

CONSTITUTION

of the

GREEN MOUNTAIN COLLEGE STUDENT GOVERNMENT ASSOCIATION

*Last Amended Spring 2016
Drafted Spring 2010*

(Insert Senate Logo here)

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Preamble

We, the students of Green Mountain College, under the authority entrusted to us by the trustees of this institution, hereby establish this Constitution in order to create a viable Student Government which shall be composed of all student organizations, clubs, and committees. The main governing body of this student government shall be the Student Senate, a student organization which is responsible for serving the needs and interests of the student body and for the facilitation of communication between the administration and the general student body.

Article 1. Name and Purpose

Section 1. Name

A. The name of this body shall be the Student Government Association (SGA).

Section 2. Purpose

- A. To serve as an official conduit of communication between the student body and the administration.
- B. To act on behalf of the student body and provide a means to participate in making decisions and recommendations in relation to campus policies and procedures.
- C. To encourage student involvement on campus and to facilitate activities and events that support and promote the mission of Green Mountain College.

Article 2. Membership and Responsibilities

Section 1. Eligibility

- A. In order to be a member of the SGA, one must:
 - 1. Be a student of Green Mountain College who pays the Student Activities Fee.
 - 2. Maintain a minimum of a cumulative 2.5 grade point average.

Section 2. Member Responsibilities

- A. It is the responsibility of all members of SGA, regardless of position, to:
 - 1. Abide by the rules and regulations set forth in this constitution.
 - 2. Fulfill all duties ascribed to their position as laid out in this constitution

irrespective of informal agreements or discussions.

3. Remain accessible to the concerns of the student body.
4. Mentor their successors in the performance of their duties.

B. Failing to fulfill responsibilities outlined in the constitution will result in the removal from office through the following procedures.

1. A complaint must be brought to the attention of, or issued by the Executive Board, that will inform a first warning that to the member addressing their failure to fulfill their responsibilities (first warning).
2. The issue of a second warning will result in an automatic motion of removal that has to be approved by a majority of student senate.
3. A third warning results in an automatic removal.
4. Once removed, the member may not run for office until Fall of the following academic year.

Article 3. Student Senate

Section 1. Composition

- A. Student Senate is comprised of 14 elected positions including:
 1. Four Executive Board Members
 2. Six Representatives
 3. Five Directors
- B. The Senate is assigned two Advisors:
 1. The Vice President of Student Life shall:
 - i. Observe weekly meetings, and offer guidance when applicable.
 - ii. Bring Student Senate proposals to the appropriate administrative bodies.
 2. The Director of Student Involvement shall:
 - i. Attend weekly meetings when the Vice President is absent, and offer guidance when applicable.
 - ii. Work closely with the Treasurer on finances.

Section 2. The Executive Board

- A. Composition

1. The Executive Board is comprised of the President, Vice President, Treasurer, and Secretary, in the order of rank.

B. President

1. Is the Chair of the Senate, and is therefore responsible for presiding over all Senate Meetings.
2. Does not have the right to vote in meetings, except in the case of a when a vote by the president would break a tie.
3. May call mandatory meetings of the Student Senate as necessary.
4. Must meet with Senate Advisors at least twice a semester to discuss goals and progress.
5. Must communicate with all Senate members about meetings, scheduling, and agendas prior to the following meeting.
6. Must replace members of the Student Senate who have relinquished their membership to the SGA.
7. Is required to administer and enforce the bylaws and regulations of this SGA Constitution.

C. Vice President

1. Is the Chair of the Community Conduct Board.
2. Is the Chair of the Student Senate Election Committee.
3. Must assume the duties of the President in the case of absence, or inability to fulfill duties, in both long and short term.
4. Is a voting member of the Student Senate.
5. Duties as the Chair of the Community Conduct Board:
 - i. Has the power to vote in all meetings of Community Conduct Board.
 - ii. Has the ability to appoint a new interim-chair, with the approval of the Senate and the Community Conduct Board members.
 - iii. Must work with the Director of Residence Life to maintain a balanced and diverse membership on the Community Conduct Board.
 - iv. Is responsible for replacing members of the Community Conduct Board if they have relinquished membership in order to maintain a twelve member Community Conduct Board.

v. Is responsible for making public announcements to all Green Mountain College Students about membership on the Community Conduct Board.

vi. Is responsible for gathering and organizing all nominations and applications for all possible Community Conduct Board members.

D. Secretary

1. Is responsible for taking, keeping, and sending all Minutes of Student Senate meetings, of the Executive Board and otherwise.
2. Is responsible for all matters pertaining to attendance, and must enforce the attendance policies accordingly.
3. Must keep all records, proposals, and minutes of every Student Senate meeting, of the Executive Board and otherwise.
4. Must ensure that all Minutes are accurately and promptly distributed to each Student Senate member at least 48 hours before the following meeting.
5. Must compile and maintain an organized record of all documents associated with the running of Student Senate.

E. Treasurer

1. Is the Chair of Club Assembly.
2. Is the Chair of the Student Financial Committee (SFC).
3. Must assume the duties of the President if both the President and the Vice President are unable to do so, in both short and long term.
4. Is responsible for organizing and keeping track of all funds of the Student Senate and Club Assembly.
5. Is responsible for informing the Student Senate and Club Assembly of relevant current budget updates of each Student Organization, and the Contingency budget, or upon request.
6. Is required to keep records of all Club and Student Organization Expenditures.
7. Is to keep track of all funds provided by the Student Activities Fee (SAF).
8. Is in charge of maintaining the ledger and notifying the Director of Student Involvement when the Bank Balance is below \$7,500.
9. Must update all figures on the Current Budgets at the beginning of each academic year.
10. Must balance all checkbooks monthly.

11. Is in charge of organizing and bringing all student, faculty, and staff proposals to SFC and Student Senate meetings.

12. Additional responsibilities of the Treasurer will be outlined in the Financial Regulations (see Article 7).

Section 3. Representatives

A. Commuter

1. Is the representative of all Commuter Students.
2. Must live off campus.
3. Is elected by a majority vote by the Commuter Community.
4. Is to bring business and concerns of Commuter Students to the Student Senate.
5. Must hold at least one meeting for the Commuter Students per semester with the coffee house tab of \$50.00, unless extenuating circumstances approved by 2/3 majority vote by Student Senate.
6. Must provide a report about the Commuter meeting to the Student Senate.

B. Senior Class

1. Is the representative of the Senior class.
2. Is elected by a majority vote by the Senior class.
3. Is a member of the Senior class.
4. Is to bring business and concerns of the Senior class to the Student Senate.
5. Is the Chair of the Senior Week Advisory Committee (SWAC.)
6. Must coordinate two events during Senior Week as the Chair of SWAC.
7. Is the Chair of the Senior Gift Committee, and is responsible for funds.
8. Is required to work in conjunction with the Director of Public Relations and the Alumni Office to create viable programs to strengthen Alumni relations.
9. Must hold one class meeting per semester with a budget of \$100.00.
10. Must provide a report about the class meeting to the Student Senate.

C. Junior Class

1. Is the representative of the Junior class.
2. Is elected by a majority vote by the Junior class.

3. Is a member of the Junior class.
4. Is to bring business and concerns of the Junior class to the Student Senate.
5. Is required to be a member of SWAC.
6. Must hold at least one class meeting per semester with a coffee house tab of \$50.00, unless extenuating circumstances approved by 2/3 majority vote by Student Senate.
7. Must provide a report about the class meeting to the Student Senate.

D. Sophomore Class

1. Is the representative of the Sophomore class.
2. Is elected by a majority vote by the Sophomore class.
3. Is a member of the Sophomore class.
4. Is to bring business and concerns of the Sophomore class to the Student Senate.
5. Is the Chair of the Sophomore Bash Committee.
6. Must hold at least one class meeting per semester with a coffee house tab of \$50.00, unless extenuating circumstances approved by 2/3 majority vote by Student Senate.
7. Must provide a report about the class meeting to the Student Senate.

E. Freshman Class

1. Is the representative of the Freshman class.
2. Is elected by a majority vote by the Freshman class.
3. Is a member of the Freshman class.
4. Is to bring business and concerns of the Freshman class to the Student Senate.
5. Is the Co-Chair of the Sophomore Bash Committee.
6. Must hold at least one class meeting per semester with a Coffee House tab of \$50.00, unless extenuating circumstances approved by 2/3 majority vote by Student Senate.
7. Must provide a report about the class meeting to the Student Senate.

E. Killington Campus general revisions

1. Is the representative of the Killington Campus.
2. Is elected by a majority vote by students enrolled in the Killington Resort &

Hospitality Management program.

3. Is a resident of the Killington campus.
4. Is to bring business and concerns of the Killington Campus to the Student Senate.
5. Must provide a written report about the Killington Campus to the Student Senate.

Section 4. Directors

A. IT

1. Is responsible for updating and maintaining the Student Senate website.
2. Must post all Student Senate Meeting Agendas on the Student Senate website.
3. Must post all Student Senate Meeting Minutes on the Student Senate website.
4. Must create and coordinate all technological aspects that arise ad hoc during each semester.
5. Is a member of the Information Technology (IT) User Group.

B. Public Relations

1. Has the responsibility of both the communication and interpretation of any and all written and digital information to and from the Student Senate.
2. Is in charge of organizing and coordinating Student Senate monthly publications, updates, communications, and maintaining the Student Senate Bulletin Board.
3. Must publicly post the agenda prior to the meeting.
4. Must organize representation of the Student Senate at Club Fair and Open House and any other event deemed necessary for representation by the majority of the Student Senate.

C. Facilities

1. Will work as a liaison between the Facilities Department of the college, the students, and the Student Senate.
2. Will have membership on the Facilities Committee.
3. Will work directly with Student Life and Residence Life to ensure a healthy environment in the dorms on campus.
4. Must report on any facilities, maintenance, open spaces, or areas of recreation and living issues to the Student Senate.
5. Must provide Meeting Minutes from the Facilities Committee to the Student Senate

and the Student Body.

D. Civic Engagement

1. Serves as a liaison between the college and Poultney/the greater community in coordination with the Community Outreach Coordinator.
2. Is to promote the advancement of local businesses through publicity.
3. Is required to organize one community service project for the Student Senate each semester.
4. Must coordinate and publicize student involvement in the community events deemed necessary by the majority of the Student Senate, with the assistance of the Director of Public Relations.

E. Diversity and Inclusion

1. The Diversity and Inclusion Director (DI Director) will work with student organizations, the Admissions Office, Student Life, the Community Outreach Coordinator, and the Sustainability Office to encourage and promote awareness, oversee programs, and use any appropriate measures to develop a more diverse and unified student body.
2. The Diversity and Inclusion Director will collaborate with the director of facilities by ensuring the good conditions of dining hall flags, standing or hanging; and will ensure the purchase of new flags for incoming students following a majority approval by Student Senate.
3. The DI Director will represent various interest groups on campus to insure the input of diverse perspectives in decisions made on Student Senate. The DI Director will work closely with students and student organizations that seek to promote and improve diversity on and off campus. As such, they will be responsible for ensuring the success of the student organizations they oversee by doing the following:
 - i. Collaborate with club presidents, club assembly, and the director of student involvement.
 - ii. Maintain contact information for clubs/presidents
 - iii. Keep calendar of past/upcoming club activities/events
4. The DI Director will be responsible to collaborate on a minimum of one educational event with the Student Life staff and a related club per semester.
5. Is a voting member.
6. Is elected by the Student Body.

Section 5. Election Process

A. Fall Election dates

1. All applications are due by the end of the first week of September.
2. Campaigning is allowed to commence at the beginning of the second week of September.
3. Elections are to take place on the third week of September.

B. Spring Election dates

1. All applications are due by the beginning of the third week of March.
2. Campaigning is allowed to commence at the end of the third week in March.
3. Elections are to take place during the second week of April.

C. Election Procedures

1. The Election Committee shall administer all Student Senate Elections.
2. Nominations
 - i. The Election Committee shall hold two informational meetings for potential candidates one week before campaigning commences.
 - ii. All candidates must fill out the proper candidate registration form in order to participate in an election.
3. Campaign Materials and Endorsements
 - i. All materials posted shall disclose the sponsoring individual, group, or organization.
 - ii. Unless running, no elected official may endorse a particular candidate.
 - iii. During the times that polls are open; no candidate or campaign supporter shall loiter or congregate within thirty feet of any polling location; nor shall they, with such distance give, tender, or exhibit any ballot, ticket, or other campaign material to any person or solicit or in any manner attempt to influence any student in casting their vote; nor shall they hinder or delay a qualified voter in entering or leaving a polling location.

D. Election Results

1. Only official ballots can be counted, with only one ballot per qualified voter being tabulated.
2. Paper ballots or electronic ballots may be used, but both cannot be used

simultaneously.

3. Ballots must be counted within 2 hours of receiving the last student vote.
4. Ballot counting must be open and available to the entire student body, and must be done in a secure public area.
5. Ballots must be counted by the Election Committee
6. All candidates have the option to send one representative to observe the counting of ballots.
7. Announcement of election results shall occur no later than 24 hours after the counting of the ballots.

Section 6. Meeting Procedures

A. Frequency and Location

1. Student Senate will meet at least once a week with the only possible exception being that of school closures or sanctioned holidays.
2. Student Senate meetings will be held in a public location, with the exception of closed meetings, during which only Student Senate members are allowed to attend.
3. It is the responsibility of the Student Senate to inform the student body of meeting dates, times, locations, and whether the meeting is open or closed.

B. Roberts Rules of Order

1. In the conduct of meetings, Robert's Rules of Order are to be followed in all instances except where they explicitly conflict with this constitution.
2. Copies of relevant portions of Robert's Rules of Order shall be distributed to all members of Senate at the first meeting of every academic year

C. Attendance Policy

1. If a member of Student Senate is not present at roll call, that member is marked absent unless an excuse has been provided to the chair of the meeting at least 6 hours in advance.
2. Two excused absences equals one unexcused absence.
3. Any senator can message the president notice of late arrival up to an hour before the meeting. Three times late equals out to one absence.
4. If a Senator incurs 3 unexcused absences over the course of an academic year that individual is automatically removed from office, and may not run for office until Fall of the following academic year.

Article 4. Standing Committees

Section 1. Role

- A. Standing committees are dedicated entities independent of Student Senate that serve specialized roles in the SGA.
- B. With the exception of the Community Conduct Review Board, Student Senate Election Committee, and Student Financial Committee, standing committees are responsible for their internal member composition, and members hold no voting power in Student Senate.
- C. Each standing committee is responsible for their internal meeting structure.
- D. Each standing committee is responsible for updating the campus and Student Senate of any developments in that committee pertinent to the student body.

Section 2. Committees

- A. Student Campus Greening Fund
 - 1. Reports to Student Senate monthly.
- B. Community Conduct Board
 - 1. Composition.
 - i. The Student Senate Vice President
 - ii. 11 Representatives nominated and approved by Student Senate.
 - 2. Role and Responsibilities.
 - i. To resolve matter of appeal or dispute of fact for Conduct Review Meetings in accordance with the Student Handbook under the authority of the Director of Residence Life.
- C. Student Financial Committee
 - 1. Composition.
 - i. The Student Senate Treasurer.
 - ii. Ten members of Club Assembly nominated and elected by a simple majority vote at the initial Club Assembly meeting of the academic school year.
 - 2. The Role of the Chair
 - i. Must keep SFC meetings in order and enforce Roberts Rules of Order.

- ii. Has first approval of all meeting agendum.
- iii. Is to issue and disburse checks.
- iv. Is responsible for all deposits for clubs and organizations.
- v. Is responsible for the maintenance of an updated general ledger.
- vi. Must notify clubs and organizations when approaching a zero balance.
- vii. Must submit updated budget and a general ledger to the Vice President of Student Life.

3. Role and Responsibilities.

- i. To serve as the financial mechanism of the SGA.
- ii. Regulation of all SGA expenditures and allocation of funds.
- iii. Termination of inactive or delinquent clubs.
- iv. Approves or rejects funding proposals for consideration by the Student Senate.
- v. Composing budget proposals for the SAF based upon estimated enrollment figures as provided by the Vice President of Student Life multiplied by the SAF.
- vi. Debate of organization budget proposals in accordance with financial parameters.
- vii. Monitoring the financial procedures of student organizations.
- viii. Enforce the constitution in financial considerations.
- ix. Answer or seek answers to any financial questions.
- x. Issue all budget information to Club Assembly.

4. Frequency of Meetings

- i. The SFC shall meet once a week.
- ii. At least five members should be in attendance on a rotational basis.
- ii. Additional meetings can be called by the Chair of the SFC as needed.

5. Criteria for Funding Organizations

- i. Only those individuals and organizations recognized by the SGA are eligible for funding based on the availability of funds.
- ii. A complete profile of the organization's resources and activities must be available, both financial and other.
- iii. That the treasurer or chair in the funded organization maintains accurate

financial record(s).

iv. Organization must have initiated efforts to co-sponsor with other organizations.

v. Organization must have initiated efforts raise funds by itself.

vi. Organization must have an active membership including an advisor and officers.

vii. Any and all funding must go to the organizations and causes that promote the mission of the college and SGA.

viii. Appropriate paperwork must have been filed with the SGA and Club Assembly prior to the petition considering the proposal.

D. Student Senate Election Committee

1. Composition

i. The Student Senate Vice President, who acts as Chair

ii. Two Senators nominated by the Student Senate President and approved by a simple majority of Student Senate

2. Role and Responsibilities

i. Administration of all elections of the Student Senate.

ii. Handling cast ballots and participating in the counting of cast ballots.

3. Conflicts of interest

i. No committee member may participate or assist individual candidates in any election for Student Senate.

ii. In the case of there being insufficient senators available for the committee, the Director of Student Involvement shall appoint the Committee from the student body.

E. Other Committees

1. Student Senate has the ability to form other committees when responding to the needs or requests of the student body or administration.

2. These committees are temporary, and must petition Student Senate each semester to be renewed.

3. In order for a new committee to gain a permanent place in the SGA, that committee must petition Student Senate for an amendment to be made to the SGA constitution to allow for their existence.

Article 5. Club Assembly

Section 1. Composition

- A. The Director for Diversity and Inclusion and the Treasurer of Student Senate will act as Co-Chairs.
- B. A Club Assembly Secretary nominated and approved by a simple majority of Club Assembly.
- C. All SGA-funded clubs, represented by their president.

Section 2. Role and Responsibilities.

- A. The Role and Responsibilities of Club Assembly
 - 1. To serve as a community gathering of club representatives and any other community members that wish to make announcements.
 - 2. Hears and votes on approval of proposals for new clubs.
- B. The Role of the Chair
 - 1. Keeping Club Assembly meetings in order and enforce Roberts Rules of Order.
 - 2. Informing Club Assembly of any decisions made by Student Senate that effect the Club Assembly.
 - 3. Take requests for individual budget reports.
 - 4. Present the SFC's Budget Report at each Club Assembly meeting.
- C. The Role of the Club Assembly Secretary
 - 1. Must take minutes of Club Assembly and shall record the tallies for all measures voted on.

Section 3. Frequency of Meetings

- A. Club assembly shall meet every other week

Section 4. Attendance and voting.

- A. The president of a club must be present at each meeting in order for that club to have voting rights in Club Assembly.
- B. In cases where the president of a club is absent, a member of that club may stand in for roll call.
- C. Club attendance of Club Assembly is required, and excessive failure to attend shall result in budget reductions as decided by the SFC.

Article 6. Financial Regulations

Section 1. Funding

A. Source and Management

1. All funds for the SGA are derived from the Student Activities Fee (SAF).
 - i. The purpose of the SAF is to fund student oriented activities, clubs, organizations, and events that are of interest to the student body, have direct on-campus benefits, and are directly related to the purpose of the organization.
 - ii. Organizations receiving student funds shall not charge admission to GMC students.
 - a. Admission shall be defined as any currency or collateral.
2. The SFC, as the financial body of the SGA will have authority over all money derived from the SAF and allocated to the SGA.

B. Distribution of SAF

1. The SGA is entitled to the administration of 10% of the SGA fund, or that amount which is not already distributed in Club Budgets and other expenditures.
2. Club Assembly is entitled to the administration of 90% of the SGA fund, for the promotion of student activities and events.

C. Deadlines & Dates

1. All deadlines must be strictly adhered to.
2. Expense Request:
 - i. The SGA Treasurer will set the day of the week for issuing checks at the beginning of each semester.
3. Deposits Request:
 - i. Allow five academic days for processing.
 - ii. A form must be filed with the Treasurer and the deposit submitted to the Director of Student Involvement.
4. Fundraising Request:
 - i. Allow ten academic days for processing.
5. Additional Funding Request

- i. In order to receive funds from the SGA an individual or organization must allow for two SFC meetings before the date for which funding is required.

Section 2. Funding Proposals:

A. Submission

1. Must be submitted electronically or in paper to the Student Senate Treasurer three days prior to a SFC meeting to be considered.
2. Must include a detailed and organized list of expenditures.
3. Must follow an easily understandable format that clearly details event dates, times, other sources of funding, and other organizations participating in the event or purchase.
4. Proposals received before the week deadline will be sent out to each SFC member at least three days prior to each meeting.
5. Upon approval of a proposal by the SFC for Student Senate consideration, the Treasurer must submit the proposal to Student Senate before the next Student Senate meeting.
6. Upon rejection of a proposal by the SFC for Student Senate consideration, the Treasurer must alert the individual or organization who submitted the proposal within 24 hours.

Section 3. Alternative Funding

A. General

1. Individual student organizations may receive additional funding as gifts from outside of the college or through fundraising.
 - i. Notification of all fundraisers must be given to the Office of Student Involvement prior to the event.
 - ii. Organizations may receive donations, but they may not solicit except under the following conditions, and with the prior approval of the SFC:
 - There shall be no door-to-door solicitation without consent of the Treasurer.
 - A time limit must be set on the effort to raise funds; exceptions may be granted by the Treasurer.
 - All organizations must complete at least one effort to raise funds per fiscal year.
 - Fundraising activities must be consistent with the stated purpose of the

organization.

- Organizations may request that a restricted account be established to carry over fund's raised from one fiscal year to the next.
- Funds may be carried over for no more than one fiscal year.
- Any organization receiving funds from outside of the college must notify the SFC.

B. Additional Request for Funds

1. The SFC must consider budget requests brought forth by newly recognized organizations upon completion of a three month probationary period and recommend funding from the SGA.
2. Newly formed organizations may appeal to the SFC to match funds raised, up to \$250.

Section 4. Inappropriate Utilization of Funds

A. Definition

1. Any expense not outlined in the budget request shall be considered inappropriate.
2. No funds shall be used for the purchase or acquisition of alcohol and other drugs.
3. No funds shall be used for funding activities that violate Green Mountain College policy, state, or federal laws.
4. No funds shall be used to maintain equipment or supplies that are not the property of the organization, exemptions possible.
5. No funds shall be used to pay Green Mountain employees for services rendered which are considered part of their professional duties.
6. No funds shall be used to pay students for attending parties, banquets, or recreational activities that are not related to the purpose of the organization.
7. No false receipts shall be submitted.

B. Charities and Causes

1. SAF funds may not be used as donations to charities, campaigns, or causes.
2. Exceptions
 - i. Exceptions for fundraising can be made if both the Treasurer and the Vice President of Student Life are notified before the expense and allow it.
 - ii. Exceptions for charities and causes may be granted based on administrative

approval from Student Life and from the SFC on a case-by-case basis.

C. Penalties

1. If an expense is in process, and then deemed inappropriate, a fine may be levied.
2. If the utilization of funds is of a gross proportion, other sanctions may be levied.

Section 5. Organizations Not Receiving SAF Funds

A. Adherence to SGA Policy

1. Organization's that receive financial support from the college other than SAF shall adhere to all operating procedures of the SGA constitution.

B. Fees

1. Any recognized organization that requests funds and is denied funding for the year may charge membership dues with the permission of the SFC and the Director of Student Involvement.

Section 6. Fiscal Year

A. Duration

1. Defined as the period beginning July 1st and ending June 30th.

Section 7. Budget Process

A. Funding Parameters

1. The budget shall be the SAF in addition to any funds raised.

B. Budget Timelines

The following timeline and process must occur no later than the specified dates.

Spring Semester: February 15th:

- i. Budget Proposal Forms are made available by this date.

The second week of March:

- i. Informational meeting on the budget process for clubs will occur by this date.
- ii. Every organization is to have representation present.
- iii. Budget Proposal Forms due to the SFC by 5 PM.

The First week of April:

- i. The SFC submits a suggested budget to Club Assembly, amendments made if necessary, and then submitted to the Student Senate for temporary approval.

Fall Semester: By the end of September:

- i. The budget is approved by the Student Senate based on the final enrollment figure.
- ii. Prior to approval, organizations have access to 20% of their budget.
- iii. A meeting of all organizations will be held by this date by the Student Senate President and the Student Senate Treasurer to outline financial processes.
- iv. A representative must be present from each club or organization belonging to Club Assembly.
- v. Notice of the budget process shall be given to all organization presidents and treasurers.

C. Budget Amendments

1. Any budget amendments requested by the Student Senate or Club Assembly must be approved by the SFC.

Section 8. Policies

A. The Power of Signature

1. Each transaction must be signed by two people in order to maintain a check and balance system.
2. For requests, the organization's treasurer or president and advisor must sign.
3. For approvals, one signature shall be an officer of the SFC and the other shall be an officer of Green Mountain College.
4. The Student Senate Treasurer and the Vice President of Student Life will be the primary signatories.
5. If neither the Student Senate Treasurer nor the Vice President of Student Life can be found, the Student Senate President and the Assistant to the Vice President will have the power to approve.

B. Contingency Spending

1. The Student Senate Executive Board has the authority to make expenditures in any amount up to \$200 without the approval of the Student Senate.

C. Fines

1. The SFC has the power to impose fines on organizations found to be in violation to the SGA financial regulations.

- i. Late budget requests incur a 10% reduction of budget allotted.
- ii. Fines for inappropriate expenses shall be 25% more than the expense.
- iii. Any club deposit in the form of a check which is returned as 'not sufficient funds' shall be fined the bank service charge.

2. Organizations may appeal fines to Club Assembly.

D. Reversion of Funds

1. The SFC may revoke organization funds if spending is not in accordance with the budget after informing the club and club president.

E. Negative Balances or Misappropriation of Funds

1. An organization incurs a negative or a reduced balance due to the levy of fines or misappropriation of funds.

2. When a negative balance or a misappropriation of funds occurs, the following procedure must be followed:

- i. The organization's account is frozen and the SFC notifies the organization and Student Senate.
- ii. The organization president and the violator(s) of these regulations will report to the Student Senate's next meeting.
- iii. The Student Senate must hold a hearing to evaluate the circumstances surrounding the negative balance or misappropriation of funds.
- iv. If any funds of an organization which received financial assistance from the SGA are used for personal gain or any purpose other than to carry out the proper business of the organization, the violator(s) shall be indebted to the SGA for the misappropriated amount and shall be barred from ever again holding an elective office directly or indirectly associated with the SGA.

F. Audits

1. An audit will be performed at the end of the spring semester for every club to insure compliance with their respective budget.
2. Any club found to be out of compliance may be asked to represent itself before the SFC for questioning and may have funds revoked as a result of limited spending, or spending not in accordance with its budget.
3. Any club may at any time request an audit from the SFC to review the club's own financial statement as recorded by the SGA Treasurer.

G. Ending Balances

1. At the end of the fiscal year, remaining balances of all lines in the budget will revert to the general account. This balance will not carry over from year to year within an individual organization.

Article 7. Impeachment and Resignation

Section 1. Grounds for Impeachment

- A. Deliberate violation of, or an attempt to violate, the constitution or its bylaws.
- B. Failure to fulfill their duties according to the constitution requirement and/or by student request.
- C. Use of funds or property of the Student Body for private gain.

Section 2. Impeachment Procedures

- A. Any member of the student body has the right to call for an impeachment without discrimination or subjugation.
- B. All students have the right to bring their concerns in regards to the impeachment of any Student Senate member directly to Student Senate meetings.
 - 1. All students have the right to call for an impeachment vote by first contacting an executive board member who shall then bring the charge to the attention of the full Senate membership.
 - 2. In order to call for an impeachment, the individual must file an official proposal of impeachment with the Student Senate President. Failure of the President to respond within 48 hours on the matter will result in probation.
- C. All impeachment matters must be brought to the attention of the entire student body.
- D. After both the person bringing the charge and the charged are given at least seven days notification they will provide written accounts to the Senate membership and Advisors.
- E. After deliberations in which neither party is present, a ballot vote shall be called.
 - 1. A 2/3 affirmative vote of all Student Senate members is required for an impeachment.

Section 3. Resignation Protocol:

- A. Disclosure of resignation to any member of the Executive Board.
- B. A written statement of one paragraph describing the reasoning behind resignation to be given to any, if not all, member(s) of the Executive Board.
- C. Announce at the next SGA meeting that they wish to resign (they must be present at the meeting).

D. The official end of term is one business day following the announcement of resignation at the SGA meeting.

Article 8. Constitutional Issues

Section 1. Storage

A. Access to the Constitution

1. A copy of the SGA Constitution must be kept in the SGA room at all times, and must be available at any point during Student Senate meetings to resolve any constitutional disputes.
2. A copy of the SGA Constitution must be made available on the Green Mountain website.

Section 2. Constitutional Interpretation and Amendments

A. Interpretation

1. Any interpretation made on any part of this constitution that arises in a dispute must be decided on by a majority vote of present SGA members.

B. Amendments

1. Any member of the student body can petition to amend the SGA Constitution.
2. In order for a full amendment to be ratified there must be an affirmative vote by the Student Senate and Club Assembly, and/or a majority vote of Students in attendance at an open Student Body where 2/3 of the student body is present.
3. Any grammatical amendments to this Constitution can be approved by a simple majority vote of the Student Senate.