



Student Government Association  
**CONSTITUTION  
& BYLAWS**

University of Maine at Augusta

This document has been approved by:

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President/ Chief Executive Officer of UMA  
Allyson Hughes Handley

Date

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Chancellor of the University of Maine System  
Richard L. Pattenau

Date

# CONSTITUTION

## **Article I: Name**

The name of this organization shall be the University of Maine at Augusta (UMA) General Assembly (GA) of the Student Government Association (SGA).

## **Article II: Mission Statement**

### **Section 1: Mission Statement of the General Assembly**

The GA is the recognized governing body of all UMA students. The GA's mission is to promote communications between the local SGAs, and to enhance the educational environment of UMA; the GA provides support for the student body with respect to academic, social and cultural matters. The GA promotes and facilitates leadership and learning outside of the classroom. The GA fosters campus development and encourages positive campus and community relations. The GA oversees the expenditure of student funds in accordance with university policy.

### **Section 2: Mission Statement of the SGA**

The Student Government Association (SGA) is the elected governing body of their local campus, with the duty to enhance the educational environment of their campus by supporting academic, social and cultural events both on and off campus. The SGA promotes and facilitates leadership and learning outside of the classroom, fosters campus development, and encourages positive campus and community relations on their local campus. The SGA is one of the primary funding sources for University recognized clubs and organizations on campus. The SGA oversees the expenditure of student funds in accordance with University policies and represents the interests of the students of the campus. The SGA provides a place for students to bring forth campus related issues and concerns.

## **Article III: Purpose**

### **Section 1: Purpose Statement of the GA**

The GA represents the interests of all students of UMA. As the primary source of communication and policy formulation for all students, the GA, upon request, may represent a local campus. The GA cultivates leadership development by organizing and promoting leadership conferences. All SGAs shall honor the authority of the GA as declared by this Constitution, the policies of UMA and the University of Maine System (UMS) Board of Trustees.

### **Section 2: Purpose Statement of the local SGA**

The local SGA represents the interests of the students of the local campus. All SGAs shall honor the authority of the GA as declared by this Constitution, the policies of UMA and the University of Maine System (UMS) Board of Trustees.

## **Article IV: Membership**

The GA is comprised of representatives from the Augusta and Bangor SGAs and representatives from Distance Education (DE). Any change in UMA campus locations shall be incorporated accordingly. Augusta and Bangor shall have one vote for every 200 students; there will be a maximum of five (5) and a minimum of three (3) votes allocated to each local SGA. Local SGA Presidents will designate the voting members from their campuses for each meeting. While the designated voters from each campus may vary from meeting to meeting, the total number of assigned votes per campus does not. The above formula also governs DE voting rights. The Distance Education Student Coordinator (DESC) designates the DE voting members for each meeting. However, the total number of assigned votes for DE may vary from meeting to meeting (from zero to five), depending upon the number of DE representatives in attendance at each meeting.

### **Section 1: Composition of the GA**

The Executive Officers of the GA shall be Chairperson, Vice Chairperson, Executive Secretary, Director of Budget and Finance, Distance Education Student Coordinator (DESC), and Student Representative to the Board of Trustees. These individual offices will be filled by election with the exceptions of Chairperson and Vice Chairperson who will be a President of a local SGA and appointed according to the policies listed in the bylaws. The Student Representative to the Board of Trustees is nominated by the members of the GA; thenomination is then forwarded through the President to the Chancellor for approval by the Board for Trustees.

### **Section 2: Composition of the Local SGA**

Representation to the local SGA occurs through open elections at each campus. The officers of the local SGA shall be President, Vice President, Executive Secretary, Budget and Finance Manager, Public Relations Coordinator, Activities Coordinator, and up to twelve (12) Representatives. The guidelines for the election process, requirements for eligibility, as well as the descriptions of specific duties will be outlined in the bylaws. The individuals that hold the office of President, Vice President, Executive Secretary, Budget and Finance Manager, Public Relations Coordinator, Activities Coordinator and, if applicable, the Student Representative to the UMS Board of Trustees shall form the Executive Board of the local SGA.

### **Article V: Appointment of Advisors**

The University's Dean of Students shall designate by appointment, the GA's and local SGA's Advisors. The Co-Advisor for the DESC shall be appointed by the University College administration. Advisors shall attend meetings of the GA and Local SGA as non-voting members.

### **Article VI: Meetings**

The GA shall meet on a monthly basis at the discretion of the Chairperson. The GA Chairperson must notify all local SGAs as well as the DESC of the GA meeting schedule at the start of each semester. All local SGA Presidents shall convene meetings of their SGA on a monthly basis; additional meetings may be called. A copy of meeting schedules must be posted at accessible locations on campus and made available by request to the President of the University, the Dean of Students, and the Director of Student Life.

### **Article VII: Quorum**

#### **Section 1: Quorum at the GA**

To conduct business at the GA, the majority of all localSGAs must be represented and at least 51% of the GA members eligible to vote must be present.

#### **Section 2: Quorum at the SGA**

Local SGAs must have at least 51% of their voting members present to conduct business.

### **Article VIII: Amendments**

The Constitution may be amended following an approved Ad-hoc GA Amendment Committee proposal and a thirty-day (30) public notice at all SGA locations. Local SGAs must then approve the amendment(s) by two-thirds (2/3) vote of the full membership. A majority of the localSGAs must pass the amendment(s) to bring it to the GA. The proposed amendment(s) must then pass by a two-thirds (2/3) majority of all eligible votes as allocated by the GA in order for the amendment(s) to be approved. Amendments approved by the GA must be submitted to the UMA President and UMS Chancellor, acting on behalf of the UMS Board of Trustees, for final approval.

## **Article IX: Ratification**

Following final approval by the UMA President and UMS Chancellor and GA ratification, by a two-thirds (2/3) majority vote of the GA, this Constitution and/or amendment(s) will render null and void all previous Constitutions and/or conflicting amendments. Upon ratification, the new Constitution and/or amendment(s) will take effect immediately, unless another timeline is specified in the successful motion for ratification.

**This GA acknowledges that the Board of Trustees is the legal governing body of the University of Maine System and that nothing within its constitution or governing documents shall be construed as granting to the GA/SGA, the authority to act outside the policies of the Board of Trustees.**  
(University of Maine System Policy Manual, Governance and Legal Affairs Section 201, Governance Document).

**The Board of Trustees reserves the right to suspend, amend or otherwise alter this constitution if the Board finds, at any time, that the provisions of this Constitution are contrary to the policies of the Board of Trustees.**

# BYLAWS

## Article I: Membership

### **Section 1: Eligibility**

To serve as a member of the GA, a campus based student must first become a member of a local SGA. To do so, the candidate must:

- Be a student of UMA and not matriculated into a degree program at any other institution of higher education.
- Have completed 80% of all UMA courses attempted within the last four years; new students will be exempt from this rule for the first year.
- For Representative, maintain a cumulative Grade Point Average (GPA) of 2.0 or higher and be enrolled with a minimum of three credit hours per semester. Executive Officers shall maintain a cumulative GPA of 2.5 or higher, and be enrolled in at least six (6) credit hours per semester.
- Declare a home campus where he/she will seek nomination and election if enrolled in classes at more than one campus.
- Be elected by his/ her peers.

### **Section 2: Electorate Body**

The body of voters shall consist of all students currently assessed UMA student activity fees.

### **Section 3: Guidelines for SGA Elections**

To be placed on a ballot for election, the candidate must:

- Meet the basic requirements defined in Article 1: Section 1.
- Complete a nomination form signed by fifteen members of the local student electorate and returned to the local SGA Advisor no less than seven (7) calendar days prior to the election.
- If the candidate campaigns, she/he must abide by the guidelines established in the operations manual.
- To be elected students must receive a majority of votes cast for a position and a minimum of 10% of votes cast in the election.
- Students may not be elected to more than one position within their Local SGA.

Note: Elections will not be held during regularly scheduled school vacations. If a term break is scheduled during a period specified for elections, the election will be postponed by one (1) week.

#### **3.A: Spring Elections**

Spring elections shall occur during the first full calendar week of April, Monday through Saturday. The student body shall elect the Executive Board and three (3) Representatives at this time for a term of one (1) year.

#### **3.B: Fall Elections**

Fall elections shall occur during the fourth week of fall classes, Monday through Saturday. The student body shall elect nine (9) Representatives and fill any vacant Executive and/or Representative positions for a term of one (1) year.

### **Section 4: GA Elections**

- The Chairperson and Vice Chairperson of the GA serve a one (1) year term in accordance with the rotation defined in Article III of these Bylaws.
- The GA will elect the GA Executive Secretary and the GA Budget and Finance Manager for a one (1) year term at the last GA meeting in May of the spring semester.
- The GA nominates a student to serve as the UMA Student Representative to the Board of Trustees (BOT). The nomination is forwarded through the President to the Chancellor for submission to the Board for Trustee approval. The name of a nominee will normally be submitted to the President of UMA immediately following the April GA meeting.

- The DESC will be elected following the normal SGA Executive Board process.
- Note: Students cannot hold more than one Executive Board positions within the GA.

## **Article II: Dues**

Membership dues for the localSGAs shall be paid to the GA in order to defray the costs incurred by the GA. The rate of dues shall be 5% of the total activity fee revenues collected each semester for SGA.DE dues will be 3% of the Student Association (SA's) combined budgets. Payment of dues shall be made on or before November 15<sup>th</sup> for the fall semester and March 15<sup>th</sup> for the spring semester.

## **Article III: Succession of GA Chair/ Vice Chair Positions**

Each year, the positions of Chairperson and Vice-Chairperson of the GA shall be filled by Presidents of the localSGAs. The Chairperson will be appointed according to alphabetical order of affiliation (e.g., Augusta, Bangor.) Any change in UMA campus locations shall be incorporated accordingly. The local SGA that provides an eligible Chairperson shall provide an eligible Vice Chairperson the following year. Failure to produce an eligible Chairperson will forward the position to the next campus in the rotation.

## **Article IV: Responsibilities of the GA**

- Facilitates the operations of local SGAs at any UMA campus location when a local SGA fails to be formed.
- Recruits members of the student body to assemble and serve as the local student government when there is none in existence.
- Promotes the development of leadership and organizational skills.
- Provides a political forum for student concerns for all campuses and locations of UMA.
- Upon request, provides representation from the student body of UMA on committees formed within UMA.
- Reserves the right to petition or poll the student body as deemed advisable by the GA or UMA.
- Reserves the right to form student led referendums and initiatives.

## **Article V: Duties of the GA Executive Board**

Responsibilities of the GA executive officers are defined below. Officers must perform all duties of their positions.

Note: The Executive Board shall have the authority to approve, through simple majority of members present, up to \$100.00 in funding for GA business requests that are time sensitive. All funding allocations must be read into the minutes of the following GA meeting. This funding is limited to one allocation per event.

### **Section 1: Chairperson of the GA**

- Presides over GA meetings.
- Speaks on behalf of the student body.
- Meets with University personnel as required.
- Serves on University committees as required.
- Appoints students to serve on committees.
- Oversees the management of the budget.
- Develops the meeting agenda with the consultation of the GA Executive Board and Advisors.
- Attends the meetings of the BOT if the BOT Representative position becomes vacant or the current BOT Representative is unable to attend a scheduled meeting.
- Maintains communication with the GA Executive Board and Advisor.
- Casts the deciding vote or ballot in the event of a tied vote.
- Performs additional related duties as requested by the Advisor.

### **Section 2: Vice-Chairperson of the GA**

- Presides over the GA in the absence of the Chairperson.

- Audits the GA budget.
- Maintains communication with the GA Executive Board and Advisor.
- Performs additional related duties as requested by the Chairperson or Advisor.

### **Section 3: Executive Secretary of the GA**

- Posts the meeting agenda to the current electronic site one week prior to the meeting.
- Accurately records all discussions, actions, and assignments of the GA meetings.
- Presents the minutes of the previous meeting and disseminates to all local SGAs and the DESC by electronic mail within one week of the meeting.
- Posts the approved meeting minutes to the current GA electronic site within one week.
- As needed, submits updates for the GA Web page and current electronic site.
- Maintains communication with the GA Executive Board and Advisor.
- Performs additional related duties as requested by the Chairperson or Advisor.

### **Section 4: Budget and Finance Manager of the GA**

- Develops and recommends a budget to the GA.
- Accurately accounts for all monetary transactions of the GA.
- As requested, maintains communication with the UMA Finance Office.
- As requested, provides documentation of expenditures and revenue to the Finance Office.
- Authorizes, in conjunction with appropriate Advisors, all approved expenditures of the budget as required.
- Provides a budget report at each meeting.
- Maintains communication with the GA Executive Board and Advisor.
- Performs additional related duties as requested by the Chairperson or Advisor.

### **Section 5: Student Representative to the University of Maine System (UMS) Board of Trustees (BOT)**

- Attends the meetings of the UMS BOT.
- Represents the student body of UMA at the System level.
- Advocates for the issues and interests of the UMA student body.
- Provides written and oral reports of the BOT to the GA for further discussion and feedback.
- Meets with University personnel as required.
- Serves on University committees as required.
- Attends all the meetings of his/her local SGA and the meetings of the GA.
- Attends the meetings of other SGAs by invitation.
- Maintains communication with the GA Executive Board and Advisor.
- Performs additional related duties as requested by the Chairperson or Advisor.

### **Section 6: Distance Education Student Coordinator (DESC)**

- Encourages students from off-campus centers and sites to attend meetings of the GA.
- Speaks on behalf of the DE student body.
- Serves as a liaison between the GA and the individual centers and sites.
- Attends all GA meetings.
- Assigns voting rights to DE members prior to GA meetings.
- Maintains communication with the GA Executive Board and Advisor .
- Serves on University committees as required.
- Maintains files pertinent to the responsibilities of this position.
- Performs additional related duties as requested by the Chairperson or Advisor.

Note: This position does not fall under the rotation for the GA Chair or Vice Chair.

### **Article VI: Responsibilities of the SGA**

- Promotes the development of leadership and organizational skills.

- Advocates on behalf of students at their campus.
- Provides an opportunity for student concerns to be expressed and acknowledged within their Local SGA.
- Represents the students' voice in campus governance.
- Provides social and professional learning opportunities for members.
- Develops and promotes various campus activities that:
  - Encourage educational growth.
  - Develop cultural awareness.
  - Provides a sense of campus community.
  - Represent the campus to the external community.
- Reserves the right to petition or poll the student body as deemed advisable by the GA, SGA or the University.
- Reserves the right to form student led referendums and initiatives.

## **Article VII: Duties of Local SGA Officers**

Responsibilities of local officers are defined in the sections that follow. All SGA officers shall maintain close communication with their peers so that the needs of the students can be expressed and served. Executive Board members of the SGAs cannot serve as a President or Vice President of a campus club/organization.

Note: The Executive Board shall have the authority to approve, through simple majority of members present, up to \$100.00 in funding for SGA business requests that are time sensitive. All funding allocations must be read into the minutes of the following SGA meeting. This funding is limited to one allocation per event.

### **Section 1: President of SGA**

- Speaks on behalf of the student body of her/ his campus.
- Assumes the role of Chairperson or Vice Chairperson of the GA when the rotation dictates.
- Attends all GA meetings.
- Presides over SGA meetings and Executive Board meetings.
- Develops meeting agendas in conjunction with the Executive Board and Advisor.
- Serves on committees.
- Appoints students to serve on committees.
- Oversees management of the budget.
- Maintains files pertinent to the duties of this office.
- Initiates procedures to fill vacancies.
- Casts the deciding vote or ballot in the event of a tied vote.
- Appoints voting members for GA meetings.
- Performs additional duties as requested by the Advisor(s).

### **Section 2: Vice President of SGA**

- Assumes the presidency when that office becomes vacant.
- Attends all GA meetings.
- Presides over SGA meetings in the absence of the President.
- Presides over SGA Executive Board meetings in the absence of the President.
- Maintains an inventory list of all SGA property.
- Audits SGA budget.
- Maintains files pertaining to the duties of this office.
- Performs additional related duties as requested by the President or Advisor(s).

### **Section 3: Executive Secretary of SGA**

- Accurately records all discussions, actions taken and assignments at SGA meetings.
- Attends a minimum of four (4) GA meetings within his/her term of office.
- Publishes and distributes the meeting agenda to the members of the SGA no less than one week prior to a meeting.

- Posts the GA and SGA minutes and agendas in accessible areas one week prior to the meeting.
- Posts the approved meeting minutes to the current SGA electronic site within one week.
- Forwards copies of the approved minutes and agendas from each meeting to the Student Life Office in Augusta.
- Maintains files pertinent to the duties of the Executive Secretary and archived records of the SGA.
- Assists the Public Relations Coordinator with mass correspondence to students regarding upcoming events.
- Performs additional related duties as requested by the President or Advisor(s).

#### **Section 4: Budget and Finance Manager of SGA**

- Attends a minimum of four (4) GA meetings within her/his term of office.
- Develops and submits a budget for the fiscal year to the SGA for approval.
- Accurately accounts for all monetary transactions of the SGA.
- Authorizes, in conjunction with the President and appropriate Advisor, all approved expenditures of the budget.
- Advises the SGA on all financial matters.
- Provides budget reports for the SGA at each meeting.
- Maintains files pertinent to the duties of this office.
- Provides documentation of expenditures and revenue to the Finance Office as requested.
- Maintains communication with the UMA Finance Office.
- Performs additional related duties as requested by the President or Advisor(s).

#### **Section 5: Public Relations Coordinator of SGA**

- Attends a minimum of four (4) GA meetings within his/her term of office.
- Coordinates activities with the University's public relations officer.
- Plans and coordinates publicity efforts for SGA activities, events, and committees.
- Builds and maintains relationships with local media outlets.
- Facilitates communication with the campus community.
- Maintains and updates web site information pertaining to the SGA.
- Maintains communication with the Student Life Office of their campus.
- Coordinates with the Executive Secretary mass communications to students regarding upcoming events.
- Maintains files pertinent to the duties of this office.
- Performs additional related duties as requested by the President or Advisor(s).

#### **Section 6: Activities Coordinator of SGA**

- Attends a minimum of four (4) GA meetings within her/his term of office.
- Recruits participants from the student body for the Student Activities Committee.
- Develops, plans and promotes varied activities and events that benefit the student body.
- Collaborates with other officers to form an assessment plan regarding the effectiveness of activities.
- Consults weekly with the SGA Advisor(s).
- Presents proposals to the SGA for the approval and financial support of events and activities.
- Maintains files pertaining to the duties of this office.
- Performs additional related duties as requested by the President or Advisor(s).

#### **Section 7: Student Body Representative**

- Attends all SGA meetings.
- Attends a minimum of two (2) GA meetings within his/her term of office.
- Attends committee meetings as appointed.
- Aids in the planning of SGA sponsored events and activities.
- Attends and participates in SGA sponsored events and activities.
- Performs additional related duties as requested by the President or Advisor(s).

## **Article VIII: Attendance**

### **Section 1: GA Meetings**

All GA officers selected by appointment or election must attend all meetings of the GA, in addition to Executive Board meetings. If circumstances arise that will cause an absence, tardiness, or early departure the GA officer must notify the Chairperson and/or GA Advisor within 24 hours before or after the meeting. After three (3) absences within her/his term of office, the GA may dismiss the officer through official vote. This serves as official notification of the policy.

### **Section 2: SGA Meetings**

Attendance at all SGA meetings is mandatory. In addition Executive Board members must attend Executive Board meetings. If circumstances arise that will cause an absence, tardiness, or early departure the SGA member must notify the President and/or SGA Advisor within 24 hours before or after the meeting. After three absences within his/ her term of office, the SGA, through official vote, may dismiss the member. This serves as official notification of the policy.

### **Section 3: Activities and Events**

Each local SGA shall define attendance policies for SGA sponsored events.

## **Article IX: Committees**

Committees shall be formed when deemed necessary by the GA or local SGA or when requested by the President of the University or designee. The Chairperson of the committee shall be responsible for communicating the progress of the committee at the meetings of the GA or local SGA.

## **Article X: Order of Business**

The basic outline for conducting business at a meeting shall consist of:

1. **Call to Order**
2. **Roll Call**
3. **Secretary's Report:** Reading and approval of the minutes of the previous meeting and making any corrections necessary
4. **Budget and Finance Report:** Presentation of the current financial state of the organization
5. **BOT Report:** Presentation by the Student Representative to the Board of Trustees
6. **Student Activities Report:** Presentation of the activities and events that are in development or completed
7. **Committee Reports:** Presentation of committee updates and activity
8. **Unfinished Business:** any topics from prior meetings that require additional action
9. **New Business:** any new topics that should be discussed and resolved
10. **Open Discussion/ Announcements**
11. **Adjournment**

Agenda items that do not fall into these categories shall be placed on the agenda at the discretion of the Chairperson, President or Advisor.

## **Article XI: Parliamentary Authority**

If proper protocol is not resolved within this Constitution and Bylaws, or within the Operations Manuals of the GA or local SGA, reference must then be made to the appropriate guidelines defined within the current edition of Robert's Rules of Order.

## **Article XII: Ethics**

All members must refrain from voting in the case of conflict of interest. Conflict of interest is defined as having personal gain, individual advantage or monetarily, from the outcome of the vote at hand.

## **Article XIII: Resignations, Vacancies and Successions**

### **Section 1: Resignations**

Resignations from any position within the GA or local SGA must be submitted in writing to the Chairperson of the GA, President of the local SGA, or the GA/SGA Advisor. Once received the recipient must immediately forward the letter to the other parties listed above. The letter must be signed, dated, and include the day the resignation becomes effective. The resignation shall be announced at the next meeting. All letters of resignation will be archived in the Advisor's office at his/her respective campus.

### **Section 2: GA Vacancies**

- Chairperson or Vice Chairperson vacancies shall be filled by the newly appointed President of the local SGA, in accordance with the current campus rotation schedule.
- Vacancies in the Director of Budget and Finance or Executive Secretary positions shall be announced at the next scheduled GA meeting and filled at the following GA meeting.
- Proceedings to fill vacancies in the BOT position must be initiated by the GA Chair at the meeting where the vacancy is announced. Nominations to fill this position must be forwarded to the UMA President at the earliest possible time. Normally, this will occur before the passage of the next two GA meetings. The Chairperson of the GA must attend meetings of the BOT while the BOT position remains vacant.

### **Section 3: SGA Vacancies**

- Efforts to fill Executive Board positions shall begin immediately upon notification of the vacancy.
- Vacancies shall be filled through a nomination and election process at a local SGA meeting.
- Nominees to fill vacant Executive Board positions shall first be solicited from among current Representatives. In the event that there are no such nominees or such nominees fail to be elected, nominees will then be solicited from among the general student population.
- Nominees to fill a vacant Representative position shall be solicited from among the general student population.
- If the office of Vice President becomes vacant, the President must nominate a candidate to present to the SGA for confirmation. The candidate does not need to be a member of the SGA.
- If the office of President becomes vacant while the Vice Presidency is vacant the Executive Secretary may assume the Presidency and nominate a candidate for Vice President. If the Secretary declines or the position is vacant the succession is as follows: Budget & Finance Manager, Activities Coordinator, and Public Relations Coordinator in succession until the office is filled.
- Interim positions are only valid until the next scheduled election.

## **Article XIV: Reprimands and Dismissals**

### **Section 1: Reasons for Reprimands**

- Failure to comply with the SGA Constitution or Bylaws
- Failure to notify inability to attend a meeting or event
- Disruptive behavior at events or activities sponsored by the GA, SGA or the University
- Failure to complete the tasks or duties as assigned
- Misrepresentation of authority

## **Section 2: Actions to take for reprimands at the GA**

All warnings will be given in a small group consisting of the GA Chairperson, Advisor and the individual receiving the warning. If the individual receiving the reprimand/warning is the GA Chairperson, the Vice Chairperson shall join the meeting as the GA Executive Board representative. In each case, the subject of the proposed action will be provided an opportunity to make a verbal or written response prior to any decision to take action.

1<sup>st</sup> offense – verbal warning

2<sup>nd</sup> offense – written warning with a copy filed in the office of the Advisor

3<sup>rd</sup> offense – individual may be dismissed from office

Review – the individual may request that a vote be taken during the next regularly scheduled GA meeting. In each case, the subject of the proposed action will be provided an opportunity to make a verbal or written response prior to any decision to take action. The GA may take actions to reprimand officers that are elected at the GA level. The GA Chairperson and Vice Chairperson may be reprimanded at the GA level, but cannot be dismissed from office by the GA. However, the GA may notify the Advisor and Vice President of their local SGA of the infraction and request appropriate action.

## **Section 3: Actions to take for reprimands at the Local SGA**

All warnings will be given in a small group consisting of the President, Advisor and the individual receiving the warning. If the individual receiving the reprimand/warning is the SGA President, the Vice President shall join the meeting as the Executive Board representative. In each case, the subject of the proposed action will be provided an opportunity to make a verbal or written response prior to any decision to take action.

1<sup>st</sup> offense – verbal warning

2<sup>nd</sup> offense – written warning with a copy filed in the office of the Advisor

3<sup>rd</sup> offense – individual may be dismissed from office

Review – the individual may request that a vote be taken during the next regularly scheduled SGA meeting. In each case, the subject of the proposed action will be provided an opportunity to make a verbal or written response prior to any decision to take action.

## **Section 4: Reasons for Immediate Dismissals**

Members of the SGA will be dismissed for failing to:

- Failure to meet eligibility guidelines.

## **Section 5: Hazing**

In accordance with the policies of the State of Maine and the Board of Trustees of the University of Maine System the injurious hazing of any student enrolled at the University of Maine at Augusta is prohibited. This organization or its members shall not create, or permit to exist, any situation that recklessly or intentionally endangers the mental or physical health of a student enrolled at UMA. If this organization violates these rules it shall lose all right to conduct activities at UMA and all benefits of affiliation with UMA. Any student member, whose conduct violates these rules, shall be subject to suspension, dismissal, or other appropriate disciplinary action through the UMS Student Conduct Code.

## **Article XV: Referendums and Initiatives**

The GA/SGA may bring forth ideas, issues and petitions brought forward from students to the administration of the University. The GA/SGA also reserves the right to form student led referendums and initiatives. In order to initiate a vote on a referendum or initiative, 5 % of the study body must sign the petition. The petition and referendum must be within the same academic year. The majority vote of student castings ballots will carry the decision. The GA/SGA has the authority to poll the student body.

## **Article XVI: Ratification and Amendments**

### **Section 1: Amendments**

These Bylaws may be amended following an approved Ad-hoc GA Amendment Committee proposal and a thirty-day (30) public notice at all SGA locations. local SGAs must then approve the amendment(s) by two-thirds (2/3) vote of the full membership. A majority of the local SGAs must pass the amendment(s) to bring it to the GA. The proposed amendment(s) must then pass by a two-thirds (2/3) majority of all eligible votes as allocated by the GA in order for the amendment(s) to be approved. Amendments approved by the GA must be submitted to the UMA President and UMS Chancellor, acting on behalf of the UMS Board of Trustees, for final approval.

### **Section 2: Ratification**

Following final approval by the UMA President and UMS Chancellor and GA ratification, by a two-thirds (2/3) majority vote of the GA, these Bylaws and/or amendment(s) will render null and void all previous Bylaws and/or conflicting amendments. Upon ratification, the new Bylaws and/or amendment(s) will take effect immediately, unless another timeline is specified in the successful motion for ratification.

### **Section 3: Policy Formation**

The GA or local SGA shall retain the authority to determine and regulate its own policies and procedures. These documents must be written through a parliamentary committee and approved by a majority vote by the GA or local SGA. The policies must adhere to the policies defined within these Bylaws, the Constitution of the GA and the policies and guidelines defined by UMA and the UMS BOT. Policies and procedures approved by the GA or local SGA shall become the Operations Manual.

**This GA acknowledges that the Board of Trustees is the legal governing body of the University of Maine System and that nothing within its bylaws or governing documents shall be construed as granting to the GA/SGA, the authority to act outside the policies of the Board of Trustees.**  
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