

BYLAWS of the COLLEGE OF SOUTHERN MARYLAND CAMPUS ASSOCIATIONS

ARTICLE I

The name of this organization shall be the College of Southern Maryland Campus Student Association, hereafter referred to as the Campus Association (CA).

The purpose of the Campus Association shall be to provide opportunities for the co-curricular education and personal development of students and to provide a diverse program of activities and services at all campuses.

ARTICLE II

-Membership-

Membership in the Campus Association shall be open to all students currently registered for a credit or credit free course within their campus jurisdiction. The Campus Association Executive Board shall have and maintain a cumulative 2.0 GPA for the school year and be registered at least 6 credit hours per semester (Fall/Spring).

ARTICLE III

-Structure-

The Campus Association shall consist of elected officers and at large members. Officers shall be known as: President, Vice President, Secretary, Treasurer, and Representatives. These officers will be known as the Campus Association Executive Board, the voting members of the Campus Association.

The Student Life Coordinator or designee shall serve as the non-voting advisor to the Campus Association.

ARTICLE IV

-Duties and Responsibilities-

SECTION 1: President

The President shall preside at all Campus 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 Campus Association with the Student Life Coordinator.

The President shall:

1. Direct and lead the Campus Association.
2. Serve on the SGA Executive Board.
3. Supervise the implementation and maintenance of SGA and Campus Student Association policy.
4. Make committee appointments.
5. Be an ex-officio member of all Campus Association committees.
6. Appoint any position on the Campus 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 Campus Association anytime they deem it to be in the interest of the association with at least forty-eight hours' notice.
8. Call special sessions of either the Campus Association or all campus meetings whenever petitioned by three percent of the student body.
9. Notify the Vice President to assume their duties in the event that the President expects being absent from their duties.
10. Preside over recall procedures, all Campus Association, and all campus meetings.
11. Must attend all events annually unless excused by the Student Life Coordinator.
12. Hold 8 published office hours a week.
13. Maintain a weekly president report to be shared with the other Campus Association presidents.
14. Ensure all responsibilities are carried out and completed by the Campus Association.
15. Actively engage the student body for opinions on their campus.

SECTION 2: Vice President

1. Assist the President in the administration of the Campus Association.
2. Serve on assigned SGA committee.
3. Take responsibility for the effective planning, management and evaluation of all Campus Association sponsored activities and events and supporting the Campus Activities Representative with Student Government Association college wide events.
4. Ensure that quality and diverse activities and programs are offered.
5. Ensure that members are attending and active in their committee meetings to assist the president, asking members to provide information from the meeting to the CA.
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.
9. Oversee the maintenance and regular updating of the campus association event calendar.
10. Develop, design and maintain promotional materials for campus association events.
11. Must attend all events annually unless excused by the Student Life Coordinator.
12. Hold 8 published office hours a week.

SECTION 3: Secretary

1. Take accurate minutes at all meetings.
2. Serve on assigned SGA committee.
3. Make copies of all minutes and make them available to voting members, the Student Life Coordinator, the SGA Executive Board, and the SGA Advisor within one week of any meeting.
4. Establish and maintain a roster consisting of names, addresses, telephone numbers, e-mail addresses, and class schedules of all voting members, additionally will list their committee membership.
5. Be responsible for the maintenance and confidentiality of all files.
6. Collect and file all reports and correspondence of officers and committee chairpersons.
7. Act as the correspondence agent representing the Campus Association with the student body.
8. Provide the agenda for the CA general meeting to the president and meeting attendees for that meeting.
9. Bring to each meeting a copy of the SGA Constitution, By-laws, and Budget Board guidelines, as well as the membership of the SGA standing committees.
10. Takes pictures at all Campus Association events and programs or designates.
11. Perform such duties as may be requested by the President.
12. Must attend all events annually unless excused by the Student Life Coordinator.
13. Hold published 6 office hours a week.

SECTION 4: Treasurer

1. Be responsible for the appropriate budgeting and expenditure of Campus Association funds.
2. Serve on assigned SGA Budget Board.
3. Ensure that expenditures of student activity funds adhere to SGA guidelines and procedures.
4. Work with the Advisor in the establishment and maintenance of disbursement and accounting procedures.
5. Submit a financial statement to the Campus Association on a weekly basis and the SGA on a monthly basis.
6. Perform such duties as may be requested by the President.
7. Must attend all events annually unless excused by the Student Life Coordinator.
8. Hold 6 office hours a week.

SECTION 5: Representative

1. Attend Campus Association meetings.
2. Serve on assigned SGA standing committee.
3. Assist with Campus Association job duties as assigned.
4. Help ensure that quality and diverse activities and programs are presented.
5. Perform such duties, as may be request by the President.
6. Must attend all events annually unless excused by the Student Life Coordinator.

7. Hold 4 office hours a week.
8. Campus Association Representative positions (1 each) are as follow:
 - Multi-Campus Representative (assists President)
 - Attend monthly SGA Executive Board meeting and report on the assigned information.
 - Act as a liaison between the SGA Executive Board and the Campus Association at their primary campus.
 - Ensure that the goals and objectives of each Campus Association are being met and actively implemented.
 - Meet with the Multi-Campus Representative to strategize, coordinate, and implement activities at the Regional Hughesville campuses, as well as their primary campus.
 - Engage with the student body at both the Regional Hughesville campus and primary campus to share concerns and opinions with the Campus Association and SGA Executive Board.
 - Campus Activities Representative (assists Vice President)
 - Attend monthly SGA Student Activities Board meeting and report on the assigned information.
 - Have working knowledge of all programming/activities/events implemented college wide and campus specific.
 - Responsible for planning, attending, load-in, set-up, decorate, host, load-out, clean-up of all college wide and campus association events.
 - Oversee the maintenance and regular updating of the college-wide event calendar.
 - Develop, design, and maintain promotional materials for college wide events.
 - Clubs/Orgs Representative (assists Treasurer)
 - Attend monthly SGA Budget Board meeting and report on the assigned information.
 - Maintains club records for their assigned clubs, including receiving meeting minutes, monthly report, updates to the roster/executive board, club meeting and event dates, and budgetary reports (sending to the LAPL Treasurer too).
 - Share club meeting minutes with the LAPL Secretary and monthly reports with the LAPL Coordinator. Upload both documents to the corresponding team's folder.
 - Record club attendance at major events, including Fall Fest/Spring Fling, Pop-ups, SGA monthly meetings, and SGA banquet.
 - Send monthly email to clubs and organizations with important forms and dates of SGA meetings and events.

ARTICLE V
-Election Code-

SECTION 1: Election Time

The President, Vice President, Treasurer, Secretary, and Representatives shall be elected in the spring.

Any unfilled positions from the spring election, will be appointed by the Campus Association President. If the position of President is vacant, a Student Life Coordinator shall appoint the President.

The term of office shall run from an officer's induction ceremony until the following year's induction ceremony or until the position is filled. **Previous Campus Association officers must be available to mentor and train newly elected officers until July 1st.**

Elections:

1. Shall be held during one week on a Monday, Tuesday, Wednesday and/or Thursday in April.
2. Special Elections shall be held as deemed necessary by the Executive Board.

SECTION 2: Elections Committee

1. Responsibilities:
 - a. The SGA Elections Committee is responsible for the proper management of all elections of the Campus Associations elections. 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, the Elections Committee Chairperson shall compile a report of its actions and recommendations for future improvements of the election procedure.
2. Chairperson:
 - a. The Elections Committee Chairperson shall be jointly appointed by the Student Life Coordinators. 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.
3. Membership:
 - a. The Student Life Coordinators will appoint a minimum of four people from the student body, as well as one staff/faculty member from each campus. The Chairperson may also designate certain students as temporary members of the Elections Committee. The Student Life Coordinators will oversee this committee.
 - b. No member may act as an active member of the Elections Committee if they are a candidate in the election. A member of the committee who does declare candidacy must at the time submit a statement to the committee stating that they request to be temporarily relieved of their duties on the Elections Committee until the election in question is decided.

SECTION 3: Referendums:

On any matter the Campus 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 including the college website, social media and the CSM App.
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 public as soon as such information is available.

SECTION 2: Filing

1. A letter of intent must be received by the Student Life Coordinator 30 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 four 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 election, no campaigning material or activity is allowed within ten (10) feet of the polls.

SECTION 4: Polls

1. Location and times of polls shall be posted in student publications, web site, social media and CSM App.
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 do not 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 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 Student Life Coordinator's office.
3. Electronic balloting will be completed through JotForm, students will be required to provide their school email, student id number, and complete the entire ballot.

SECTION 6: Tabulation

1. Paper ballots shall be counted, and electronic tabulations shall be reviewed in the Campus Association office by a member of the Elections Committee in the presence of ~~at least one member of the Elections Committee~~ and the Student Life Coordinator.
2. Failure to follow all 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 Student Life Coordinator's office and be retained for a period of two weeks and destroyed.

SECTION 7: Announcement and Certification of Results

1. The results become certified upon completion of the count and verification of requirements stated in Article 7 Section 1.
2. An election will be deemed official upon receiving a minimum of 50 tallies.
3. A candidate is required to receive both a minimum of 50 tallies and receive the majority of votes to be certified the winner of the election.
4. Results shall be made available to students via email, student publications and the college website, as soon as they are certified.
5. A full report including numerical data shall be presented to the student body 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 not be elected, resign or be removed from office before their term expires, the vacancy shall be filled in the following manner:

1. The Elections Committee Chairperson shall provide a full report including numerical data to the Campus Association President, the Campus Association Secretary, and the SGA Secretary for distribution to Campus Association and SGA executive officers and Student Life Coordinators within twenty-four hours after the election results are official. If the person chooses to accept, they must be presented to the President of the Campus Association at the meeting following their notification.
2. If no person accepts under the above methods within three weeks, the President may fill the vacancy with the approval of the Campus Association ~~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 on the campus or its instructional sites within its jurisdiction.

2. The nominee shall not be on academic or disciplinary probation.
3. The nominee shall have and maintain at least a 2.0 GPA cumulative average throughout the year and at least 6 credit hours.

Individual exceptions to these requirements shall be up to the discretion of the Student Life Coordinator.

SECTION 2: Protest:

1. Official protest 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 Elections Committee and Student Life Coordinator 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 result in the disqualification of a candidate, naming of a new winner, or deciding if a new election is in order.
3. The full voting membership of the Campus Association is the final authority for all decisions of this kind.

SECTION 3: Recall/Impeachment:

Any elected official of the Campus Association may be removed from their office by the recall process.

- Once a Campus Association officer is observed of violating policies or neglecting duties and responsibilities, a letter of warning must be first submitted to advise that officer they have 30 days to adjust work ethics.
- If after 30 days, the Campus Association officer has not improved, and two-thirds of the voting membership requests a recall, a special election for that office will be held in accordance with these bylaws.
 - A special meeting will be held to hold the vote for recall. Recall meetings will be required to be in person meetings for all attendees, approval for virtual attendees is required on a case-by-case basis. The Student Life Coordinator will attend the meeting in person and record the meeting. The letter of warning will be read off to the attendees. After this, the officer will have the opportunity to offer their own rebuttal/words on why they should not be recalled. Once discussion has been exhausted, the officer will be asked to leave the room and any additional discussion shall take place. A vote will be held. The officer will be invited back to the room and informed of the results. If recalled, they will then be asked to leave once again. Scholarship for recalled members will be prorated to their time served and disbursed at the end of the semester with the remaining officers.
- Should a Campus Association officer not fulfill their duties as recognized by their Student Life Coordinator, a written letter of warning with a two-week probation period will occur. If there is no significant improvement, the Student Life Department will review the case which could lead to further probation or impeachment.

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 Budget Board is responsible for following these procedures in the preparation, presentation, and implementation of the SGA budget.

SECTION 2: Membership:

The Budget Board is comprised of the following voting members:

1. SGA VP of Budgeting
2. Three Campus Association Treasurers
3. Three Campus Association Clubs and Organizations Representatives
4. LAPL Secretary
5. LAPL Student Life Coordinator

SECTION 3: Budget Allocation Process:

The annual budget allocation process consists of four main steps.

1. Student organizations complete funding request forms. These forms outline revenues and expenditure associated with the activities planned by the group for the fiscal year.
2. The Budget Board reviews each of these budget requests. Based on this review, the Budget Board makes recommendations for funding for the request.
3. The Budget Board communicates funding requests results.

SECTION 4: Rules of Procedure:

1. For any action to be taken by the 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 5: Appeals Process:

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

Article IX

-Goals and Governance Board-

SECTION 1: Purpose:

The Student Government Association of the College of Southern Maryland will establish goals for each specified Campus Association, as well as overall goals for the entirety of SGA. The Goals and Governance Board is responsible for the implementation and tracking of both college wide and campus specific goals; in addition to being the board responsible for bringing student concerns to the larger SGA. The Goals and Governance Board will discuss changes proposed by the Campus Associations or larger SGA on all matters.

SECTION 2: Membership:

The Budget Board is comprised of the following voting members:

1. SGA President
2. Three Campus Association Multi-Campus Representatives
3. LEON Secretary
4. LEON Student Life Coordinator

Article X

-College Activities Board-

SECTION 1: Purpose:

The Student Government Association of the College of Southern Maryland works to enhance and unify the college community by planning events and activities using the five pillars of programming (Cultural, Diversity, Educational, Social, Wellness). The College Activities Board provides collaborative, accessible, sustainable, and engaging events with the goal to improve the student experience.

SECTION 2: Membership:

The Budget Board is comprised of the following voting members:

1. SGA VP of Programming
2. Three Campus Association Vice Presidents
3. Three Campus Association Campus Activities Representatives
4. PRIN Secretary
5. PRIN Student Life Coordinator

Revised: 6/2024