPCS SGA board members.
- d. Communicate upcoming news and events to both associations.
- e. Serve on planning committee for joint projects.

6. The **Board Members** shall:

- a. Serve as needed on SGA committees and SGA projects. There shall be no more than twenty and no less than eight Board Members each year.

#### **G. Term of Office**

Officers and Board members shall be elected annually to serve from June 1 to May 31. No elected Board member or officer shall serve more than four (4) years consecutively. Student would be eligible for Board membership after sitting off the Board for one (1) year. The immediate past President will serve as ex-officio (non-voting) for the first full semester after the new President takes office.

#### **H. Removal of Officers/ Board Members**

In certain circumstances, it may be necessary to remove an Officer (President, Vice-President, Treasurer, and Secretary) or Board Member from the SGA due to failure to meet qualifications, improper conduct, absenteeism, or other serious offenses. In this instance, at a regularly scheduled SGA Board meeting, a proper motion must be presented and passed to consider "just cause" for removal of a Board Member.

Once this motion is passed, a special committee of five members consisting of the Dean of the School of Professional and Continuing Studies, the SGA Faculty Advisor, and the highest ranking Officers not being considered for removal from Office are formed to confer with the Officer considered for removal. Members-at-large may be appointed by the Dean to fill any vacancies as needed on this committee. The committee shall attempt to meet and consider this matter within three weeks of the motion being passed.

Upon investigation by this committee, a unanimous recommendation must be made to the SGA Officers within one week. At that time, a special meeting of Officers and members-at-large will be held to hear the recommendation. The members present will be asked to vote on the recommendation of the Special Committee. The highest-ranking officer not being considered for removal will chair this meeting. All voting rights, powers, and processes outlined in the articles of this constitution will apply for the vote, except for the following:

1. An Officer being considered for removal cannot vote.
2. If both the President and Vice-President are being considered for removal, other Officers and the Members-at-large can take a vote.
3. At least a two-thirds majority of SGA members voting must approve of the removal of the Officer or Board Member.

#### **I. Voting Powers of Officers (President, Vice-President, Secretary, and Treasurer)**

Officers retain their voting rights; however, the President shall vote only in the event of a tie.

## **ARTICLE V. MEETINGS**

### **A. Time and Place**

Monthly meetings are normally held from August through April; the place and hour to be determined by the officers. The time and place of meetings shall be published for the benefit of all members of UR SPCS SGA.

### **B. Types of Meetings**

The various meetings of the Officer meetings organization, as defined in the bylaws, include:

1. General membership
2. Annual election meetings
3. Special meetings

### **C. Absenteeism**

A student government board member may not miss more than three (3) meetings throughout his/her term. Because of the importance of participation and voting, those absences must not be consecutive unless prior approval has been granted. Extreme absenteeism calls for dismissal from the Board and a replacement appointed by the Board.

### **D. Quorum**

Quorum for general membership, annual election and special meetings shall be those active members present, provided proper notice is given, as defined in the bylaws. The President or Vice-President must be in attendance for votes in all meetings. Quorum for Board meetings shall consist of 50 percent of the voting members.

## **ARTICLE VI. FINANCES**

The officers of the UR SPCS SGA shall control all finances. There must be a budget each year as proposed by Article IV, section E.3. All funds must be spent on Board-approved events only. The transfer of power of controlling all funds shall be done on June 1, after the new officers have been appointed.

## **ARTICLE VII. COMMITTEES**

Committee chairs must have a written report of committee progress by each general membership meeting.

### **A. The following must be presented in the committee reports:**

1. Committee name.
2. Committee chairperson.
3. A list of people serving on the committee.
4. A list of goals accomplished since the last meeting.
5. A list of goals the committee plans to accomplish by the next meeting.
6. Indication of any announcements that need to be made at the general meeting.
7. A tentative calendar of activities and events of said committee.

**B. Each appointed committee must:**

1. Present goals to the officers and general members at the beginning of the school year.

**C. Committees will:**

1. Work closely with the board and must present a tentative calendar of suggested activities.

**D. Committees can:**

1. Be appointed at any time by the president and will function in the best interest of the chapter.

**ARTICLE VIII. ADVISOR**

The advisor of the UR SPCS SGA shall be a non-voting member from the faculty or staff of the University of Richmond. He or she must have a sincere interest and commitment to the welfare of the SGA.

**ARTICLE IX. AMENDMENT**

This constitution may be amended at any SPCS SGA Board Meeting of the organization by a two-thirds vote of the active members present, provided that the amendment proposed had been submitted in writing to the president and communicated at least two weeks prior to the meeting. All amendments, additions and/or deletions to the constitution shall be adopted only after an affirmative vote of two-thirds of the members present. Additional articles and amendments may be included only if they are in consonance with the University of Richmond School of Professional and Continuing Studies regulations and policies. These must be filed with the University of Richmond School of Professional and Continuing Studies Student Government Association within one week of adoption.

**ARTICLE X. DISSOLUTION**

In the event of dissolution of the above-named organization, all unspent UR SPCS SGA funds shall remain property of UR SPCS. All privately obtained funds shall be donated to a non-profit organization chosen by the Dean of the School of Professional and