

# West Liberty University Student Government By-Laws v20



**These by-laws are to define general operating procedures for the Student Government Association (SGA). Amendments to these by-laws can be proposed in the Senate and may be amended by a two-thirds vote. They do not need to go to the student body.**

## **Article I. Membership Classification, Powers and Duties**

### **Section 1.01-Executive Board**

#### **(A) Powers of the Executive Board**

- a. Approve funding for SGA matters up to \$250

#### **(B) President**

##### **1. Powers of the President**

- a. Create or dissolve positions in the SGA as they may deem necessary with the majority approval of the Student Senate.
- b. Make appointments, which are then to be approved by the Student Senate, to all offices which are not elective or which are vacant.
- c. Can veto actions taken by the Senate, the veto must be made official within 7 days of the passage of the act.
- d. Can receive academic credit for 478 Special Topics class.

##### **2. Duties of the President**

- a. Act as a liaison officer between the SGA and the university faculty/administration.
- b. Represent the student body on the West Liberty University Board of Governors
- c. Serve as consultant to various clubs and organizations on campus.
- d. Act as ex-officio member on all SGA committees. (Non-voting)
- e. Be responsible for planning a Fall and Spring retreat with all members of the Student Senate and the Executive Board. Advisors and administration may also be invited.

f. Post and be present for at least three regularly scheduled office hours per week, but do not have to be served in the office.

g. Appoint a Treasurer, Secretary, and Director of Programming.

### **(C) Vice President**

#### **1. Powers of the Vice President**

a. In the event of a vacancy of the office of President or disability of the incumbent thereof, the Vice President shall assume the duties of the president.

b. Vote on pending Senate action only in the event of a tie vote.

#### **2. Duties of the Vice President**

a. Coordinate the Student Senate and SGA meetings

b. Assist the President on leadership responsibilities

c. Serve as a consultant to various clubs and organizations on campus

d. Post and be present for at least three regularly scheduled office hours per week but do not have to be served in the office.

e. Serve as President of the Student Senate

### **(D) Treasurer**

#### **1. Powers of the Treasurer**

a. Organize all expenditures of SGA

#### **2. Duties of the Treasurer**

a. Keep records of all SGA financial transactions

b. Provide reports to the Senate a minimum of a bi-monthly basis or at the request of the President or member of the Student Senate.

c. Provide a budget balance at the SGA meeting upon the request of the President or member of the Student Senate.

d. Chair the finance committee and provide assistance to any ad-hoc committee

e. Shall be aware of all fundraisers of SGA and keep a historical record of who helped with the event, the purpose of it, and how much money was raised.

f. Post and be present for at least three regularly scheduled office hours per week but do not have to be served in the office.

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**(E) Secretary**

**1. Duties of the Secretary**

- a. Record the proceedings and roll of the SGA meetings, and have minutes posted within three days following the SGA meeting.
- b. Highlight and list all unfinished business from the previous meeting for the Executive Board to manage.
- c. Chair the membership committee.
- d. Notify the Membership committee when a Student Senator has missed any SGA function, by written letter or e-mail within 3 business days.
- e. Post and be present for at least three regularly scheduled office hours per week, but do not have to be served in the office.
- f. Maintain record of Programming Hours and allow the report to be available to Senators.

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**(F) Director of Programming**

**1. Duties of The Director of Programming**

- a. Oversee and organize all homecoming events
- b. Oversee all other SGA events throughout the year
- c. Post and be present for at least three regularly scheduled office hours per week, but do not have to be served in the office

**Section 1.02- The Student Senate**

- a. Shall consist of 30 at-large Senators, 1 International Representative, 2 Graduate Student Representatives, 1 veteran Representative, and 1 SAAC Representative

**Powers of the Student Senate**

- a. The Senate shall have the power to pass legislation and make provisions for student goals within the limits of the Constitution
- b. All expenditures totaling \$400 and over shall be brought to the Senate to be voted upon and must be approved by a majority vote.
- c. The Senate shall approve, by majority vote, all appointments to fill Student Senate vacancies
- d. Any member of the Student Senate shall have the power to request a report from any member of the Executive Board concerning any matter for which they are responsible.

e. The Senate shall have the power to override a veto by the President of SGA by a two-thirds vote of the entire membership of the Senate.

f. Bring impeachment charges against any member of SGA by following the correct procedures outlined in the Constitution.

g. Each member of the Senate shall have one voting seat in SGA meetings

h. Each member may receive academic credit for 279 Student Senate Practicum under Political Science

## 2. Duties of the Student Senate

a. The Senate is to sponsor fundraisers on campus to reimburse the university for a portion of the budget.

b. Each member must attend all official SGA meetings, committee meetings, and any special meeting a member of the Executive Board may call.

c. Senate members shall attend all SGA meetings and functions mandated by the Executive Board. A typed excuse must be e-mailed or texted to the Secretary if the member cannot attend that follows within the rules of the attendance policy

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d. Each Senator shall be responsible for contributing reports and information at SGA meetings.

e. Each senate member must serve on at least one of the five committees outlined by the Executive Board.

f. Each Senator must serve at least five hours of programming hours per semester.

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## 3. Resignation of Senators

a. A Senator that is resigning must deliver a formal email of resignation to the Vice President and Secretary listing the exact date of termination and reason of resignation.

## Article II. Committee Provisions, Structure, and Membership

### Section 2.01-The Student Government Standing Committees

#### (A) Membership Committee

##### 1. Membership

a. The Secretary (Chair)

b. Any number of Senators selected by the Secretary

##### 2. Duties

a. Recording and reviewing the attendance of all Senators at SGA meetings, events, and Programing Hours.

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- b. Holds the exclusive right to call an impeachment hearing at an SGA meeting
- c. Determine if a member should be impeached for absences as outlined in the Constitution

## **(B) Finance Committee**

### **1. Membership**

- a. The Treasurer (Chair)
- b. Any number of Senators selected by the Treasurer

### **2. Duties**

- a. Charged with addressing issues that deal with SGA's finance issues such as fundraisers and to approve any expenditure below \$500

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## **(C) Programming Committee**

### **1. Membership**

- a. The Director of Programming (Chair)
- b. Any number of Senators selected by the Director of Programming

### **2. Duties**

- a. To plan all events of SGA, coordinating with the Executive Board
- b. Assist the Executive Board with retreats and functions
- c. Plan and find workers for SGA tailgates and service projects

## **(D) Aladdin Committee**

### **1. Membership**

- a. One Senator to serve as the Chair, as appointed or selected by the Executive Board
- b. Any number of Senators selected by the Chair

### **2. Duties**

- a. Address the dining needs of students to Aladdin
- b. Discuss dining issues during the SGA meetings

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## **(E) Marketing Committee**

### **1. Membership**

- a. One Senator to serve as the Chair, as appointed or selected by the Executive board
- b. Any number of Senators selected by chair

### **2. Duties**

- a. Manage all SGA social medias
- b. Keep the SGA website up-to-date with meeting minutes and content.
- c. Assist with the promotion of SGA events.

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#### **(E) Select Committees and Special Committees**

1. The President and Vice President have the power to create additional committees on an “as needed” basis for pressing year to year issues.
2. The President and Vice President may set the stipulations for membership and duties for these committees.
3. Select and Special committees shall be dissolved at the end of the academic year unless approved to become a standing committee in the SGA by-laws by the Student Senate.

### **Article III. Meetings and Attendance**

#### **Section 3.01-Meetings**

##### **1. SGA Meetings**

- a. All meetings shall be run according to parliamentary procedure as stated in Roberts Rules of Order
- b. An agenda shall be prepared by the Vice President for each SGA meeting in accordance with the format given in Roberts Rules of Order.
- c. Minutes shall be made by the Secretary and available electronically by the start of the next meeting.
- d. Copies of the minutes shall be made available to anyone who requests them and available electronically.
- e. For voting, two-thirds of the total membership of the Senate must be present at the SGA meeting
- f. Meetings shall be held twice monthly at 9:00PM in the Student Leadership Center of the Student Union. Meetings must be cancelled one week in advanced with majority approval of the Student Senate.
- g. Regular meetings are open to the student body, faculty, and staff

##### **2. Committee Meetings**

- a. Shall be called by the committee chair and are open to the student body. The President and Vice President must be informed of meetings.

##### **3. SGA Advisors**

- a. Do not need to be present for SGA to hold a meeting
- b. May stay during executive session. This is to be determined by a motion, a second, and simple majority approval of the Senate.

#### **4. Special Meetings of the Senate**

- a. The President may call special meetings of the Senate
- b. Notice of at least three days must be given for attendance policies to stand.

### **Section 3.02-Attendance**

#### **1. Policy**

- a. Each member of the Student Senate is required to attend each SGA meeting, including special meetings called by the president.
- b. If an absence is necessary, the Senator must notify the Secretary via [sga@westliberty.edu](mailto:sga@westliberty.edu), or personally within fifteen of the missed meeting. Failure to send in an excuse fifteen hours results in an automatic unexcused absence.
- c. If a Senator must miss a committee meeting, the Senator must notify the Chair prior to the meeting taking place.
- d. The Membership Committee determines if an absence is excused or unexcused
- e. A Senator may not miss more than two meetings unexcused.

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#### **2. Penalties**

- a. If more than two meetings are missed without an excuse, the membership committee may call for impeachment

### **Article IV. Elections**

#### **Section 4.01-Procedures for running the elections**

- a. Elections will be conducted electronically
- b. Polls will open at 9:00 am and close at 4:00 pm
- c. Results are to be kept confidential until all of those who were running have been informed. If confidentiality is not kept, the Dean of Students may issues sanctions

#### **Section 4.02-Election Rules**

- a. There shall be one election per semester, unless an emergency election is needed. Rules in the Constitution are to be followed.
- b. The Spring semester election shall elect a President, Vice President, at Large Senators. Four Senator seats must be reserved for the Fall election

c. The Fall semester election shall elect any vacant representative or at-large senator seat, with at least four at-large senate seats being saved

d. The President and Vice President must run together

e. Campaigning begins two weeks before elections

f. Campaigning materials must be removed after the election

g. Results for the election will be announced upon completion of counting the votes on the day of the election, after all candidates have been notified

#### **1. Petition of Qualifications**

a. Candidates who may be unqualified to run for President or Vice president must have been an active member of SGA for at least two semesters at the time they would assume office.

b. The Executive Board shall approve or deny any petitions

c. If a member of the Executive Board is seeking the office of President or Vice President, they must remove themselves from voting on the petition, and a senate member who is not seeking office shall vote in their place

d. In the event that the election is unopposed by candidates meeting the Constitutional Requirement and the Executive Board denies the petition, the decision must be reviewed by the Dean of Students who may overturn it.

e. If one candidate is qualified and the other is not, they still must petition to run.

#### **Section 4.03-Election Rules for Homecoming and Spring King and Queen**

a. Candidates must have applications filled out completely and returned to the office or via email at the time and location stated by the Programming Committee

b. All candidates must be full time students at WLU

c. Poll tables shall have sign-in/sign-out sheets for poll workers

d. All election rules outlined in Section 4.04 shall be followed

e. SGA oversees all King and Queen elections

f. SGA reserves the right to add stipulations, regulations, and rules for King and Queen elections other than what is stated in Sections 4.03 and 4.04 of these by-laws

g. SGA reserves the right to disqualify candidates for King and Queen based on any stipulations, regulations, and rules that candidates must agree to

h. Any full time student may run for Homecoming King and Queen, but Spring Fling King and Queen candidates must represent a Greek Organization that is a part of Greek Life

#### **Section 4.04-Campaigning Rules for all SGA elections**



### **(A) General Rules**

1. All campaign rules must be made available to the candidates upon completing requirements for running

a. The Executive Board will determine when campaigning may begin, which will be posted on the application

b. Campaigning early will result in disqualification, this includes social media

c. There shall be no campaigning outside of the WLU campus

d. Canvassing of students by telephone calls, text messages, or mass e-mail using @westliberty.edu e-mails are not permitted

e. On election days, there will be no campaigning in the College Union or loitering in the College Union Ballroom by the candidates

f. There will be no signs inside or on the exterior of the college union on election day.

g. Candidates or supporters of candidates may not vocally campaign in the College Union

h. There are to be no alterations or removal of any opponents campaign materials

i. No candidate may clutter an area with too many campaign materials to prevent other candidates from having space to display

k. Fliers on cars are not permitted

l. The use of amplified sound equipment, radios, music players, horns, etc is only permitted between the hours of 10:00 am and 10:00 pm

m. The use of alcohol for any campaigning purposed is forbidden

n. No sidewalk chalk may be used on buildings

o. All university, local, state, and federal laws must be followed when campaigning

### **(B) Campaigning in Residence Halls**

a. Candidates must have permissions from the residents to hang fliers on their door

b. Candidates are not permitted to hang a banner from the residence halls

c. No chalk, paints, or markers are to be used on or in the buildings

d. Candidates must be escorted by a resident of the building they are in to campaign

### **(C) Campaigning in Academic Buildings**

a. Only two fliers or signs per bulletin board are permitted

b. University rules of posting material must be followed for each individual building

#### **(D) Penalties**

- a. The SGA Vice President shall determine the severity of the penalties if a violation of a by-law or of a policy set by the executive board for a specific election
- b. In the event the current SGA Vice President is running for election, the President shall determine the severity of the penalty
- c. The Dean of Students shall make all final decisions on the penalties in the event that the current President and Vice President are both running for any positions
- d. Candidates are responsible for the organizations and individuals that represent them, act on their behalf, or campaign for them
- e. Candidates are responsible for following all other SGA rules for elections

#### **Article V. Standing or Special Rules**

##### **Section 5.01-Office Rules**

- a. All long distance calls must be made for SGA purposes
- b. Computer rights for SGA purposes take precedence over individual use
- c. Excessive printer use for personal use is not permitted
- d. Committees may use the Office for meetings
- e. Only the five Executive Board members and the advisor may hold a key to the office
- f. The office may be used by other members of SGA for SGA purposes, but an Executive Board member must unlock the office for them

##### **Section 5.02-Graduation Stoles**

- a. All members of SGA who are or have been recognized as active members of SGA will be recognized at their graduation with stoles honoring their service. The qualifications for recognition will be that they must have been active members for at least ten meetings. Also, any student who served a full term on the Executive Board will have their stoles paid for, as well as any members serving at the time of their graduation. Former members who meet the qualifications must pay for their own

#### **Article VI. Ethics**

##### **Section 6.01-Code of Ethics and Repercussions**

- a. All SGA members are to conduct themselves in an ethical manner and follow the Code of Ethics in the SGA Constitution, along with the provisions listed below

#### **(A) Social Media**

a. Posts on Social Media that include negative remarks or comments about West Liberty University, SGA, an SGA member, or any affiliates of WLU are not permitted

**1. Repercussions**

a. First and second offenses are reported to the Executive Board and Membership Committee, and a warning is sent to the member by an Executive Board Member or Advisor

b. After the third offense, the Membership Committee decides with simple majority approval, the member will go to the Senate for a 2/3 vote for impeachment

**(B) Gossip and Rumors**

a. Harmful or malicious gossip/rumors (true or not true) about SGA Members, Organization Officers, the University, Students, Faculty, or Staff that damage the integrity of SGA will not be tolerated

**1. Repercussions**

a. First time offenses are reported to the Executive Board and Membership Committee, and a warning is sent to the member by an Executive Board member, or Advisor

b. After the second offense, the Membership Committee decides with simple majority approval, the member will go to the Senate for a 2/3 vote for impeachment

**(C) Electronic Devices**

a. Laptops, tablets, and cell phones may be used for meeting purposes only. Using electronic devices for personal use, social media, messaging, and any other excessive use is prohibited.

b. In the event that the Senate enters into executive session, all electronic devices are to be put away, unless otherwise permitted by the Vice President. The Secretary may continue using their laptop for taking minutes.

c. Any recording of the minutes must be paused during executive session.

**1. Repercussions**

a. First time offenders will be asked to put the device away

b. Second time offenders will be charged with an absence

c. After the third offense, the Membership Committee decides with simple majority approval, the member will go to the Senate for a 2/3 vote for impeachment

**Article VII. Application**

**Section 7.01-All members of the Student Government (both voting and non-voting) must abide by these by-laws.**

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