



# **RAMAPO COLLEGE OF NEW JERSEY**

Bylaws of the Student Government Association

(2020–2021)

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## **I. Organization**

- A.** The name of the organization shall be Student Government Association of Ramapo College of New Jersey (SGA).

## **II. Election Procedures**

- A.** Election procedures shall be determined by Elections Legislation which must pass two-thirds vote by the Senate.
  - 1.** It is unnecessary to amend these Bylaws to conduct elections.
- B.** Elections Legislation shall establish the Election Administration, positions available, petition/application regulations, candidate conduct, appeals process and election timeline.

## **III. Election Administration**

- A.** Election(s) shall be administered by Committees or Commissions formatted and established by Elections Legislation.
- B.** The Election Administration shall be responsible for ensuring SGA elections are conducted in good faith through ethical procedures in accordance with the stipulations of the Constitution.
- C.** The Election Administration shall regulate and determine candidate eligibility to ensure compliance with the rules and regulations established by Elections Legislation.

## **IV. Meetings**

### **A. General Meetings**

- 1.** The General (Organizational) Meetings of SGA shall take place on a weekly basis during the Fall and Spring Semesters, Wednesdays at 1:00 p.m.

2. All General Meetings shall be chaired using Robert's Rules of Order by the Senate President or their designee.
3. The General Meeting Agenda shall be set by the SGA President and sent by their designee prior to the meeting.
4. All Secretaries of Cabinet shall be present unless otherwise excused by the Chief of Staff or SGA President.
5. All Senators shall be present unless otherwise excused by the Senate President or Senate Vice President.
6. In cases in which meetings are in person, all members of the Executive Board shall sit at the center or head, flanked by members of Cabinet and Associate Members.
7. In cases in which meetings are in person, all Senators shall be seated at the sides.
8. In cases in which meetings are in person, all Delegates shall be seated in the audience or next to their mentor, who is the veteran member that they are shadowing.
9. All meetings shall be open to the public, unless otherwise announced.
10. An open meeting may become closed with a motion by an elected or appointed member and a second by a senator followed by a majority vote.
11. Minutes shall be kept by the Secretary and emailed to the entire organization.
12. The Secretary of Delegate Affairs will note attendance for delegates, if required by their Delegate Program.
13. Additional organizational meetings may be called by the SGA President and the Senate President.

## **B. Executive Board Meetings**

1. Executive Board Meetings may be called at the discretion of the SGA President. If emergency meetings need to be held, they would have to be held in accordance with the following provisions:
  - a. The President shall send notice via email to all E-board members if the meeting is to take place no sooner than twelve (12) hours after email is sent;
  - b. The President must notify all E-board members via telephone if the meeting is to take place within twelve (12) hours of notification.
2. The Senate President and Senate Vice President shall be invitational members of Executive Board Meetings and reserve no right to call, attend, or vote in Executive Board Meetings.
3. Executive Board Meetings shall be open or closed at the SGA President's discretion.

## **C. Senate Meetings**

1. Senate Meetings shall occur every Monday night promptly at 9:45 p.m. in ASB 522 if they are in person.
  - a. Commuter students may leave Senate meetings at 11 p.m. if they are in person.
2. If meetings have to be held remotely, the Senate President will decide on the platform that will be utilized to conduct the meeting.
  - a. Remote meetings for the Fall 2020 semester shall occur every Monday night promptly at 9:45 p.m. on the predetermined platform decided by the Senate President.
3. Additional Senate Meetings may be called by the Senate President as deemed necessary in accordance with the following provisions:

- a. The Senate President shall send notice via email to all Senators if the meeting is to take place no sooner than twelve (12) hours before email is sent;
  - b. The Senate President must notify all Senators via telephone if a meeting is to take place within twelve (12) hours of notification.
4. All Senate meetings shall be open to the public unless otherwise noted.
5. Senate Meetings shall be formal, chaired by the Senate President, who shall determine agenda, and speaking order.
6. The Senate Secretary shall keep minutes and distribute them to the entire organization within 7 days of adjournment under the direction of the Senate President.
7. Senate meetings shall be used to discuss Liaison duties.
  - a. All Senate Liaison reports shall be submitted in a timely manner, no later than the deadline provided by the Senate President.
  - b. When conducting liaison meetings, Senators shall come to the meeting prepared with agenda items and questions from the student body to ask the liaison directors.
  - c. These prepared agenda items shall be discussed and developed during Senate meetings with the input of the Senate President.
8. Vacant Liaison positions may be delegated to other members of the SGA at the Senate President's discretion.
9. For the Senators elected in the Fall, their training shall occur prior to the first Senate meeting after their Inauguration.
10. Voting may be conducted via a show of hands or closed ballot at the discretion of the Senate President.
11. All Senators shall be in attendance of Senate and General meetings unless excused by the Senate President.

12. The Secretary of Sustainability or a trained designee shall attend Senate meetings to provide guidance on co-sponsorships.

#### **D. Cabinet**

1. The Cabinet shall meet at the discretion of the Chief of Staff.
2. Cabinet Meetings may be called by the President or Chief of Staff as necessary in accordance with the following provisions:
  - a. Notice shall be sent via email to all cabinet members if the meeting is to take place no sooner than twelve (12) hours after email is sent;
  - b. Notice shall be sent via telephone to all cabinet members if the meeting is to take place within twelve (12) hours of notification.
3. Meetings shall be informal, with speaking order determined by recognition of the President or Chief of Staff.
4. Meetings shall be open, unless otherwise noted.
5. Cabinet Meetings may be conducted in any manner chosen by the Chief of Staff, so long as committee reports are shared to SGA.
6. The Chief of Staff or the SGA Secretary shall keep roll call and report attendance to the SGA President.
7. All members of Cabinet shall be in attendance of Cabinet and General meetings unless excused by the Chief of Staff or SGA President.
8. The Secretary of Sustainability or a trained designee shall attend Senate meetings to provide guidance on co-sponsorships.

#### **E. Motions**

1. All members of SGA may propose motions at all meetings.
2. Only Senators may second, kill and vote on pending motions at General or Senate meetings.

3. All motions made and their outcomes shall be recorded in applicable minutes.
4. Once a motion has been seconded, it must be voted on before the meeting can proceed.

#### **F. Remote Meetings**

1. Under unprecedented circumstances where the campus is not open to all, meetings may be conducted remotely.
2. Remote meetings shall embody in-person meetings.
3. If circumstances allow for safe conduct of SGA meetings, meetings may occur in-person, on-campus, with the approval of Advisors.

### **V. Committees**

#### **A. Academic Affairs**

1. Shall serve to address concerns regarding academic quality, programming, advisement, and support.
2. Shall meet at the discretion of the Committee chair.
3. Shall be chaired by the Secretary of Academic Affairs.
4. Important administrative contacts include Interim Provost Susan Gaulden (sgaulden@ramapo.edu) and the Assistant Vice President for Student Success, Joseph Connell (jconnell@ramapo.edu).

#### **B. Public Relations**

1. Shall serve to communicate with the college regarding specific events, initiatives and issues regarding SGA.
2. Shall be chaired by Secretary of Public Relations.
3. Important administrative contacts include Director of the Center for Student Involvement, Dr. Rick Brown (rbrown2@ramapo.edu) and

Associate Director of the Center for Student Involvement, Eddie Seavers  
(eseavers@ramapo.edu).

### **C. CA\$H**

1. Shall serve to raise awareness regarding New Jersey state funding to Ramapo College and its reflection on tuition increases; to engage, motivate, and mobilize students to create change at the college and state level to address this issue.
2. Shall also work with the New Jersey Student Government Coalition to better advocate for New Jersey Public College students.
3. Shall meet at the discretion of the Student Trustee and Alternate Student Trustee.
4. Shall be co-chaired by the Student Trustee and Alternate Student Trustee.
5. Important administrative contacts include Dean of Students, Melissa Van Der Wall (mvanderw@ramapo.edu).

### **D. Recharterment/Constitutional Review Committee**

1. Shall serve to address concerns regarding review of a new club's constitution, rechartering of established clubs, and SGA Constitution concerns.
2. Shall review, update, and issue the club constitution template every fall semester.
3. Shall meet as decided by the Vice President and appropriate members of CSI.
4. Shall be chaired by the Vice President.

5. Important administrative contacts include Director of the Center for Student Involvement, Dr. Rick Brown (rbrown2@ramapo.edu) and Assistant Director of Student Activities, Eric Montgomery (emontgom@ramapo.edu).

#### **E. Programming Committee**

1. Shall serve to plan, develop and execute events relating to SGA tradition and co-sponsorships with other clubs or organizations.
2. Shall meet at the discretion of the Secretary of Programming.
3. Shall be chaired by Secretary of Programming.
4. Important administrative contacts include Associate Director of the Center for Student Involvement, Eddie Seavers (eseavers@ramapo.edu) and Assistant Director of Student Activities, Eric Montgomery (emontgom@ramapo.edu).

#### **F. Philanthropy Committee**

1. Shall serve to raise awareness about the importance of philanthropy within Ramapo's campus; to emphasize that special campus projects and renovations are because of donations; to engage and motivate students to attend philanthropy events on campus such as the Run with Color.
2. Shall meet at the discretion of the Student Governor and Alternate Student Governor.
3. Shall be co-chaired by the Student Governor and Alternate Student Governor.

#### **G. Commuter Affairs**

1. Shall serve to address the concerns of, plan events for, and advocate for the commuter population at Ramapo.
2. Shall meet at the Discretion of the Secretary of Commuter Affairs.

3. Shall be chaired by the Secretary of Commuter Affairs.
4. Important administrative contacts include Coordinator of Commuter Affairs, Mike MacStudy (mmacstud@ramapo.edu)

#### **H. Diversity and Inclusion Committee**

1. Shall serve to address the concerns of, plan events for, and advocate for diversity at Ramapo.
2. Shall meet at the Discretion of the Secretary of Diversity and Inclusion.
3. Shall be chaired by the Secretary of Diversity and Inclusion.
4. Important administrative contacts include Associate Vice President of Equity, Diversity Inclusion and Compliance, Tamika Quick (aquick@ramapo.edu).

#### **I. Sustainability Committee**

1. Shall serve to address the concerns of, plan events for, and advocate for sustainability at Ramapo.
2. Shall meet at the Discretion of the Secretary of Sustainability.
3. Shall be chaired by the Secretary of Sustainability.
4. Important administrative contacts include the Chair(s) of the President's Committee on Campus Sustainability.

#### **J. Delegate Affairs**

1. Shall serve to address the concerns of, plan events for, and administrate the Delegate Program.
2. Shall meet at the Discretion of the Secretary of Delegate Affairs.
3. Shall be chaired by the Secretary of Delegate Affairs.

#### **K. Raised Revenue**

1. Shall serve to actively develop plans to raise revenue for SGA.

2. Shall meet during Senate Meetings, or when otherwise called for by the Committee Chair.
3. Shall be chaired by the Senate President or their designee.

#### **L. Legislative Development**

1. Shall serve to actively develop legislation to benefit the student body.
2. Shall meet during Senate Meetings, or when otherwise called for by the Committee Chair.
3. Shall be chaired by the Senate President or their designee.

#### **M. Allocations**

1. Shall serve to allocate funds for student programs.
2. Shall meet during Senate Meetings, or when otherwise called for by the Committee Chair.
3. Shall be chaired by the Senate President or their designee.

#### **N. Elections**

1. Shall only exist if ratified by legislation in accordance with Articles II & III.

### **VI. Miscellaneous**

#### **A. Office Hours**

1. An Office hour shall be defined as:
  - a. An hour spent keeping the office — be it virtual or in-person — open to the public and serving students in SGA-related matters.
  - b. An hour of SGA related work outside of the office approved by the Secretary, such as tabling or attending campus events.
2. Senators are required to hold two (2) office hours per week.
3. Cabinet members are required to hold two (2) office hours per week.
4. Delegates are required to serve one (1) office hour per week.

5. Office hours are from 8 a.m. – 11 p.m. Sunday through Friday.
6. Office hours shall be coordinated and enforced by the Secretary.

## **B. Members**

1. An SGA member shall be defined as:
  - a. Any elected or appointed position
  - b. Delegates
  - c. All Ramapo students are considered constituent members of the SGA
2. No member can officially serve in more than one Constitutional position in the SGA at a given time unless specifically authorized by legislation, specifically authorized by Bylaws, or decided upon and confirmed by the SGA President and Advisors.

## **C. Organization**

1. The Organization shall be defined as all positions in SGA.
2. The Cabinet shall be appointed by the President, confirmed through a two-thirds vote by the Senate and serve to chair their respective Committees and budgets, as outlined in the Constitution and these Bylaws.
3. The Senate shall serve as the official decision-making body of the SGA through the process of organized voting, as outlined in the Constitution and these Bylaws.
4. The Executive Board shall comprise the leaders of the Cabinet and the Senate, as well as the Secretary and Treasurer, who shall work together to serve as the administrative organ of the SGA, by setting and enforcing standards of accountability and conduct, as outlined in the Constitution and these Bylaws.

5. The Associate Members shall serve in their specialized functions, as outlined in the Constitution and in these Bylaws.
6. The role of Delegates shall be defined on a per annum basis through the Delegate Program established by the Secretary of Delegate Affairs.

#### **D. Advisors**

1. Student Center Advisor, Dr. Rick Brown, Director for the Center for Student Involvement x7593 (rbrown2@ramapo.edu).
2. Secondary Advisor, Anne Eke, Assistant Director of the Office of Student Conduct (aeke@ramapo.edu).
3. Senate Advisor, Jack Nesmith, Coordinator for Civic Engagement & Student Leadership Programs x7223 (jnesmith@ramapo.edu).

#### **E. Monetary Request Policy**

1. In light of the COVID-19 pandemic, the SGA has not been provided a budget for the 2020–2021 school year but will be allowed to make specific monetary requests to the Center for Student Involvement (CSI), chiefly for programming purposes.
  - a. Specific monetary requests should be submitted on Archway and brought forth to the SGA Treasurer or CSI and shall be approved by the Director of CSI, and then confirmed by appropriate members of Ramapo College administration.
2. Monetary requests should be reviewed by the Treasurer and Secretary of Sustainability, who shall ensure all expenditures only go towards services, consumables, or commodities on the Sustainable Procurement Registry, when financially feasible.<sup>1</sup>

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<sup>1</sup> See **B(VI)(P)(1)(4)** - *Bylaws, Article VI. Miscellaneous, Section P. Plastic Reduction Practices, Clause 1. Self-Imposed Restrictions, Subclause 4. Sustainable Procurement Registry*

3. All monetary expenditures or transfers into or from the Office Supplies budget over the amount of zero (0) dollars shall be brought to and approved by the Secretary then cleared by the Treasurer, when financially feasible.
4. All monetary expenditures or transfers into or from the following budgets over the amount of zero (0) dollars shall first be brought to and approved by the Senate's majority vote at an Organizational or Senate meeting then cleared by the Treasurer:
  - a. Conferences and Training
  - b. Raised Revenue

#### **F. Student Organizations**

1. The process for approving new student organizations and rechartering existing student organizations shall be organized by the Vice President or designee.
2. All final decisions to recognize a student organization's existence and ability to operate or receive funding shall require a majority vote from the Senate.
3. Umbrella Organizations are any organization representing a collective group of other student organizations, including SGA, the Black Student Union, and Greek Councils.

#### **G. Training**

1. Training shall be held prior to each semester — if circumstances allow — during which organizational and individual goals for the semester are to be established.
2. Attendance at training events is expected of all elected and appointed members of the organization including delegates.

3. The SGA should receive training as a whole as well as separate Senate and Cabinet training sessions at the beginning of each semester.
4. It is the responsibility of the Senate President, once elected, to train their Senate Vice President and all Senate members.
5. It is the responsibility of the President and Chief of Staff to train their Executive Board and Cabinet.

#### **H. The Inaugural and Club/Organization Awards Banquet**

1. The Inaugural and Club/Organization Awards Banquet shall be planned by the President, Vice President, Secretary of Programming, and the Programming Committee.
2. The graduating members of the current Student Government Association and any graduating students who have served at least one full term in the organization are granted stoles for graduation that shall display a position of choice held by these members.
3. Student Government Association Awards shall be: The Senate Award to be determined by the Senate; the President's Award to be determined by the Executive Board; and the Red Ribbon Award to be determined by the entire organization.
  - a. Description of the Awards:
    - (1) Senate Award: Given to a faculty or staff member who has worked tirelessly to help the Senate in furthering their mission in bettering the Ramapo community.
    - (2) President's Award: Given to a faculty/staff member who has worked tirelessly to help the Student Government Association in fulfilling its mission of advocating for students.

- (3)** Red Ribbon Award: Given to a faculty or staff member who has gone above and beyond to aid the Student Government Association and the student body to better their relationship with the faculty and staff.

#### **I. Audits**

- 1.** The Treasurer shall set up an appointment with the staff of Student Activities Revenue Management (SARM) to obtain print outs of year-to-date status of all SGA accounts.
- 2.** A meeting of this sort shall take place during Winter Training, during the last week of the administration, and when the Treasurer needs to reconcile discrepancies.
- 3.** The Treasurer shall compare year-to-date activity from SARM with internal SGA records.
- 4.** All accounts shall be reconciled and documented.

#### **J. Office Conduct**

- 1.** The rules for proper conduct within the SGA Office shall be proposed by the Secretary in the Fall Semester and posted conspicuously in the office following majority approval by the Senate.

#### **K. Misrepresentation of SGA**

- 1.** Any SGA member that publicly uses the term “on behalf of the SGA” without a two-thirds Senate approval vote prior to using the phrase shall be subject to non-impeachment disciplinary action.
- 2.** The SGA President may use the term “on behalf of the SGA” for ceremonial purposes.
- 3.** The SGA may not engage in directly partisan activities, such as but not exclusively limited to, endorsing a political party.

## **L. Disciplinary Action**

- 1.** SGA members who exhibit concerning behaviors may be put on disciplinary notice, which will entail an initial email notification and phone call by the SGA President or Senate President. Should concerning behavior continue while on notice, the member may be subject to an impeachment trial by the Senate.
  - a.** Executive Board Members may only be put on disciplinary notice by the SGA President.
  - b.** Cabinet Members may only be put on disciplinary notice by the Chief of Staff or SGA President.
  - c.** Senators may only be put on disciplinary notice by the Senate President or Senate Vice President.
  - d.** Delegates may be put on disciplinary notice by the SGA President, Senate President, or the Secretary of Delegate Affairs.
    - (1)** Delegates may be removed from SGA by the Secretary of Delegate Affairs for failing to comply with the Delegate Program.
  - e.** Once put on disciplinary notice, the SGA member in question must comply with the disciplinary action(s) given by the SGA President or Senate President.
- 2.** The following disciplinary actions may be established as consequences for violating a Notice's boundaries:
  - a.** Suspension of card access to SGA office.
  - b.** Suspension of their position's duties.
  - c.** Formal reprimanding in a meeting.
  - d.** Other consequences deemed as appropriate.

3. Disciplinary action shall occur on a per-semester basis, with the terms of Notices, Boundaries, and Consequences ending unless otherwise reinstated.
4. An SGA member who is in violation of the Constitutional requirements of their position may hold office for the remainder of the semester, but shall otherwise be automatically removed should their violation continue into the following semester.
5. Should this procedure of putting members on notice, setting boundaries, and exercising disciplinary action fail to curb concerning behavior then grounds for impeachment shall exist.
6. All SGA members shall be in attendance of all meetings required of them as stipulated herein under article IV Meetings.
  - a. Absences from meetings may be excused if notice is given to the correct officials in a timely manner or if extenuating personal circumstances occurred.
    - (1) No individual in SGA may at any point in time doubt or question the veracity of a fellow member's extenuating personal circumstances.
  - b. Members may not exceed accumulating four excused absences and three unexcused absences per semester.
    - (1) Members may not arrive more than fifteen minutes after starting times for meetings held in-person or they will be counted as late.
    - (2) Members may not be late more than three times a semester if meeting in-person.
    - (3) If the meeting is virtual, the amount of latenesses will not be counted.

- c. If a member has class or work at the same time as a meeting, they will be automatically excused for the duration of the semester, given that the meeting occurs routinely at the same time on the same day.
- d. Accumulation of absences past the maximum amount will warrant a disciplinary notice followed by further disciplinary action directed by the SGA Secretary and/or Senate Secretary.

#### **M. Fall Goals**

- 1. The following broad objectives must be worked on by various members of the SGA in the 2020 Fall semester.
  - a. Abbreviated Term Senate Elections
  - b. Oktoberfest
  - c. Ratification of Bylaws
  - d. SGA member training

#### **N. Legislation**

- 1. All legislation passed by the Senate and approved by the President shall remain valid and applicable eternally unless stated in the legislation.
  - a. A passed bill can only be repealed by the passing of a repealing bill.
- 2. All vetoes against legislation must be announced in a timely manner of 1 week following passage by the Senate.
  - a. Legislation not explicitly vetoed with the knowledge of the Senate President shall pass automatically.
- 3. The SGA may pass legislation and motions via email so long as an explicitly defined voting period is allotted and all SGA members are emailed.

#### **O. Plastic Reduction Practices**

- 1. Self-Imposed Restrictions

**a. Single-Use Supply**

- (1)** *“Single-Use Supplies”* shall be defined as any items that are unsustainable and designed for single-use.
- (2)** All Single-Use Supplies shall be categorized as either consumables<sup>2</sup>, or commodities<sup>3</sup>.
- (3)** The SGA shall tentatively refuse all Single-Use Supplies.
- (4)** The SGA shall look to alternatives to Single-Use Supplies, when financially feasible.
- (5)** Any Single-Use Supply the SGA acquired shall be diverted into a *“Single-Use Supply Area.”*
  - (a)** The Single-Use Supply Area shall be stored in the Office.
  - (b)** The diversion, storage, withdrawal and use of Single-Use Supply shall be managed by the Secretary of Sustainability.
- (6)** Single-Use Supplies shall be tentatively refused or diverted from SGA events under the guidance of the Secretary of Sustainability.

**b. Reusable Tableware**

- (1)** All SGA members shall be provided the following *“Reusable Tableware”* so as to limit the need for Single-Use Supply, when financially feasible.
  - (a)** One Meal Plate

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<sup>2</sup> Consumables shall be any *“Single-Use Supply”* that is produced or occurs as result of using an edible product or other food item.

<sup>3</sup> Commodities shall be any *“Single-Use Supply”* that is not edible or nature or produce a food item. This shall include office supplies, merchandise, decorations, and all other miscellaneous Single-Use Supply not intended for consumption.

- (b) One Fork
- (c) One Spoon
- (d) One Knife
- (e) One Cup

(2) The procurement and distribution of *Reusable Tableware* shall be overseen by the Secretary of Sustainability.

(3) All SGA members shall be responsible for providing and maintaining their *Reusable Tableware*.

c. Sustainable Procurement Registry

(1) The SGA Treasurer and Secretary of Sustainability shall be responsible for ensuring all organizational monetary expenditures are directed exclusively towards services, consumables, or commodities<sup>4</sup> listed on the Sustainable Procurement Registry, when financially feasible.

(2) The Secretary of Sustainability shall be responsible for adding and removing services, consumables, or commodities to the Sustainable Procurement Registry.

(3) All Purchases on the Sustainable Procurement Registry shall be divided into three categories:

- (a) Services
- (b) Consumables
- (c) Commodities

(4) The criteria for Services, Consumables, and Commodities shall be set by the Secretary of Sustainability.

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<sup>4</sup> Services, consumables, or commodities shall be defined as any individual or entity conducting business by offering services and products for sale.

(5) The Senate may hold a vote that a Vendor or Product may appear assuming all set criteria are sufficiently satisfied on or be removed from the Sustainable Procurement Registry.

d. Sustainable Procurement Training

(1) The Secretary of Sustainability will be able to hold a training session for the SGA about **O. Plastic Reduction Practices**.

(2) The Secretary of Sustainability shall be responsible for conducting this training and allowing SGA members to also conduct this training for student organizations.

(3) All SGA members shall undergo this training once per school year, preferably during Fall Training after new Abbreviated Term Senators are elected.

**P. New Jersey Student Government Coalition**

1. The Ramapo SGA shall designate *any* two SGA members to act as the Voting and Non-Voting Representatives to the NJSGC Board of Directors to serve as *Directors*.<sup>5</sup>
2. The SGA President may designate *any* member of SGA to act as an *equivalent alternate Voting Representative*<sup>6</sup> at NJSGC Meetings.
3. The SGA President may designate *any* member of SGA as the *second Non-Voting Representative* should an "*Officer*"<sup>7</sup> be unavailable.

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<sup>5</sup> See NJSGC Constitution; *Article III: Membership, Section B: Board of Directors, Clause 6*

<sup>6</sup> See NJSGC Constitution; *Article III: Membership, Section B: Board of Directors, Clauses 1-3*

<sup>7</sup> From NJSGC Constitution; *Article III: Membership, Section B: Board of Directors, Clause 4*, which reads: "*The second representative shall be an officer ... serving in an External Affairs, Communications, Advancement, or Government/Community Relations Role. If such a member is not available another may be appointed to serve in their stead.*" [SIC]

4. The SGA President shall determine the removal and appointment of all individuals acting as Voting and Non-Voting Representatives of Ramapo SGA to the NJSGC Board of Directors.
5. The SGA President shall notify the appropriate NJSGC Executive Officer regarding any changes to Ramapo SGA's designated Voting or Non-voting Representatives.

**Q. Edits & Ratification**

1. These Bylaws shall not be considered ratified unless they pass two-thirds vote by the Senate.
2. Edits or changes to these bylaws to update contact information shall be implemented without formal vote so long as such changes are shared with all SGA members via email.
3. These Bylaws shall not be considered expired or invalid so long as they have been previously ratified once.