

**Western Connecticut State University  
Student Government Association  
Executive Board Election Packet**

**To:** All Potential Candidates

**From:** Vonda McKeithan, Chair  
Elections Committee  
Student Government Association

Dennis Leszko, Director  
Center for Student Involvement

**Date:** March 6, 2017

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On behalf of the students at Western Connecticut State University, thank you for your interest in serving as a student representative. The position for which you run for will afford you the opportunity to grow as a person and develop leadership skills.

This packet consists of the following forms and information. Please read everything carefully.

1. Ballot Application and Intent to Abide Form – Make sure you complete this form carefully.
2. Elections Policies and Procedures. It is important for you to know and comply with these policies. **Any violations of the election policies and procedures might lead to automatic disqualification.**
3. Available Position List- This sheet indicates what positions are available and the requirements for each position. If you have any questions, please feel free to ask.
4. Elections Timetable
5. Fact Sheet - This form will be available during the election.

**All Ballot Application and Certification Forms must be returned to the Center for Student Involvement (SC 227) by 5:00pm on Friday, March 24<sup>th</sup> 2017. No late applications will be accepted. Do not just drop off the application. Make sure you receive a receipt from a staff member in the office.**

The official ballot will be posted on Friday, March 24th, 2017 by 6:00pm.  
If you have any questions please contact Vonda McKeithan, SGA Elections Committee Chair, at [mckeithan001@connect.wcsu.edu](mailto:mckeithan001@connect.wcsu.edu).

Thank you once again for your interest and good luck!

## **Elections Timetable: Spring 2017**

March 6	Election Packets available in SC 227 (CSI Office) Flyers posted on campus
March 24 by 5:00pm	Deadline to submit Ballot Application
March 24 by 6:00pm	Official List of Candidates Posted
March 24 at 6:00pm – April 13	Campaigning
April 5 at 8:30pm	E-Board Debate
April 10 – April 13	Elections
April 20 at 5:15pm	Executive Board Transition Meeting #1
April 21	Inaugural Ball
April 27 at 5:15pm	Executive Board Transition Meeting #2
April 28	Senate Transition Meeting
July 13 – 16	Mandatory NACA East Conference

## **Student Government Association Election Policies and Procedures: Spring 2017**

1. All candidates must submit the Ballot Application and Certification Form by the deadline as stated above.
2. Write-in candidates will NOT be accepted.
3. All candidates must abide by the provisions set forth in the Student Government Associations Constitution, By-Laws and Financial Resolutions and these policies and procedures.
4. Any candidate may spend up to \$500 of his or her own money and/or donations. The SGA requires that each candidate submit the receipts or copies of each individual expenditure and/or contributions for public review in the files of the SGA upon request.
5. Candidates should review the list of open positions to insure that they meet the minimum requirements for the position.
6. Candidates will be placed on the ballot in a computer generated randomized order. The voting for said ballot will be through a website created by the University that can only be accessed by students signing in with their windows username information and only when students are connected to WestConn's internet service. There they will be able to vote only once for each position.
7. No candidate for any office may slander or libel any candidate, deface or destroy campaign materials.
8. The current sitting Judicial Board shall serve as the Elections Hearing Board. Any disputes concerning the election will be heard by said body. All complaints MUST be filed, in writing, prior to the result being certified.
9. To be elected to an Executive Board position, each candidate must receive a minimum of thirty (30) votes.
10. In the case of a tie, a new vote will be held within two weeks of the certification of the tie.
11. Any student enrolled at Western Connecticut State University for the following academic term may run for one (1) Executive Board position.
12. Any candidate intending to run for an Executive Board position must schedule a meeting with the Director of the Center for Student Involvement's before March 24, 2017 to discuss what the position entails.

13. Any candidate intending to run for an Executive Board Position must be able to attend the National Association of Campus Activities SGA conference on July 13 – 16, 2017.

## **WESTERN CONNECTICUT STATE UNIVERSITY STUDENT ORGANIZATION POSTING POLICIES**

The following policies are designed to insure a smooth flow of information through the use of posted materials on University property. All WCSU students and University groups, as well as persons not directly affiliated with WCSU, are required to adhere to these policies.

- ❖ Posting of printed material is only permitted at University approved locations including open bulletin boards (that are not designated departmental boards), kiosks and sandwich boards. In consideration of others, only one flyer per event is permitted on each bulletin board. Any posting that covers or obstructs the viewing of another posting will be removed.
- ❖ Examples of where posting is not permitted is and not limited to the following: walls, glass, doors, windows, sculptures or other art work, building exteriors, trash receptacles, lamp posts, department bulletin boards, trees, poles and other similar locations. No flyers, leaflets or brochures may be placed on cars parked on campus.
- ❖ Adhesive stickers are expressly prohibited.
- ❖ The Housing & Residence Life Office must approve posting within a residence hall with a CULTURE stamp.
- ❖ Sodexo (WCSU Campus Dining) will allow postings for “on campus” events in the dining areas with the approval of the Center for Student Involvement.
- ❖ Chalking is NOT permitted in any location on the WCSU campuses without approval from the Center for Student Involvement and Facilities, Scheduling and Promotion.
- ❖ Obscene, pornographic, slanderous material or material that contains defamation will be prohibited.
- ❖ All material must clearly state the name of the sponsoring organization(s).
- ❖ Newspaper boxes are only for the use of those organizations that placed them on campus. An organization wishing to place a distribution box on campus must have prior written approval of the Center for Student Involvement.

- ❖ Organizations are responsible to insure that the content of any material is not in violation of any federal, state, local or University regulation, including laws and regulations concerning nondiscrimination.
- ❖ Ground stake signs are permitted with approval from the Center for Student Involvement. They may not be placed where they will interfere with normal operations of the University or where they would present a hazard. Stake signs may only be placed two days before the event and must be removed within 24 hours of the conclusion of the event.

## **Campus & Student Center Banner Posting Policy**

- ❖ All student organizations in good standing with the Center for Student Involvement may have banners hung.
- ❖ Banners must be approved by the Campus & Student Centers office.
- ❖ There are four inside and one outside location for banners in each building. The Campus & Student Centers staff will determine the location of each banner. Banners are subject to be moved from one location to another at the discretion of the Campus & Student Center staff.
- ❖ Banners must promote University events ONLY. Banners must contain appropriate content approved by the University (No profanity, generally inappropriate etc.).
- ❖ All Banners must have reinforced holes at the top for hanging. No banners will be permitted to be taped to the building.
- ❖ Banners may only be hung by Campus & Student Centers Staff or University.
- ❖ As a general rule, banners will only be hung within 1 week of the scheduled event. Student Organizations wishing to advertise for events that have great lead time (ie: trips, contests) may request that the banner be hung earlier.
- ❖ Banners must prominently indicate the University sponsor of the event.
- ❖ Banners may be no larger than 3' high x 5ft 5 inches' wide. Banner for outside display must be weather resistant.
- ❖ Banners will be available at the Information Desk within 24 hours of their removal.
- ❖ Unclaimed banners will be discarded every Friday.

# **Campaigning Code of Procedures**

## **Section 1: Definition of Campaigning**

Campaigning is defined as any of the following actions:

1. The distribution, mailing, or strategic positioning of literature or materials designed to directly influence the electorate's choice.
2. The posting of advertisements, in any media, designed to directly influence the electorate's choice.
3. Public speaking or written publications designed to directly influence the electorate's choice.

### **Clause 1: Electronic Media**

Candidate must ensure that all electronic media is not made available to the online public or promoted prior to the official campaign commencement date. Electronic media includes, but is not limited to Facebook, Twitter, Instagram, Snapchat, YouTube, online polls, personal websites, email, etc. For example simply having a website with the candidate's name and the position for which they are running, or any variation thereof, would constitute a violation of these codes.

## **Section 2: Pre-Campaigning**

Campaigning may begin on March 24<sup>th</sup>, 2017 at 6:00pm. Absolutely no campaigning shall be done before this time.

## **Section 3: Campaign Literature**

All campaign literature, including but not limited to distribution, mailing, Internet broadcasting, websites, networking sites (i.e. Facebook, Twitter, Instagram, Snapchat, YouTube, online polls, personal websites, email, etc), and posting of literature or other materials are permitted forms of campaigning.

## **Section 4: Nature of Campaigning**

No campaigning shall be done that defames, slanders, or libels the character of another candidate.

## **Section 5: Campaign Limitations**

Campaign Limitations shall include the following:

- A. All computer labs on campus shall be campaign-free zones.
- B. In all cases the WCSU Libraries shall be campaign-free zones.
- C. During elections, there shall be no campaigning within 75 feet of designated campaign free zones mentioned in subsections A and B.
- D. In addition, there is no campaigning inside the SGA Office.
- E. In Residence Halls, only print material approved by the Department of Housing and Residence Life is permitted. Campaigning door-to-door and campaigning at the front desk is strictly prohibited. Candidates may not bring devices door-to-door or have devices present at the front desk to encourage voting.

## **Section 6: Candidate Endorsement**

Candidates are permitted to approach Student Clubs and Organizations for endorsement. Candidates are expressly prohibited from requesting and/or accepting financial contributions from any Student Clubs and Organizations or members thereof.

## **Available Positions and Requirements SPRING 2017**

**President:** One (1) position will be elected this spring. This position serves as the official spokesperson of the student body, chairs the Student Senate Meetings, and has other duties as defined in the Governing Documents of the Student Government Association, including 20 office hours a week. Candidates must have a minimum grade point average of a 2.75 at the time of election and throughout the term of office.

**Vice President of Internal Affairs:** One (1) position will be elected this spring. This position serves as the primary manager of the SGA operations including supervision of the office staff and coordination of the SGA committees and liaison for university-wide committees and has the other duties as defined in the Governing Documents of the Student Government Association, including 10 office hours a week. Candidates must have a minimum grade point average of a 2.75 at the time of election and throughout the term of office.

**Vice President of Student Relations:** One (1) position will be elected this spring. This position serves as the primary liaison to the student clubs and organization coordinates SGA special events such as the various clubs carnivals and the SGA Street Fair during homecoming. Additionally this position has the other duties as defined in the Governing Documents of the Student Government Association. Candidates must have a minimum grade point average of a 2.75 at the time of election and throughout the term of office.

**Vice President of Finance:** One (1) position will be elected this spring. This position maintains an accurate account of all expenditures and income and serves as a liaison to the university business office, and has other duties as defined in the Governing Documents of the Student Government Association, including 10 office hours a week. Candidates must have a minimum grade point average of a 2.75 at the time of election and throughout the term of office.

**Parliamentarian:** One (1) position will be elected this spring. This position serves as the judicial branch of the Student Government Association. The court hears all cases assigned to it by the Senate or as requested by any student, senator, or officer of the SGA. This position also acts as Parliamentarian at all meetings of the Senate. Candidates must have a minimum grade point average of a 2.75 at the time of election and throughout their term of office.

**Please see attached copy of the Executive Board contracts for an outline of duties.  
DO NOT SIGN the contract. It is attached for your review.**

**Ballot Application and Certification Form**

Name: \_\_\_\_\_

Position Sought: \_\_\_\_\_

Local Address: \_\_\_\_\_  
\_\_\_\_\_

Local Telephone: \_\_\_\_\_

University E-mail Address: \_\_\_\_\_@connect.wcsu.edu

**Intent to Abide**

**(Executives: President, Vice President of Internal Affairs, Vice President of Student Relations, Vice President of Finance, Parliamentarian)**

I, \_\_\_\_\_, intend to be a candidate for the position of Student Government Association \_\_\_\_\_. I will be enrolled as a full-time student at least two (2) consecutive semesters (excluding summer semester) immediately following the election semester; currently have at least a 2.75 cumulative G.P.A.; agree to schedule no other activity that would conflict with the regularly scheduled meeting time of the position for which I am running.

I have read and thoroughly understand the Code of Procedures and I intend to abide by the Code of Procedures for this election. I understand the possibility of penal action and/or disqualification should I fail to abide by the said provisions.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



<b>GENERAL INFORMATION</b>			Student ID Number _____	
Name _____			Date of Birth _____	
Last	First	Middle Initial		
Present Home Address _____				
Street		City	State	Zip Code
On Campus Address (if applicable) _____			WCSU E-Mail: _____	
Mobile Telephone _____			Expected Graduation Date _____	
School _____			Major _____	

<b>POSITION INFORMATION</b>				
Position Applied For: <b>SGA Executive Board</b>				
Have you ever tried to be appointed to the WCSU SGA before?    Yes    No    If yes, give date _____				
Have you ever been a WCSU SGA Senator?    Yes    No    _____ If yes, give date				
<b>SGA Executive Board</b>				
<b>OBLIGATIONS</b>				
Weekly Office Hours: <b>10 (minimum) (20 for President)</b>				
Committee Appointments: <b>N/A</b>				
SGA Event Attendance: <b>All (for VPSR only)</b>				
Attend every SGA Senate Business Meetings: <b>Meetings are every Friday from 12:00 PM - 1:30PM</b>				
Are you currently employed?    Yes    No				
Are you a member of any other organizations or clubs?    Yes    No				
If yes, please list names of organizations/ clubs: _____				





**Student Government Association**  
**Western Connecticut State University**  
Danbury, Connecticut 06810

Stipend Guidelines and Contract: President

Requirements:

In order to be considered for a full stipend, the President must do the following:

- Will serve as the sole official representative of the SGA.
- Shall preside over sessions of Senate.
- Miss no more than one (1) regular meeting of the Senate per semester and one (1) Executive Board Meeting per semester, nor (1) Judicial Board Hearing.
- Maintain a minimum 2.75 GPA.
- Required to wear proper business casual attire to all meetings of the Senate and the Judicial Board.
- Must attend the training sessions scheduled in the fall and spring semesters.
- Shall have the authority to sign all vouchers concerning the SGA and Student Organization accounts in the absence of the Vice President of Finance.
- May appoint students to fill vacancies of elected and appointed positions, subject to Senate confirmation.
- May call a special session with forty-eight (48) hours public notice.
- Will oversee the Executive Branch and projects deemed appropriate by the Senate.
- Shall be responsible for presenting the “SGA Annual Report” as detailed in the By-laws.
- Is responsible for completing twenty (20) office hours per week.
- May call E-board meetings at any time.

Tardiness/Early Departure:

All SGA members will be considered late fifteen (15) minutes after the start of the meeting. The President is required to remain until the end of the meeting, unless excused by the Vice President of Internal Affairs/ Senator Review Committee. All SGA members who arrive late twice or leave early twice will be considered to have one unexcused absence, unless the Excusal Request Form is filled out and received twenty four (24) hours prior to the scheduled Senate or Committee meeting.

Excused Absences:

The Vice President of Internal Affairs may excuse any absence or tardiness by the President after he/she has filed the Excusal Request Form and received permission prior to a scheduled Senate meeting.

Office Hours:

President is required to complete twenty (20) office hours per week in the SGA Office while classes are in session. President must sign in and out each time they complete their office hours.

Stipend Amounts:

Presidents: Full In-State Tuition per semester.

Reimbursement:

Failure to fulfill the requirements listed above will result in a deduction of said stipend by the following:

- \$250 per Senate meeting missed (after two (2) excused absences)
- \$50 per office hour missed
- \$100 per event missed or not planned for

Resignations:

If the President resigns from the organization, the amount of their stipend will be calculated by the following equation: Final adjusted stipend amount divided by 16 (weeks in a semester) multiplied by the weeks completed. For example, if the President resigns after serving eleven (11) weeks without any deductions (i.e. missed meetings, committee meetings, etc.) the equation would be: Full Tuition / 16 X 11 = the amount of stipend after their resignation. If the Vice President is sworn in after mid-semester their number of weeks would change from sixteen (16) to eight (8).

Late Appointments:

If the President is appointed late, as a replacement for a past resignation, their stipend will be calculated using the same equation as that of a Vice President that has gone through resignation. If the President is sworn in after mid-semester their number of weeks would change from sixteen (16) to eight (8).

Review Process:

The Senator Review Committee will be composed of the Vice President of Internal Affairs and four (4) Senators, the Parliamentarian, and one (1) advisor appointed and confirmed by the senate. This committee will be in charge of handling any discrepancies or disputes that may occur regarding contractual obligations.

I hereby agree to be held accountable to these requirements and understand the stipend process above.

\_\_\_\_\_  
Sign Here

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



**Student Government Association**  
**Western Connecticut State University**  
Danbury, Connecticut 06810

Stipend Guidelines and Contract: Vice President of Internal Affairs

Requirements:

In order to be considered for a full stipend, the Vice President of Internal Affairs (VPIA) must do the following:

- Will assume the duties of President in the event of the inability to serve or if the position becomes vacated.
- Miss no more than one (1) regular meeting of the Senate per semester and one (1) Executive Board Meeting per semester, nor (1) Judicial Board Hearing.
- Maintain a minimum 2.75 GPA.
- Required to wear proper business casual attire to all meetings of the Senate and the Judicial Board.
- Must attend the training sessions scheduled in the fall and spring semesters.
- Must cast the tie-breaking vote in Senate.
- Is responsible for maintaining the SGA office, and SGA equipment.
- Will keep and maintain a record of all club assets.
- Will be responsible for conveying committee meeting times and dates to the Senate.
- Shall be an ex-officio non-voting member of all SGA committees, unless otherwise specified in the Governing Documents.
- If the Parliamentarian must miss a Judicial Board Hearing the Vice President of Internal Affairs shall serve as "Acting Parliamentarian".
- Will oversee the organization of SGA Leadership Training and other SGA internal events.
- Shall assist the other Executives per the authority of the President or Senate.
- Shall be responsible for presenting the VPIA's part of the "SGA Annual Report" as defined in the By-laws.
- Is responsible for completing ten (10) office hours per week.

Tardiness/Early Departure:

All SGA members will be considered late fifteen (15) minutes after the start of the meeting. The Vice President of Internal Affairs is required to remain until the end of the meeting, unless excused by the President/ Senator Review Committee. All SGA members who arrive late twice or leave early twice will be considered to have one unexcused absence, unless the Excusal Request Form is filled out and received twenty four (24) hours prior to the scheduled Senate or Committee meeting.

Excused Absences:

The President may excuse any absence or tardiness by the Vice President of Internal Affairs after he/she has filed the Excusal Request Form and received permission prior to a scheduled Senate/Committee meeting.

Committees:

The Vice President of Internal Affairs is required to Chair the Strategic Planning Committee, and the Senator Review Committee.

Office Hours:

Vice President of Internal Affairs is required to complete ten (10) office hours per week in the SGA Office while classes are in session. Vice President of Internal Affairs must sign in and out each time they complete their office hours.

Stipend Amounts:

Vice Presidents: Half (1/2) In-State Tuition per semester.

Reimbursement:

Failure to fulfill the requirements listed above will result in a deduction of said stipend by the following:

- \$100 per Senate meeting missed (after two (2) excused absences)
- \$25 per office hour missed
- \$50 per event missed or not planned for

Resignations:

If a Vice President resigns from the organization, the amount of their stipend will be calculated by the following equation: Final adjusted stipend amount divided by 16 (weeks in a semester) multiplied by the weeks completed. For example, if a Vice President resigns after serving eleven (11) weeks without any deductions (i.e. missed meetings, committee meetings, etc.) The equation would be: Half Tuition / 16 X 11 = the amount of stipend after their resignation. If the Vice President is sworn in after mid-semester their number of weeks would change from sixteen (16) to eight (8).

Late Appointments:

If a Vice President is appointed late, as a replacement for a past resignation, their stipend will be calculated using the same equation as that of a Vice President that has gone through resignation. If the Vice President is sworn in after mid-semester their number of weeks would change from sixteen (16) to eight (8).

Review Process:

The Senator Review Committee will be composed of the Vice President of Internal Affairs and four (4) Senators, the Parliamentarian, and one (1) advisor appointed and confirmed by the senate. This committee will be in charge of handling any discrepancies or disputes that may occur regarding contractual obligations.

In the case of the Vice President of Internal Affairs being reviewed, he/she will be replaced by the President for temporary purposes.

I hereby agree to be held accountable to these requirements and understand the stipend process above.

\_\_\_\_\_  
Sign Here

\_\_\_\_\_  
Print Name Here

\_\_\_\_\_  
Date



**Student Government Association**  
**Western Connecticut State University**  
Danbury, Connecticut 06810

Stipend Guidelines and Contract: Vice President of Student Relations

Requirements:

In order to be considered for a full stipend, the Vice President of Student Relations (VPSR) must do the following:

- Must serve as liaison between the SGA and Student Organizations.
- Will assume the duties of President in the event of the inability to serve or if the position becomes vacated by the President and Vice President of Internal Affairs.
- Miss no more than one (1) regular meeting of the Senate per semester and one (1) Executive Board Meeting per semester, nor (1) Judicial Board Hearing.
- Maintain a minimum 2.75 GPA.
- Required to wear proper business casual attire to all meetings of the Senate and the Judicial Board.
- Must attend the training sessions scheduled in the fall and spring semesters.
- Shall ensure consistent support for all Student Organizations.
- Will oversee the organization of SGA sponsored events
- Will coordinate direct contact with student organizations at least once per semester.
- Shall be an ex-officio non-voting member of all Student Organization Executive Committees unless otherwise stated in the Student Organizations Governing Documents.
- Will assist the other Executives per the authority of the President or Senate.
- Shall be responsible for presenting the VPSR's part of the "SGA Annual Report" as defined in the By-laws.
- Is responsible for completing ten (10) office hours per week.

Tardiness/Early Departure:

All SGA members will be considered late fifteen (15) minutes after the start of the meeting. The Vice President of Student Relations is required to remain until the end of the meeting, unless excused by the Vice President of Internal Affairs/ Senator Review Committee. All SGA members who arrive late twice or leave early twice will be considered to have one unexcused absence, unless the Excusal Request Form is filled out and received twenty four (24) hours prior to the scheduled Senate or Committee meeting.

Excused Absences:

The Vice President of Internal Affairs/President may excuse any absence or tardiness by the Vice President of Student Relations after he/she has filed the Excusal Request Form and received permission prior to a scheduled Senate/Committee meeting.

Committees:

The Vice President of Student Relations is required to Chair the Student Relations Committee, and Clubs Council.

Office Hours:

Vice President of Student Relations is required to complete ten (10) office hours per week in the SGA Office while classes are in session. Vice President of Student Relations must sign in and out each time they complete their office hours.

Stipend Amounts:

Vice Presidents: Half (1/2) In-State Tuition per semester.

Reimbursement:

Failure to fulfill the requirements listed above will result in a deduction of said stipend by the following:

- \$100 per Senate meeting missed (after two (2) excused absences)
- \$25 per office hour missed
- \$50 per event missed or not planned for (at the discretion of the President)

Resignations:

If a Vice President resigns from the organization, the amount of their stipend will be calculated by the following equation: Final adjusted stipend amount divided by 16 (weeks in a semester) multiplied by the weeks completed. For example, if a Vice President resigns after serving eleven (11) weeks without any deductions (i.e. missed meetings, committee meetings, etc.) The equation would be: Half Tuition / 16 X 11 = the amount of stipend after their resignation. If the Vice President is sworn in after mid-semester their number of weeks would change from sixteen (16) to eight (8).

Late Appointments:

If a Vice President is appointed late, as a replacement for a past resignation, their stipend will be calculated using the same equation as that of a Vice President that has gone through resignation. If the Vice President is sworn in after mid-semester their number of weeks would change from sixteen (16) to eight (8).

Review Process:

The Senator Review Committee will be composed of the Vice President of Internal Affairs and four (4) Senators, the Parliamentarian, and one (1) advisor appointed and confirmed by the senate. This committee will be in charge of handling any discrepancies or disputes that may occur regarding contractual obligations.

I hereby agree to be held accountable to these requirements and understand the stipend process above.

\_\_\_\_\_  
Sign Here

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date





**Student Government Association**  
**Western Connecticut State University**  
Danbury, Connecticut 06810

Stipend Guidelines and Contract: Vice President of Finance

Requirements:

In order to be considered for a full stipend, the Vice President of Finance (VPF) must do the following:

- Must maintain an accurate account of all budget expenditures.
- Must maintain an itemized report of all SGA accounts.
- Shall assume the duties of President in the event of the inability to serve or if the position becomes vacated by the Vice President of Internal Affairs.
- Miss no more than one (1) regular meeting of the Senate per semester and one (1) Executive Board Meeting per semester, nor (1) Judicial Board Hearing.
- Maintain a minimum 2.75 GPA.
- Required to wear proper business casual attire to all meetings of the Senate and the Judicial Board.
- Must attend the training sessions scheduled in the fall and spring semesters.
- Shall have the authority to sign all vouchers concerning SGA and Student Organization accounts.
- Is obligated to report all activities of SGA expenditures to the Senate.
- Will serve as a liaison between the SGA and the University Student Activities Officer.
- Shall have the authority to freeze or audit any Student Organization's SGA funded (816 account) account to ensure compliance with SGA, University, and State financial policy.
- Must report violations of a student organization's account to the Senate.
- Shall assist the other members Executives, per the authority of the President or Senate.
- Shall be responsible for presenting the VPF's portion of the "SGA Annual Report" as defined in the By-laws.
- Is responsible for completing ten (10) office hours per week.

Tardiness/Early Departure:

All SGA members will be considered late fifteen (15) minutes after the start of the meeting. The Vice President of Finance is required to remain until the end of the meeting, unless excused by the Vice President of Internal Affairs/ Senator Review Committee. All SGA members who arrive late twice or leave early twice will be considered to have one unexcused absence, unless the Excusal Request Form is filled out and received twenty four (24) hours prior to the scheduled Senate or Committee meeting.

Excused Absences:

The Vice President of Internal Affairs/President may excuse any absence or tardiness by the Vice President of Finance after he/she has filed the Excusal Request Form and received permission prior to a scheduled Senate/Committee meeting.

Committees:

The Vice President of Finance is required to Chair the Finance Committee.

Office Hours:

Vice President of Finance is required to complete ten (10) office hours per week in the SGA Office while classes are in session. Vice President of Finance must sign in and out each time they complete their office hours.

Stipend Amounts:

Vice Presidents: Half (1/2) In-State Tuition per semester.

Reimbursement:

Failure to fulfill the requirements listed above will result in a deduction of said stipend by the following:

- \$100 per Senate meeting missed (after two (2) excused absences)
- \$25 per office hour missed
- \$50 per event missed or not planned for

Resignations:

If a Vice President resigns from the organization, the amount of their stipend will be calculated by the following equation: Final adjusted stipend amount divided by 16 (weeks in a semester) multiplied by the weeks completed. For example, if a Vice President resigns after serving eleven (11) weeks without any deductions (i.e. missed meetings, committee meetings, etc.) The equation would be: Half Tuition / 16 X 11 = the amount of stipend after their resignation. If the Vice President is sworn in after mid-semester their number of weeks would change from sixteen (16) to eight (8).

Late Appointments:

If a Vice President is appointed late, as a replacement for a past resignation, their stipend will be calculated using the same equation as that of a Vice President that has gone through resignation. If the Vice President is sworn in after mid-semester their number of weeks would change from sixteen (16) to eight (8).

Review Process:

The Senator Review Committee will be composed of the Vice President of Internal Affairs and four (4) Senators, the Parliamentarian, and one (1) advisor appointed and confirmed by the senate. This committee will be in charge of handling any discrepancies or disputes that may occur regarding contractual obligations.

I hereby agree to be held accountable to these requirements and understand the stipend process above.

\_\_\_\_\_  
Sign Here

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



**Student Government Association**  
**Western Connecticut State University**  
Danbury, Connecticut 06810

Stipend Guidelines and Contract: Parliamentarian

Requirements:

In order to be considered for a full stipend, Parliamentarian must do the following:

- Miss no more than one (1) regular meeting of the Senate per semester and one (1) Executive Board Meeting per semester, nor (1) Judicial Board Hearing.
- If the Parliamentarian must miss a Judicial Board Hearing the Vice President of Internal Affairs shall serve as "Acting Parliamentarian".
- Maintain a minimum 2.75 GPA.
- Required to wear proper business casual attire to all meetings of the Senate and the Judicial Board.
- Act as the Sergeant-at-arms at all meetings of the Senate.
- Must attend the training sessions scheduled in the fall and spring semesters.
- Is responsible for completing ten (10) office hours per week.

Tardiness/Early Departure:

All SGA members will be considered late fifteen (15) minutes after the start of the meeting. The Parliamentarian is required to remain until the end of the meeting, unless excused by the Vice President of Internal Affairs/ Senator Review Committee. All SGA members who arrive late twice or leave early twice or a combination will be considered to have one unexcused absence, unless the Excusal Request Form is filled out and received twenty four (24) hours prior to the scheduled Senate or Committee meeting.

Excused Absences:

The Vice President of Internal Affairs may excuse any absence or tardiness by the Parliamentarian after he/she has filed the Excusal Request Form and received permission prior to a scheduled Senate/Committee meeting.

Parliamentarian Committee Obligations:

The Parliamentarian is required to Chair the Rules Committee, and Archives Committee.

The Parliamentarian is required to be an Ex-Officio member of Strategic Planning Committee, and Senator Review Committee.

Office Hours:

Parliamentarians are required to complete ten (10) office hours per week in the SGA Office while classes are in session. Parliamentarians must sign in and out each time they complete their office hours.

Stipend Amounts:

Parliamentarian: Half (1/2) In-State Tuition per semester.

Reimbursement:

Failure to fulfill the requirements listed above will result in a deduction of said stipend by the following:

- \$100 per Senate meeting missed (after two (2) excused absences)
- \$25 per office hour missed
- \$50 per event missed or not planned for

Resignations:

If a Parliamentarian resigns from the organization, the amount of their stipend will be calculated by the following equation: Final adjusted stipend amount divided by 16 (weeks in a semester) multiplied by the weeks completed. For example, if a Parliamentarian resigns after serving eleven (11) weeks without any deductions (i.e. missed meetings, committee meetings, etc.) the equation would be: Half Tuition / 16 X 11 = the amount of stipend after their resignation. If the Senator is sworn in after mid-semester their number of weeks would change from sixteen (16) to eight (8).

Late Appointments:

If the Parliamentarian is appointed late, as a replacement for a past resignation, their stipend will be calculated using the same equation as that of a Vice President that has gone through resignation. If the Parliamentarian is sworn in after mid-semester their number of weeks would change from sixteen (16) to eight (8).

Review Process:

The Senator Review Committee will be composed of the Vice President of Internal Affairs and four (4) Senators, the Parliamentarian, and one (1) advisor appointed and confirmed by the senate. This committee will be in charge of handling any discrepancies or disputes that may occur regarding contractual obligations.

In the case of the Parliamentarian reviewed, he/she will be replaced by the President for temporary purposes.

I hereby agree to be held accountable to these requirements and understand the stipend process above.

\_\_\_\_\_  
Sign Here

\_\_\_\_\_  
Print Name Here

\_\_\_\_\_  
Date