

# The Constitution and Bylaws of the Richmond College Student Government Association



**Last Amended**  
April 2nd, 2025

By Ángel-Xavier Elizondo and Members of the Administration Committee's 109<sup>th</sup> Body

Amendments Approved under ARTICLE XII, Section III of these Bylaws

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## ARTICLE I: ORGANIZATIONAL FOUNDATION

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**Section I. Name and Purpose of the Organization.** The duly elected student representatives of Richmond College at the University of Richmond recognize that students have the fundamental right and responsibility to practice self-governance. As a result of this acknowledgment, we now establish these Bylaws to govern the student organization, which shall be called the Richmond College Student Government Association, hereinafter referred to as the RCSGA.

**Section II. The Member's Pledge.** As students at Richmond College, the University of Richmond, and elected members of the RCSGA, we pledge to uphold the values of honor, duty, and integrity. Furthermore, we strive to create the highest quality of life for Richmond College students and the University of Richmond.

**Section III. The Core Values of the Richmond College Student Government Association.** The Richmond College Student Government Association establishes the core values as Respect, Community, Service, Governance, and Accountability.

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## ARTICLE II: THE PARLIAMENTARY AUTHORITY & RULES

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**Section I. The Parliamentary Authority.** The RCSGA shall adopt Robert's Rules of Order, Newly Revised (RONR) as its parliamentary authority.

**Section II. Standing Rules of Order.** As adopted by the 102 body of the RCSGA, the organization shall abide by all provisions of the Standing Rules of Order, which delineates the agenda and other policies of operation.

**Section III. Special Rules of Order.** The RCSGA shall adopt special rules of order, supplementing the procedures outlined in RONR. These special rules of order shall be proposed by the RCSGA's Speaker and approved by a minimum affirmative vote of two-thirds of all registered voting members. The special rules of order shall be amended at least once per year.

**Section IV. Quorum.** A quorum shall be required before any official meeting of the RCSGA may begin. The necessary quorum for regular and committee meetings of the RCSGA shall consist of two-thirds ( $\frac{2}{3}$ ) of the registered voting members, including all Senators and elected officials who have been granted Senatorial privileges.

**Section V. Determining Quorum.** To declare the quorum, the fourth year (senior) class chair and Senators of the fourth year (senior) class shall not be considered in any count of quorum after the posting of results of the spring election before their graduation date.

**Section VI. Special Parliamentary Rules.** All members of the body shall address the discussion to the Speaker of the Senate. The PRESIDENT of the RCSGA shall have priority in the discussion of general Senate meetings. The Speaker shall have exclusive control over the agenda's execution and Senate meetings' procedural aspects. A two-thirds ( $\frac{2}{3}$ ) affirmative vote shall be required to pass a proposal that arises from a committee.

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## ARTICLE III: ORGANIZATIONAL MEMBERSHIP

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**Section I. Senatorial Membership.** The RCSGA shall be composed of a body of elected officials who shall serve in the Senate's most prominent roles: Senator and Class Chair. In such a role, each member, except for an honorary member, shall maintain full voting privileges, standing committee membership, special committee membership, access to closed meetings, and other privileges that may be outlined in other governing documents of the RCSGA. There shall be seven (7) members from each academic class of the Richmond College student body elected to the RCSGA Senate. There shall be one (1) member from each academic class of the Richmond College student body elected to the RCSGA as a Class Chair.

**Section II. The Academic Class Chair.** In addition to the seven (7) senators for each class, the members of the Richmond College will elect a Class Chair. The Class Chair will be elected by a vote of the students of Richmond College in their class, to be held on the same day as the RCSGA Senatorial elections. No Richmond College man can stand for election for both Senator and Class Chair. Each Class Chair's term of service and privileges shall be identical to that of the Senators for their respective class.

**Section III. Honorary Membership.** The RCSGA may extend honorary membership to an unelected member of Richmond College who productively contributes to, or supports the work of, the RCSGA. In such a role, each honorary member may make reports, attend, and participate in open floor meetings, advise and consult elected members of the RCSGA, as well as other privileges that may be outlined in other governing documents of the RCSGA. Honorary members shall not have voting privileges and shall not be considered in counting to determine a quorum for any meeting type.

### **Section IV. Qualifications and Requirements for Candidacy for Class Chair and Senator.**

#### **A. Class Standing:**

- 1) Candidates for the fourth year (senior) positions shall have completed at least 23 units of college work, must be in good academic standing at the time of the election, and must be a rising senior class member.
- 2) Candidates for the third year (junior) positions shall have completed at least 15 units of college work, must be in good academic standing at the time of the election, and must be a rising junior class member.
- 3) Candidates for the second year (sophomore) positions shall have completed at least 6 units of college work, must be in good academic standing at the time of the election, and must be a rising sophomore class member.
- 4) Candidates for freshmen positions shall have completed no more than 6 units of college work, must be in good academic standing at the election, and must be a freshman class member.

**B. The Petition:** To be eligible for candidacy for the office of Class Chair and the office of Senator, prospective members shall complete a petition from the Richmond College Election Committee (RCEC) for candidacy. Said petition shall include the prospective candidate's name, the RCSGA office sought, potential policy ideas, and the candidate's acknowledgement of responsibility. The VICE-PRESIDENT of Administration may change the petition, depending on the circumstance. Furthermore, prospective candidates must also attend mandatory meetings accordingly: Candidates for RCSGA Class Chair and Senate elections shall attend one (1) General Senate Meeting at some point after the election date is selected but before the election.

**Section V. Qualifications and Requirements for Candidacy for PRESIDENT.** To be eligible to become the PRESIDENT of the RCSGA, the candidate shall be a member of the rising fourth year (senior) class. They must have achieved a cumulative grade point average equal to or greater than 3.00 at the time of their election. To be eligible for the PRESIDENT's office, candidates shall petition the Richmond College Election Committee (RCEC) for candidacy. Said petition shall include the prospective candidate's name, the RCSGA office sought, the date the Richmond College Dean's Office received the petition, and the candidate's signature. Additionally, any prospective candidates for the office of PRESIDENT must have completed no less than one (1) term as a member of the RCSGA before their coming year of leadership. Candidates for the RCSGA PRESIDENT shall also be required to attend at least one (1) RCSGA executive committee meeting at some point after the first academic class day of the spring semester and the date of the election.

**Section VI. Duties and Responsibilities of Members.** Members of the RCSGA shall uphold the values of honor, duty, and integrity as well as the core values of Respect, Compassion, Service, Governance, and Accountability to promote student success at the University of Richmond. To do this, each member of the RCSGA shall assume specific duties according to their respective title, interests, and qualifications/expertise.

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**Section VII. Duties and Responsibilities of Academic Class Chairs.** The class chair shall serve from the time of their installation, organize at least one Richmond College engagement/event, organize at least one engagement/event per semester to meet the needs of their class with the respective class PRESIDENT of Westhampton College Government Association, assist in planning and hosting of all respective class traditions of Richmond College, send out at least one letter to their respective class to check in with their class and update the class with upcoming events/engagements, hold monthly meetings with respective class senators, check-in and assist on senators' individual projects, and report to the Vice PRESIDENT of Administration on class senators' projects. Furthermore, class chairs will meet with the Chair of Senate and VICE-PRESIDENT of Administration once every two weeks.

**Section VIII. Standing Committee Membership.** To advance the work of the RCSGA, each elected member shall be assigned to at least one (1) standing committee by a designee of the Executive Committee. To accomplish this, each of the standing committees shall always have at least two (2) members, except the Student Affairs Committee (SAC), which shall maintain at least four (4) members. There shall be no maximum number of members on anyone standing committee. Additionally, in consultation with relevant Senators, officers, and advisors, the Executive Committee's designee may move any member from one committee to another so long as it fits the needs of the RCSGA.

**Section IX. Resignation of the PRESIDENT.** If the PRESIDENT of the RCSGA wishes to resign their role, they shall submit a written resignation to the executive committee's acting Chair and the Advisor of the RCSGA. Additionally, the resigning PRESIDENT must give either a written or oral explanation for their resignation before a General Senate meeting of the Senate with an opportunity for Richmond College Students to attend the week following their proposed resignation. If such an event as resignation is realized, the Vice PRESIDENT of Administration, as acting PRESIDENT, shall assume the PRESIDENT's role and duties for no more than thirty (30) days, at which point the results of a special election for the RCSGA PRESIDENT must be posted.

- A. The qualifications of Candidacy for the PRESIDENT as outlined in Article III, Section V will not apply to the acting PRESIDENT.

**Section X. Resignation of the VICE-PRESIDENT.** If a VICE-PRESIDENT of the RCSGA wishes to resign their role, they shall submit a written resignation to the PRESIDENT of the RCSGA and the Advisor to the RCSGA. Additionally, the resigning VICE-PRESIDENT must give either a written or oral explanation for their resignation before the Senate with an opportunity for Richmond College Students to attend the week following their proposed resignation. If such an event as resignation is realized, the most senior member of the VICE PRESIDENT's committee shall assume the VICE-PRESIDENT's role and duties for no more than thirty (30) days. At this point, the results of an internal election of the new VICE-PRESIDENT must be posted.

**Section XI. Resignation of the Class Chair.** If the Class Chair of the RCSGA wishes to resign their role, they shall submit a written resignation to the PRESIDENT of the RCSGA, their committee VICE-PRESIDENT, and the Advisor to the RCSGA. Additionally, the resigning Class Chair must give either a written or oral explanation for their resignation before a General Senate meeting of the Senate with an opportunity for Richmond College students to attend the week following their proposed resignation. If such an event as resignation is realized, the Senate shall elect a Senator to serve the remainder of the resigned Senator's term within thirty (30) days of the date of resignation.

- A. In the case that the newly-elected Class Chair is a current Senator, there will be another vote by the Senate in order to decide the open Senate seat at the same meeting. The individual with the highest vote count in the re-vote will be offered the open Senator spot. If denied, there will be another election for the open Senator spot.

**Section XII. Resignation of the Senator.** If the Senator of the RCSGA wishes to resign their role, they shall submit a written resignation to the PRESIDENT of the RCSGA, their committee VICE-PRESIDENT, and the Advisor to the RCSGA. Additionally, the resigning Senator must give either a written or oral explanation for their resignation

before a General Senate meeting of the Senate with an opportunity for Richmond College students to attend the week following their proposed resignation. If such an event as resignation is realized, the Senate shall elect a Senator to serve the remainder of the resigned Senator's term within thirty (30) days of the date of resignation.

**Section XIII. Filling of Senatorial Vacancies.** If an RCSGA Senator vacates their office, the Senate shall elect a replacement Senator to serve the term's remainder. In the General Senate meeting of the Senate following the resignation, Senators shall have the opportunity to nominate qualified candidates to fill the vacated seat. When these nominations occur, the PRESIDENT of the RCSGA must directly notify the nominated member of Richmond College of such nomination within twenty-four (24) hours of the nomination. After hearing nominees express their interests during the next closed meeting, members of the Senate shall vote to confirm the prospective candidate who shall fill the vacancy. In the case of three or more nominees, the PRESIDENT has the authority to grant a first and second ballot, with the final vote (between two nominees) being by majority rule.

**Section XIV. Impeachments.** The PRESIDENT of the RCSGA and the Speaker of the Senate are the only two members of the organization that may bring forth formal articles of impeachment against any member of the RCSGA. However, any member of the RCSGA may petition the PRESIDENT or Speaker to bring forth such articles. This petition must be in writing and may not be disclosed to another member of the organization before the notice's expected date and time. In this petition, the accusing Senator must list their cause in detail with any relevant evidence.

**A. Impeachable Offenses:** The RCSGA recognizes the following incidents as grounds for impeachment proceedings:

- a. Violations of the oath of office
- b. Failure to fulfill the duties of the office.
- c. Negligent actions: actions that jeopardize other members or constituents' welfare or other University of Richmond community members.
- d. Abuse of power
- e. Unauthorized use of RCSGA funds
- f. Violations of the University of Richmond Honor Code or the University of Richmond Standards of Student Conduct after the election of a member
- g. Failure to provide timely advertisement for the election, applicable information to potential candidates, or election security results shall be a reprimandable, demotionable, or impeachable offense depending on the severity of dereliction.

**Section XV. Process for Handling Impeachments.** The petition shall be submitted in written form and the PRESIDENT and Executive Committee must acknowledge receiving the articles of impeachment within a twenty four (24) hour period. The accused senator must be notified of the articles brought against them within 24-hours prior to the start of the meeting. If they choose not to attend, then they will be impeached with the section of the constitution in the letter. Once the petition is acknowledged, the general Senate will hear the petition read by the RCSGA PRESIDENT in closed meeting within the general Senate meeting in the presence of the accused. The accusing Senator may remain anonymous to the accused Senator and the entire body if they so choose. After the reading of the petition, the accused Senator may not vote in the closed session. Before the exit of the accused, they shall have the chance to advocate on their own behalf. The petition must be accepted by a two thirds ( $\frac{2}{3}$ ) majority vote of the Senate. In the case that the petition is accepted, the PRESIDENT or Speaker of the RCSGA shall submit written notification of the decision to the accused within a twenty-four (24) hour period after the vote is called calling for the resignation of the accused within the next twenty-four (24) hours. Failure by the accused to respond to the written notification within the twenty- four (24) hour period, constitutes removal from office and record in the published RCSGA minutes of the resignation.

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## ARTICLE IV: ORGANIZATION'S OFFICERS

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### *THE PRESIDENT OF THE RCSGA*

**Section I. The Duties of the PRESIDENT of the RCSGA.** As empowered by these Bylaws, the PRESIDENT of the RCSGA shall act as the official student representative of Richmond College and the RCSGA, executing the policy expressed by elected members of the RCSGA. In such a role, the PRESIDENT shall not participate in a vote of the RCSGA unless their vote may break a tie. The PRESIDENT, ex-officio, shall serve as a member of all committees, departments, and agencies of the organization. The PRESIDENT of the RCSGA is a representative of all of Richmond College and is not counted among the respective class representatives.

**Section II. The Powers of the PRESIDENT.** As empowered by these Bylaws, the PRESIDENT may convene and preside over the Executive Committee's meetings unless otherwise delegated. The PRESIDENT may spend money for purposes the PRESIDENT deems fit without Senate approval but is required to submit a written report about their expenditure or consult with the Dean of Richmond College beforehand. The PRESIDENT may require other officers and members outside of the VICE-PRESIDENTS to leave a detailed memo for their successors explaining what they achieved, key responsibilities, unfinished business, and any other information the PRESIDENT deems useful. Furthermore, the PRESIDENT may appoint a Senior Advisor to advise them on issues regarding the RCSGA and the University of Richmond at large. If so desired, the PRESIDENT shall appoint a Senior Advisor who is a current member in good standing of the RCSGA who is classified as a senior. If such an appointment is made, the Senior Advisor, at the discretion of the PRESIDENT, shall serve as a non-voting member of the Executive Committee while carrying out the regular duties and responsibilities of senatorial membership.

**Section III. Special Powers Regarding Impeachment.** Per ARTICLE III, Section XIV of these Bylaws, the PRESIDENT may bring forth impeachment articles or demotion against Senators who are derelict in their duties. The PRESIDENT may appoint a Senator to be the RCSGA's liaison to any University committee or organization. If this appointment takes place, the PRESIDENT shall notify the members of the RCSGA at the General Senate meeting immediately following said appointment. If desired, each appointed Senator may select up to three (3) Richmond College students to help them execute their duties.

### *THE VICE-PRESIDENTS OF THE RCSGA*

**Section I. The Selection of the VICE-PRESIDENT.** To be eligible to serve as VICE-PRESIDENT, the candidate shall have completed twelve (12) units of college work and meet with the incoming PRESIDENT. They must be in good academic standing at the time of the election. They must be elected members of the Senate to qualify for selection. The five (5) VICE-PRESIDENTS of the regular standing committees, detailed in ARTICLE VI of these Bylaws, shall be selected from the Senate's membership by a majority vote of the Senate at its first meeting following the Spring Elections. Each VICE-PRESIDENT shall serve until the next VICE-PRESIDENT is sworn in; however, their voting status shall be determined by their status as an elected Senator.

**Section II. The Duties of the VICE-PRESIDENT.** As empowered by these Bylaws, the VICE-PRESIDENT shall act as the official representative of their respective committee, executing the policy expressed by the respective committee's appointed members. The VICE-PRESIDENTS must work in tandem with their counterparts in the Westhampton College Government Association, referred to as the WCGA. Each of the VICE PRESIDENTS shall hold committee meetings for their respective committee at least once every two weeks in addition to serving as a full voting member of the Executive Committee. Additionally, the VICE-PRESIDENT shall leave a detailed memo for their successors explaining what they achieved, key responsibilities, unfinished business, and any other advice the PRESIDENT deems useful.

#### **A. Special Duties of the VICE-PRESIDENT of Administration**

- a. In addition to the duties prescribed above, the VICE-PRESIDENT of Administration shall collect all campaign violation fines assessed by the Richmond College Election Committee (RCEC) or the committee designee.
- b. The VICE-PRESIDENT of Administration shall meet with the four Class Chairs at least once every two (2) weeks to monitor and assist with the progression of the Class Chairs' projects and responsibilities.

## ***THE SPEAKER OF THE RCSGA***

**Section I. The Duties of the Speaker of the Senate.** As empowered by these Bylaws, the Speaker of the Senate shall act as the presiding officer of all General Senate meetings of the RCSGA unless otherwise directed. As such, the Speaker shall not vote in matters of the RCSGA as to remain impartial. The Speaker shall instruct new and younger members on the Senate's parliamentary procedures in the annual Senate Orientation at the beginning of each term. The incoming freshmen Senators shall be trained within their terms' first three meetings. The Speaker is also responsible for developing an annual program on the Senate's proper parliamentary procedure and organizing service projects for the Richmond College Senate. The Speaker shall maintain regular contact with the PRESIDENT of the RCSGA and the VICE-PRESIDENT of Administration. Additionally, the Speaker shall be a permanent advisory member of the Administration Committee; they shall also serve as a full voting member of the Executive Committee. Furthermore, the Speaker shall ensure that the RCSGA practices proper parliamentary procedure and decorum on the Senate floor.

A. Infringements of decorum include but are not limited to, the use of foul language, hostile actions, and any behavior unbecoming of a Senator on the floor.

**Section II. The Powers of the Speaker.** Per ARTICLE III, Section XVI of these Bylaws, the Speaker may bring forth articles of impeachment or demotion against Senators who are derelict in their duties.

**Section IV. The Selection of the Speaker.** The Speaker shall be elected by a majority vote of the Senate on the first meeting of the new Presidential term in the Spring semester from the pool of qualified Senators. The Speaker must know Robert's Rules of Order and the RCSGA Constitution and Bylaws, customs, and traditions. Additionally, the Speaker must have at least one year in the Senate as a Senator or Class Chair and be in good academic standing.

## ***THE EXECUTIVE SECRETARY OF THE RCSGA***

**Section I. The Duties of the Executive Secretary.** As empowered by these Bylaws, the Executive Secretary shall take thorough minutes of all General Senate meetings and Executive Committee meetings while serving as a full voting member of the Executive Committee. The Executive Secretary shall be responsible for disseminating the minutes of General Senate meetings to all body members. The Executive Secretary shall also be responsible for notifying the VICE-PRESIDENT of Administration about any members of the RCSGA who are not in compliance with the attendance regulations established in ARTICLE V, Section 1 of these Bylaws.

A. In addition to the duties outlined in Section I of these Bylaws, the Executive Secretary shall also be responsible for ensuring that Spider Central, a digital resource for RCSGA members and activities, is maintained and up to date. This includes uploading meeting minutes, updating member information, and ensuring the timely dissemination of relevant documents and announcements. The Executive Secretary shall coordinate with the Vice-President of Administration to ensure the accuracy and accessibility of all Spider Central content.

**Section III. The Selection of the Executive Secretary.** The Executive Secretary shall have completed a semester of academic work at the University of Richmond and must be in academic good standing at the time of election. The Executive Secretary shall be selected from the membership of the Senate, by a majority of Senate at the first meeting following the Spring election. They shall serve until the election of the next Executive Secretary.

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## ARTICLE V: THE CONDUCT OF MEMBERS

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**Section I. Attendance.** Elected members of the RCSGA shall attend regular meetings of the RCSGA and subsequent committee meetings, in addition to any event that is deemed mandatory by the PRESIDENT. To verify compliance with this provision, the Executive Secretary shall keep attendance, and all VICE-PRESIDENTs are required to submit their committee attendance record to the Executive Secretary promptly. A Senator or Class Chair who misses three total meetings of either the General Senate, respective committee, or any event deemed mandatory by the PRESIDENT shall be given a formal warning from the Executive Secretary. If a Senator or Class Chair misses a fourth meeting unexcused after being duly warned by the Executive Secretary, the Executive Secretary must bring forward impeachment articles against the said Senator or Class Chair at the General Senate meeting following the absence.

- A. For the enforcement of the Attendance Policy, tardiness past ten (10) minutes of calling the Meeting to Order and leaving the meeting early without the expressed permission of the acting head of said meeting shall be counted one (1) full absence. Tardiness within ten (10) minutes of calling the Meeting to Order be counted one-half (1/2) of an absence. An absence shall be deemed "excused" by the said meeting's acting head; this shall be the PRESIDENT for General Senate meetings and the VICE-PRESIDENTs for Committee meetings. The responsible officer may excuse an absence for reasons of verifiable sickness, family emergency, or University conflict. For any other reason, the absence should be considered "unexcused."
- B. Notification of an absence must be communicated to the RCSGA PRESIDENT and Executive Secretary of the RCSGA twenty-four (24) hours prior to the scheduled meeting. In cases of emergencies and/or subject to their approval, the PRESIDENT may deem absences as "excused" without twenty-four (24) hours prior notice.

**Section II. Dress Code.** Elected members of the RCSGA, unless otherwise specified by the PRESIDENT, shall wear RCSGA-sponsored attire, professional business attire, or business casual attire on the day of General Senate meetings.

**Section III. Designation of the Reprimand Process.** The process of reprimanding shall be implemented, at the discretion of the Executive Committee, to censure the actions, inactions, and behaviors of any member of the RCSGA who is suspected of conducting themselves in such a way that is unbecoming of their position, including offenses such as violations of the oath of office, failure to fulfill duties of the office, violations of the meeting regulations as listed in ARTICLE V of these Bylaws, and any other actions deemed reprehensible by the Executive Committee.

**Section IV. Articles of Reprimand.** When a member of the RCSGA, whether through action or inaction, fails to uphold their duties and responsibilities, and after they have been notified enough times depending on the offense, a report of the offense shall be brought to the Administration Committee by any member of the RCSGA. Once the Administration Committee has received the report against a member of the RCSGA, a designated member of the Administration Committee shall draft Articles of Reprimand detailing the offense or offenses in question, recommended sanctions, and a recommended corrective action plan.

**Section V. Sanctions Related to Reprimand.** Sanctions shall be imposed based on the severity of the offense committed by a member of the RCSGA. Sanctions shall include but are not limited to the following:

- A. **Impeachment.** When a member of the RCSGA commits an offense that affects the wellbeing of other members and their constituents through actions, behaviors, and conduct deemed to be unbecoming, then mandatory articles of impeachment shall be brought against that member in accordance with the provisions of impeachment outlined in Article III, Section XIV thru VX of this document. Actions unbecoming of a member of the RCSGA include, but are not limited to, violations of the oath of office; failure to fulfill duties of the office; abuse of powers; derelict actions; unauthorized use of funds; Honor Code violations that occur after the member is elected to the General Senate, violations of the University of Richmond's Standards of Student Conduct that occur after the member is elected to the General Senate; acquiring a fourth unexcused absence after being notified by the Secretary for the third absence; and failure to comply as demonstrated as receiving two reprimands during the current session of the General Senate.
- B. **Suspension from the General Senate.** Suspension from the General Senate shall be the recommendation of reprimand when the accused member has committed an offense that warrants consequences for the accused actions, conducts, or behaviors that do not warrant expulsion. This includes but is not limited to failure to follow the adopted policies of the RCSGA. The temporary suspension of a member of the RCSGA shall result in the prohibition of that member from attending future meetings of the General Senate for a specified period of time.

The Administration Committee may recommend that the accused member be prohibited from attending an entire meeting or a closed session of a meeting. If the suspension is realized, the suspended member shall not be included in the count for quorum.

- C. Demotion.** Demotion shall be recommended when the accused holds a leadership position within the RCSGA and fails to perform the duties that have been assigned to them by members of the General Senate including, but not limited to, actions such as failure to perform listed duties outlined in the Constitution of the RCSGA or any other official document of the General Senate; failure to attend General Senate Meetings; failure to organize meetings for their committee. If a member is demoted, the demotion shall result in the accused returning to a primary role of Senator or Class Chair. If demotion is realized, the Senate shall elect a new officer in accordance with the provisions of ARTICLE III of these Bylaws.
- D. Written Apology.** The Administration Committee may recommend that a written apology be drafted by the accused and disseminated to members of the General Senate and made available to students of the University of Richmond when the accused has committed an offense that affects the general public of students at the University of Richmond. Furthermore, this statement may be added to another level of reprimand should it seem appropriate. The apologetic statement of a member of the RCSGA shall result in the accused drafting a statement acknowledging their actions and offering a formal apology for those actions. Once the statement is received by the RCSGA, this statement shall then be published by the RCSGA to the public.

**Section VI. Processing the Articles of Reprimand.** Upon completion of the draft, the Articles of Reprimand shall be delivered to the PRESIDENT, the Speaker, and the accused member. Once the Articles of Reprimand are received by each aforementioned party, the Articles of Reprimand will be presented to the General Senate during the next closed meeting of the General Senate. The Speaker of the Senate shall preside over reprimand hearings to ensure fairness and an impartial hearing process. If the Speaker of the Senate is the subject of the reprimand process, then the PRESIDENT of the RCSGA shall preside. However, if, for any reason, neither of these individuals is able to preside over the hearing, the duties of leadership shall fall to the Advisor of the RCSGA. The accused member may advocate on their own behalf for two (2) minutes before exiting the meeting. The General Senate will then discuss the Articles of Reprimand until a majority affirmative vote confirms the Articles of Reprimand or the Articles are nullified by any vote that does not meet this threshold.

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## ARTICLE VI: STANDING COMMITTEES

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**Section I. The Academic Affairs Committee (AAC).** The Academic Affairs Committee shall address students' concerns about academic life on campus at the University of Richmond. The Academic Affairs Committee shall be responsible for maintaining contact, initiating constructive dialogue, and soliciting and bringing forth concerns to the Academic Deans, Faculty members, the Provost, and relevant University committees. Furthermore, this committee shall address concerns related to the Academic Skills Center, the Speech Center, the Writing Center, the Registrar, Career Services, and Academic Advising.

**Section II. The Administration Committee (AC).** The Administration Committee shall serve as the internal regulatory body for the RCSGA. This committee shall monitor all Senators and Committees' compliance with the Constitution and Governing Bylaws as well as review the Constitution annually and draft amendments when needed. The Administration Committee shall also be responsible for all components of the Award Selection Processes for the awards found in the Awards and Recognitions of the Richmond College Student Government Association document, as listed in Appendix A. Furthermore, the Administration Committee shall plan and implement the Senate Orientation Program before the Fall Semester, maintain and update the RCSGA Student Handbook each year in accordance with the Contents of the RCSGA Student Handbook document as listed in Appendix A, and organize extracurricular Senate bonding events. Additionally, the Administration Committee shall maintain regular contact with the student body by, but not limited to, Senate Office Hours.

**Section III. The Campus Services Committee (CSC).** The Campus Services Committee shall address students' concerns about residential and social life on campus at the University of Richmond. This committee shall be responsible for maintaining contact, initiating constructive dialogue, soliciting, and bringing forth concerns to University departments and functions including, but not limited to, Dining and Auxiliary Services, Residence Life and Student Housing, Parking Services, Facilities, Health Center, Recreation and Wellness, Information Services, Counseling and Psychological Services, Chaplaincy, the University Police, and the Center for Civic Engagement.

**Section IV. The Executive Committee (EC).** The Executive Committee shall consist of the President, the five (5) Vice-Presidents, the Speaker, and the Executive Secretary. The Executive Committee shall be led by the President, shall meet prior to each General Senate meeting, and serve as the leadership team of the organization.

**Section V. The Finance Committee (FC).** The Finance Committee shall oversee the finances of the RCSGA and participate in the Student Organization Budget Allocation Committee, hereby referred to as SOBAC, activities with members of the WCGA and University of Richmond administrators. Additionally, the Finance Committee shall review all funding requests and make recommendations to the voting members of the RCSGA. If a contingency funding request is equal to or less than \$500 (requested specifically from the RCSGA), the VP of Finance may determine that a vote to certify funding can happen solely within the Finance Committee. All funding decisions shall be presented to the General Senate no longer than a week from the committee meeting date. If a contingency funding request is more than \$500 (requested specifically from the RCSGA) then the VP of Finance must bring the funding request before the General Body for a presentation and vote. According to these Bylaws' provisions, this committee shall generate the annual budget of the RCSGA and compensate all salaried positions. The Finance Committee shall conduct an annual review of RCSGA appropriation guidelines, publicize the RCSGA as a funding source for recognized student organizations, and monitor the status of any fund that holds contingency funds. The FC shall be responsible for coordinating and leading all Senate fundraising efforts. The Finance Committee is further responsible for ensuring that weekly funding requests meet the mandatory funding request requirements, listed accordingly:

- A. Contingency funding requests shall only be considered if they directly benefit the student body. RCSGA contingency funds shall not be allocated towards philanthropic events unless University of Richmond students directly sponsor them, and the philanthropic event is hosted on University property.

**Section VI. The Richmond College Election Committee (RCEC).** There shall be a Richmond College Election Committee, hereafter referred to as the RCEC, which shall consist of three members: The VICE PRESIDENT of Administration, the PRESIDENT of the RCSGA, and the Dean of Richmond College, the VICE PRESIDENT of Administration serving as Chair of the committee. If the VICE-PRESIDENT of Administration is a Senator or Class Chair from the Junior class, and they intend to participate in any RCSGA election for the upcoming year, the role and responsibilities of Chairman of the RCEC shall be passed to the PRESIDENT of the RCSGA. The membership term of each member of the RCEC term shall run concurrently with that of the PRESIDENT. The Chairman shall ensure that the RCEC fulfills its obligations to the RCSGA and Richmond College's students. The obligations follow accordingly:

- A. The RCEC, RCSGA, and the Richmond College Dean's office shall be charged with the paramount duty of publicizing the election statutes to inform Richmond College students. The RCEC shall be charged with enforcing the rules and regulations for the election statutes as proscribed by the students of RCSGA, including the authority to levy fines, administer punishments, and impose sanctions following the election statutes listed in ARTICLE IX of these Bylaws. The RCEC shall be responsible for alerting a candidate of any violations committed, along with a written document informing the candidate of any punishments within one day of the RCEC decision.
- B. Before the end of the spring semester, the RCEC shall determine the following academic year's election dates. The RCEC shall make known to the student body of Richmond College all elections for RCSGA offices and all polling of referenda, and all the statutes listed in ARTICLE VI of these Bylaws. The RCEC shall publicize all RCSGA elections at least three (3) full class weeks before said elections. Publicity for the elections for RCSGA offices shall include the eligibility requirements for candidacy.
- C. Within one week before the RCSGA Presidential election, the RCEC shall schedule a debate whereupon the candidates agree upon the format and location. The RCEC shall hold at least one mandatory informational meeting for RCSGA Senate and Presidential candidates, one of which must be held on a Tuesday evening one (1) week before each respective office's elections. These mandatory informational meetings must cover election dates, required paperwork and due dates, and all electoral rules, including the proper places to display election material. A write-up of these dates, requirements, and rules must be given to all who attend such informational meetings.
- D. The RCEC shall make any determination of campaign violations. The RCEC shall request any candidate wishing their name to appear on the ballot differently than the one on record to mark such on the required candidate petition form before it is turned into the Dean's Office. The RCEC shall validate the election results before their publicity. The RCEC shall be responsible for all polling activities, including but not limited to the posting of polling results, which shall be published no later than three (3) hours after the end of polling on the relevant social media and information outlets.

**Section VII. The Student Affairs Committee (SAC).** The Student Affairs Committee shall act as a liaison between the Student Body and the RCSGA. This committee shall be responsible for collecting ideas, comments, and concerns from the student body and relaying the information to the RCSGA and any relevant committee. This committee shall also be responsible for forging and maintaining working relationships with different student organizations on campus. Additionally, the Student Affairs Committee shall be responsible for the promotion of the RCSGA within the University community, which may be accomplished through use of social media, tabling in Tyler Haynes Commons (THC), and the RCSGA website.

**Section VIII. The Student Well-Being and Belonging Committee (SWBC).** The Student Well-Being and Belonging Committee (SWBC) shall lead efforts to foster a campus environment that prioritizes student well-being, belonging, and inclusion. This committee shall be responsible for identifying and addressing areas, or instances, that may impact student's mental, emotional, and physical health. This committee shall maintain ongoing dialogue with student organizations, University departments, and members of the President's Cabinet, including the University President, to represent and advocate for students' well-being and belonging.

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## ARTICLE VII: SPECIAL COMMITTEES & TASK FORCES

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**Section I. The Purpose of Task Forces.** As the RCSGA acknowledges the complex issues that impact students of Richmond College and students of the University of Richmond, the members of the RCSGA agree that task forces are one way that the RCSGA can address such issues. In lieu of this agreement, the RCSGA shall adopt task forces as needed to address student concerns. With the adoption of such a task force, members of the task force shall act as advisors to the body and offer constructive suggestions and feedback on issues that the task force is exploring. Furthermore, each special committee or task force shall work towards the completion of a specific goal and shall seek to remedy any issue that pertains to the overall wellbeing of the student body.

**Section II. The Structure of Task Forces.** Any official task force of the RCSGA shall be composed of no less than 3 members. These members are not required to be members of the RCSGA. Additionally, the task force is not limited solely to Richmond College students, and Westhampton College students may join a task force if they wish to. Members of Richmond College and Westhampton College are able and encouraged to join a task force should need for one arise.

**Section III. Approval of a Task Force.** Any official task force of the RCSGA must be sponsored by at least one RCSGA member who shall serve as the task force's primary advisor, reporting any news of the task force's progress to members of the RCSGA. Furthermore, the adoption of a task force must be approved by a majority affirmative vote of the General Senate. Any member of Richmond College may submit a petition to any VICE PRESIDENT of the RCSGA calling for the adoption of a task force. Following the submission of the petition, the proposal to form a new task force shall be brought up for discussion by the Speaker at the next regularly scheduled general meeting of the RSCGA

**Section IV. Support for the Task Force.** An approved task force shall receive the support of the RCSGA, and as such may be entitled to up to \$100 in approved expenditures, subject to approval by the Dean of Richmond College. Any approved expenditures must be directly related to the task forces' goal or remedy.

**Section V. Promotion to Standing Committee.** A task force may be considered for promotion to a standing committee after demonstrating consistent value to the Richmond College student body over at least one academic semester. The promotion process shall begin with a formal recommendation from the task force's primary representative to the Executive Committee, accompanied by a written report detailing the task force's accomplishments, ongoing initiatives, and projected long-term benefits. This recommendation must be endorsed by at least two-thirds of the current task force members. Following Executive Committee review, the proposal shall be presented to the General Senate, requiring a two-thirds affirmative vote for approval. Upon approval, the new standing committee must draft and submit a formal charter outlining its purpose and structure within two weeks. This charter must be approved by a simple majority vote of the General Senate before the standing committee is officially recognized. Standing committees shall be subject to annual review by the Executive Committee to ensure continued relevance and effectiveness.

**Section VI. Dissolution of a Standing Committee.** A standing committee may be dissolved through a formal

process when it is determined to no longer serve its intended purpose or benefit to Richmond College students. Dissolution proceedings may be initiated by a majority vote of the Executive Committee and by petition signed by at least two-thirds of the General Senate members. Following initiation, the standing committee in question shall be granted a two-week period to present a defense of its continued existence before the General Senate. After the defense period, dissolution requires a two-thirds affirmative vote of the General Senate. Upon dissolution, all official documentation shall be archived. Any ongoing projects deemed valuable must be reassigned to another standing committee or converted to a temporary task force at the discretion of the Executive Committee. A dissolved standing committee may not be reconstituted in substantially the same form for at least one full academic year following its dissolution.

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## ARTICLE VIII: CAMPUS CRISIS RESPONSE

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**Section I. Initiation of Campus Crisis Response.** There are two ways in which the RCSGA may initiate the campus crisis response procedure.

- A. Senators of the RCSGA and members of Richmond College may petition the RCSGA in order to require the PRESIDENT to recognize a campus crisis and trigger the response procedure.
  - a. A majority ( $\frac{1}{2}$ ) vote of the members presents at an RCSGA meeting in favor of recognizing a specific campus crisis and triggering the response procedure will require the PRESIDENT to trigger the campus crisis response procedure immediately following the vote.
  - b. The vote doesn't need to take place in the formal setting of a meeting but in the presence of group communication, including but not limited to GroupMe. This will allow for the utmost speed with a response to any crisis as described in Article XIV Section I.
- B. The PRESIDENT of the RCSGA may recognize a campus crisis and trigger the response procedure.
  - a. A two-thirds ( $\frac{2}{3}$ ) vote of the Executive Committee will veto the trigger of the campus crisis response procedure.

**Section II. Events Constituting a Campus Crisis.** The following events shall constitute moments in time that merit the campus crisis response procedure.

- A. Large-impact events on campus that alienate, discriminate against, or are hostile towards a large portion of the student body.
- B. Local events that make students feel unsafe, threatened, or fearful about their rightful existence and participation in on or off-campus activities.
- C. Other situations are at the discretion of the PRESIDENT where a swift response to recent events is needed and students require strong leadership from the RCSGA.

**Section III. Campus Crisis Response Procedure.**

- A. A formal statement on the campus crisis must be made within forty-eight (48) hours of the response procedure being triggered.
  - a. The formal statement shall be drafted by the Executive Committee, when possible, collaborating with groups including:
    - i. On-campus groups that are particularly affected by the campus crisis
    - ii. The Dean's Office
    - iii. The Westhampton College Government Association
  - b. The formal statement may include the following:
    - i. A short description of the campus crisis event
    - ii. A condemnation of actions that may have led to the campus crisis event
    - iii. An expanded affirmation that RCSGA is and will continue to investigate ways to best suit the campus community
    - iv. A list of meetings that have been held regarding the campus crisis event, both public and private, whether from the whole RCSGA body or individuals working in RCSGA capacity
    - v. The action plan of RCSGA regarding the campus crisis
    - vi. Contact information for the PRESIDENT for questions, comments, and concerns.
  - c. The formal statement may be approved by the Executive Council and signed on behalf of the RCSGA body.
    - i. The formal statement may be released on all RCSGA outlets following approval by the Executive Committee
- B. Following the release of the formal statement, RCSGA must take several steps in order to ensure the handling of the campus crisis including:
  - a. Placing the campus crisis on the agenda for the next RCSGA meeting by the PRESIDENT

- b. Ensuring time to discuss the campus crisis in Open Floor and/or Closed Floor by the Speaker of the Senate
- C. RCSGA shall create an action plan regarding the campus crisis within one week of the formal statement being released, which may include but is not limited to:
  - a. Planned forums or events regarding the campus crisis
  - b. Planned paths of inquiry to change institutional structures that would have impacted the campus crisis, which must include:
  - c. Specific offices or people that a representative of RCSGA will be setting up meetings with to address the campus crisis
  - d. Dates of past and already planned meetings
  - e. Other action items that RCSGA shall commit to pursuing, complete with a preliminary timetable
- D. If necessary, the Executive Council may draft an after-crisis report.
  - a. The after-crisis report may include:
    - i. Recognition of campus leaders outside RCSGA who have been vocal and instrumental in the wake of the campus crisis
    - ii. A complete list of the meetings and events the RCSGA, or individual Senators acting in RCSGA capacity, have held regarding the campus crisis event
    - iii. Successes, failures, and roadblocks to the successful handling of the campus crisis
    - iv. An announcement that the campus crisis response procedure has concluded, but RCSGA continues to take action on the underlying causes of the campus crisis
    - v. A short note about where RCSGA could have improved in their response to the campus crisis, and a promise to use this experience to mitigate future campus crisis events
    - vi. Contact information for the PRESIDENT for questions and concerns.
  - b. The after-crisis report may be released on all RCSGA outlets once completed to the satisfaction of the Executive Committee.

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## ARTICLE IX: MEETING REGULATIONS

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**Section I. Preference for In-Person Meetings.** Unless specified by the PRESIDENT, all meetings of the General Senate shall be held in person at a standard meeting time.

**Section II. Declaration of Virtual General Senate Meetings.** In the event that in-person meetings of the General Senate are not possible during any session, for any amount of time, and for any reason, the PRESIDENT of the RCSGA may require the meeting to be held virtually. In this instance, the Speaker shall determine the virtual meeting platform. In selecting the platform, the speaker shall utilize a platform that allows for synchronous communication (live video and audio presentation capabilities) with at least 50 persons.

**Section III. Declaration of Virtual Senate Committee Meetings.** If in-person meetings of any standing or special committee of the RCSGA is not possible during any session, for any amount of time, and for any reason, the presiding officer of the committee may require the meeting to be held virtually. In this instance, the presiding officer shall determine the virtual meeting platform. In selecting the platform, the presiding officer shall utilize a platform that allows for synchronous communication with video and audio presentation capabilities.

**Section IV. Rules of Order in the Virtual World.** Unless approved by a  $\frac{2}{3}$  affirmative vote of the RCSGA, the standard standing and special rules of order shall be in effect during virtual meetings. If additional standing and special rules are needed to conduct business in the virtual setting, those rules shall be proposed by the Speaker and approved by  $\frac{2}{3}$  vote of the RCSGA.

**Section V. Publicity of Meetings.** All General Senate meetings of the RCSGA shall be open to Richmond College and University of Richmond students. The entirety of the meeting, including deliberations and votes, shall remain open to Richmond College and University of Richmond students, except in exceptional circumstances. In exceptional circumstances, the General Senate may declare a part of the Senate meeting closed.

- A. An exceptional circumstance includes, but is not limited to, voting on funding requests, impeachment procedures, and cabinet Executive Committee nominations and Senate elections. Minutes shall still be kept during closed meetings and released to Richmond College students at the end of the meeting, detailing the amounts funded and the individuals elected.
- B. Under direction from the PRESIDENT, the Executive Secretary may delay the minutes' release from a closed meeting for up to seven (7) days after the meeting.

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## ARTICLE X: ORGANIZATIONAL MEMBERSHIP

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**Section I. Dates of Election.** All regular elections must occur on Tuesdays, and all run-off elections must take place on Thursdays. The election of the PRESIDENT of the RCSGA shall be held no sooner than the first (1<sup>st</sup>) Tuesday in March but no later than the third (3<sup>rd</sup>) Tuesday of March. The election of the RCSGA's Senators, except freshmen Senators, shall be held at least one (1) week after the PRESIDENT of the RCSGA but before the second (2<sup>nd</sup>) week of April. The freshmen Senators' election shall be held no later than the second (2<sup>nd</sup>) Tuesday in October but no earlier than the third (3<sup>rd</sup>) week of the academic year. It is strongly encouraged that the RCSGA and the WCGA elections occur simultaneously at an agreed upon date.

**Section II. Election Publicity.** All general elections of the RCSGA shall be publicized using as many resources as possible, including the External Affairs Committee, digital platforms such as email, social media, meet and greet events, office hours, and other similar events. Print Media publicizing the election shall be placed in high visibility areas for potential eligible voters, including, but not limited to, residence hall bathroom doors, the bulletin board or door of Resident Assistants, laundry rooms, and on all appropriate campus bulletin boards. Publicized information regarding elections shall include as much relevant information as possible, including election dates, requirements for candidacy, dates of informational meetings, General Senate meetings, contact information for the VICE-PRESIDENT of Administration, and other information deemed necessary by the Chair of the RCEC.

**Section III. Determining Class Standing for Elections:** The designation of class for candidates and voters shall be determined by the year of their matriculation at the University of Richmond unless individuals have transferred from another institution, at which point their designation shall be made based on the number of completed college credits.

- A. If a candidate's class designation is disputed, the Chair of the RCEC, in consultation with the Dean of Richmond College, shall make the final determination to said candidate's appropriate class designation.

**Section IV. Election Campaigning.** To provide each candidate with the ability to promote their candidacy, they can campaign so long as they follow the rules outlined in these Bylaws. Campaigning shall be defined as and limited to the following: the posting of campaign posters/flyers, letters, emails, websites, buttons, cards (business and quarter), stickers, and personal solicitation of voters. Campaign posters may not exceed the A4 paper size. If a candidate chooses to campaign, they may begin campaigning no sooner than the Wednesday morning before the election date.

**Section V. Limits on the Placement of Candidacy Advertisements.** Candidates may not place campaign materials on personal property (such as student doors, backpacks, private residence life bulletin boards, and other similar places) without that property owner's consent. All campaign material must adhere to the University of Richmond Posting Policy and the Fire Code. Additionally, no printed or digital campaign material may exceed A4 paper size or be printed or posted excessively or obnoxiously.

**Section VI. Campaigning Expense Limits.** Candidates are prohibited from accepting any monetary donations or in-kind donations. Candidates for the office of Senator shall spend no more than \$75.00 on any combination of campaign expenditures. Candidates for the office of PRESIDENT shall spend no more than \$150.00 on any combination of campaign expenditures. In the event of a run-off, candidates shall be permitted to spend an additional \$25.

- A. Campaign expense limits include all forms of money, including, but not limited to, dining dollars and spider dollars.

- B.** If requested, candidates are responsible for providing a report of all campaign-related financial expenditures to the RCEC by the end of polling on Election Day.

**Section VII. Limits of Endorsement.** Candidates shall be held responsible for any campaigning done on their behalf. To this extent, no candidate may receive any form of endorsement from any University of Richmond staff member, office, student organization, or similar office or individual. The PRESIDENT of the RCSGA shall not be allowed to endorse individuals running. Members of the RCSGA shall be allowed to endorse individuals running, but not in their official capacity as a member of WCGA or RCSGA. No collaboration may be done with another candidate, whether it be through Westhampton College Government Association, Richmond College Student Government Association, Robins School of Business Government Association, or Jepson Student Government Association (joint tickets).

**Section VIII. Candidacy Petitions.** Per the procedures prescribed in ARTICLE III, Sections IV, V, all candidates for Senator or PRESIDENT's office must receive and submit a petition. To ensure that these petitions are available to all interested members of Richmond College, said petitions **must** be provided to prospective candidates as soon as an interest in candidacy is suggested to a Senate member. Petitions for candidacy shall also be made accessible on the RCSGA website, relevant social media outlets, and any election publicization efforts.

**Section IX. Election of the Class Chair.** Richmond College students' vote shall elect the Class Chair for each academic class in each respective class alongside RCSGA Senatorial elections.

**Section X. Inappropriate Language.** Candidates are not allowed to use comparative, inappropriate, or insulting language during their campaign. Candidates are not permitted to state or imply that their peers should not vote for someone else. Candidates are not permitted to spread false information about the election or the other candidates.

**Section XI. Campaign Violations.** Any office candidate found to violate the rules prescribed in ARTICLE X of these Bylaws shall receive appropriate sanctions accordingly. A first-time offense shall result in a documented warning. Should the candidate not correct the offense within twelve (12) hours, they will be given a second strike. The second-time campaign violation shall result in a fine of \$30 (USD). This fine shall be included in the candidate's total maximum campaign expenditure budget. If such a fine makes the candidate excited their maximum amount, they shall not be punished further; however, no additional campaign spending is permissible. If a third-time offense occurs, same or different, regardless of severity, that individual shall no longer be an eligible candidate for any election of the RCSGA. If monetary sanctions are rendered, candidates must plan for payment before the day of the election; otherwise, their names may be removed from the ballot. Candidates are prohibited from pleading ignorance to these election statutes while campaigning if they are found in violation.

**Section XII. Campaign Violation Appeals.** A student found guilty of an election statute violation shall possess the ability to submit a written appeal to the Dean of Richmond College for further review. Upon an appeal, if the Student Conduct Council should find that the RCEC was in error, the violation shall be nullified, and any penalties paid shall be returned. A unanimous vote of the RCEC shall be required to finalize any pending sanctions.

**Section XIII. Determining Candidate Order on the Ballot.** The electronic ballots used for elections for RCSGA offices shall consist of each of the candidates' names. After petitions for candidacy are no longer accepted, the RCEC shall compose a list of candidates for the ballot and enter said candidates names into the Opavote system. Upon election day, this system will send out the ballot to all members of the Richmond College student body and will automatically randomize candidate orders for each individual ballot.

**Section XIV. Balloting and Election Participation.** In elections for RCSGA Senate offices, it shall be made clear on the electronic ballot the maximum number of votes that may be cast, equal to the number of RCSGA Senate positions for each class and the Class Chair position. It shall also be made clear that exceeding said number of votes shall invalidate all votes on that ballot. No more than one (1) vote shall be permitted for each candidate

**Section XV. Polling.** Election polling shall be open for at least twelve (12) hours on the election day. All RCSGA elections shall use the online voting system unless another form of voting is deemed necessary by the Richmond College Dean. Additionally, polling results may only be known to the Dean of Richmond College while the election is ongoing.

**Section XVI. Affirmation of the Vote.** All elections for RCSGA office, except that of the PRESIDENT, shall be determined by a plurality of votes cast. Failure of any single RCSGA Presidential candidate to receive the most votes shall result in a run-off election.

**Section XVII. Presidential Run-offs.** Should a run-off election for the RCSGA office of PRESIDENT be deemed

necessary, the two candidates receiving the most votes in the unresolved election shall be the candidates in the run-off election. In the event of a tie, a fair hearing before the current PRESIDENT of the RCSGA and the RCEC shall be held to determine whether two or more candidates may run in the Thursday election. In such a run-off event, the run-off election shall be held the first Thursday after the Tuesday RCSGA Presidential election.

**Section XVIII. Senatorial Run-offs.** For the RCSGA Senate offices, if the election results fail to determine seven (7) winners per class, such as in the instance of a tie for the seventh Senate position, the winner shall be determined by a run-off election on Thursday immediately following Election Day.

**Section XIX. Senatorial Vacancies.** If there are not enough candidates to fill the Senator positions in an election, then the newly elected Senate shall elect a student to fill each position.

**Section XX. Challenges of the Electoral Results.** An election may be challenged by presenting a written petition submitted to the RCEC Chairman within forty-eight (48) hours after polling the challenged election. The petition shall contain the specific reason(s) for the challenge. The RCEC shall resolve it with a decision to either nullify or legitimize election results confirmed by a majority vote of the General Senate body within one week of receiving the written petition.

- A. If the Student Conduct Council determines that election results were not fairly and equitably achieved, the said election results shall be nullified. Another election shall be held shortly after that and with appropriate publicity.

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## ARTICLE XI: AMENDMENTS

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**Section I. Vote Required to Amend Bylaws.** This Document can be amended by a two-thirds ( $\frac{2}{3}$ ) affirmative vote of the entire RCSGA Senate on specific language changes that have been explained to the entire RCSGA Senate.

**Section II. Amendments to ARTICLE X.** The RCSGA Senate may make changes in this act with the Richmond College Student Conduct Council's concurrence.

**Section III. Bylaws Grammar and Readability Act.** The VICE-PRESIDENT of Administration may amend the Constitution and Bylaws of the RCSGA without two-thirds ( $\frac{2}{3}$ ) approval from the General Senate if the amendment is made solely to correct grammatical or formative errors found within the Document, so long as those amendments do not change the context or meaning of what is written. The VICE-PRESIDENT of Administration shall report to the Executive Committee that he has authorized these changes to the Bylaws and must record the changes made.

**Section IV. Sunset Provision.** Within one year of Bylaw changes, the amendment process must begin to resolve any disagreements between the governing documents of the RCSGA, or the Bylaws may be rendered null.

**Section V. Bylaw Review.** Every two years, a Senate Efficiency Task Force shall be convened to review the Bylaws of the RCSGA and be charged with making recommendations to the Senate. It is within the purview of the PRESIDENT, if they deem necessary, to call for a Senate Efficiency Task Force in the intervening time.

**Section VI. Record of Bylaws Changes.** A written record of the last amendment to the Bylaws shall be noted at the beginning of the Document. An appendix, hereafter known as Appendix B, shall list all future amendments and approval dates.

## APPENDIX A

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These Bylaws reference information in additional governing documents of the Richmond College Student Government Association. Documents containing this information include, but are not limited to:

- A. The Standing Rules of the Richmond College Student Government Association
- B. The Awards and Recognitions of the Richmond College Student Government Association
- C. The Events of the Class Committees
- D. The Contents of the RCSGA Senator Handbook

## APPENDIX B

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The Bylaws (Constitution) of the Richmond College Student Government Organization have been amended as follows:

March 23, 2016, 9:45 pm; Angelo L. Suggs, Jr., PRESIDENT  
March 21, 2018, 8:45 pm; Abbas Abid, PRESIDENT  
November 1, 2017, 8:45 pm Abbas Abid, PRESIDENT  
March 21, 2018, 8:45 pm; Tyler York, PRESIDENT  
April 24, 2019, 8:45 pm; Mike Laposata, PRESIDENT  
October 2, 2019, 8:45 pm; Mike Laposata, PRESIDENT  
November 25, 2020, 8:45 pm; Anthony Polcari, PRESIDENT  
January 23, 2021, 4:15 pm; Anthony Polcari, PRESIDENT  
February 20, 2021, 9:55 pm; Anthony Polcari, PRESIDENT  
October 8th, 2021, 8:45pm; Anthony Lawrence, PRESIDENT  
December 1st, 2021, 8:45pm; Anthony Lawrence, PRESIDENT  
February 18th, 2022, 8:45pm; Anthony Lawrence, PRESIDENT  
March 23rd, 2022, 8:45pm; Anthony Lawrence, PRESIDENT  
February 8th, 2023, 8:45pm; Joseph Coyle, PRESIDENT  
March 26th, 2024, 8:25pm; William Emerson, VICE PRESIDENT ADMINISTRATION  
September 25<sup>th</sup>, 2024, 7:50pm; Ángel-Xavier Elizondo, VICE PRESIDENT ADMINISTRATION  
November 20<sup>th</sup>, 2024, 7:36:pm; Alfie Price, PRESIDENT  
April 2<sup>nd</sup>, 2025, 7:15:pm; Ángel-Xavier Elizondo, VICE PRESIDENT ADMINISTRATION