

**WESTERN CAROLINA UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION**

CONSTITUTION AND BYLAWS



Last approved 9/29/2014

Preamble

The Students of Western Carolina University, in order to better promote the interest and welfare of this educational community, do hereby assemble under the ratification of this Constitution and the formation of a Student Government Association. The enumeration of the powers, duties, and offices herein shall serve to advance the wellbeing of the student body, student organizations, and Western Carolina University. Therefore, let it be known by all united under this University that the Student Body ordains and establishes this Constitution.

Article I: General Organization

1. The Student Government Association shall serve as the sole governing body responsible for representing student interests before all concerned parties, address student needs within the University, and provide a judicial venue for the student body.
2. This Constitution shall be the sole governing document for the Student Government Association.
3. The Student Government Association shall be comprised of all undergraduate and graduate students registered at Western Carolina University.
4. The Student Government Association shall be empowered to govern all individuals, departments, and organizations herein represented by the Student Government Association. All enactments of the Student Government Association shall thereby enjoy full enforcement unless in direct conflict with this Constitution.
5. The duties of the Student Government Association shall include but be not limited to the following:
 - a. Serve on University and otherwise concerned committees pertaining to student interests.
 - b. Represent the student body before the Association of Student Governments in a delegation deemed appropriate by the Student Body President.
 - c. Serve as a liaison between the University and the student body by supporting student interests before faculty and the administration.
 - d. Advocate for the responsible use and allocation of university finances.
 - e. Enhance the experience of all members represented herein to the fullest extent provided within this Constitution.
6. Three distinct branches shall govern the Student Government Association: the Legislative, the Executive, and the Judicial.
7. No member of the Student Government Association shall serve in more than one branch at any given time.

8. The Vice-Chancellor for Student Affairs shall appoint a full-time employee to serve as advisor for the Student Government Association.
9. The Constitution of the Student Government Association shall be retained in both physical and electronic copy by the acting Student Body President, the acting President Pro Tempore of the Senate, the acting Chief Judicial Justice, the advisor, and the Vice-Chancellor for Student Affairs upon ratification of this Constitution.

Article II: Rights and Responsibilities

1. The Student Government Association shall honor regulations and laws of the Western Carolina University Board of Trustees, The State of North Carolina, and the United States of America.
2. The Student Government Association shall respect the WCU Statement of Students and Responsibilities as approved by the Western Carolina University Board of Trustees in 1969.
3. In addition, the Student Government Association respects the following rights as bestowed unto the student body under this Constitution and consistent with University policies and procedures:
 - a. The right to address student body officials.
 - b. The right to hold any office within the Student Government Association for which the Individual is qualified.
 - c. The right to submit referendums for ratification by the Student Government Association.
 - d. The right to petition for the removal of any elected official.
 - e. The right to all documents, knowledge, and minutes pertaining to the Student Government Association.

Article III: Legislative Branch

1. All legislative powers of the Student Government Association shall be vested in a Student Senate.
2. The Student Senate shall be comprised of the President of the Senate, the President Pro Tempore of the Senate, the Clerk of the Senate, and a Senate reflective of the student population consisting of no less than ten (10) Senators. In order to vote on issues concerning the Student Government Association, the Student Senate must meet quorum, to be defined as two-thirds (2/3) of currently serving Senators.
3. The term of office for members of the Legislative Branch shall be one (1) calendar year following the oath of office or until the next elected officer has been sworn into office.

4. The Student Body Vice-President shall serve as the President of the Senate. The President of the Senate shall preside over all Student Senate assemblies, appoint committee chairs and members, serve as a non-voting member on all Student Senate committees, and issue the deciding vote in the event of a tie vote within the Student Senate.
5. The President Pro Tempore of the Senate must meet the following qualifications:
 - a. Have held a Senate position within the Student Senate for a minimum of one (1) academic semester prior to appointment, unless no such seniority exists.
 - b. Be registered as a full-time undergraduate or graduate student of Western Carolina University and attend at least fifty percent (50%) of his or her classes at the Cullowhee or Biltmore Campus.
 - c. May not be under any current academic or disciplinary sanctions as detailed in the Code of Student Conduct.
 - d. Maintain a 2.75 cumulative grade point average during the term of office.
 - e. Maintain a 2.5 semester grade point average during the term of office.
6. The President Pro Tempore shall serve as the legislative and administrative assistant to the President of the Senate, perform any administrative function therein, serve as the secondary authority of the Student Senate and assume all duties in the absence of the President of the Senate.
7. The Clerk of the Senate must meet the following qualifications:
 - a. Have held a Senate position within the Student Senate for a minimum of one (1) academic semester prior to appointment, unless no such seniority exists.
 - b. Be registered as a full-time undergraduate or graduate student of Western Carolina University and enrolled at least fifty percent (50%) of his or her classes at the Cullowhee or Biltmore Campus.
 - c. May not be under any current academic or disciplinary sanctions as detailed in the Code of Student Conduct.
 - d. Maintain a 2.75 cumulative grade point average during the term of office.
 - e. Maintain a 2.5 semester grade point average during the term of office.
8. The Clerk of the Senate shall maintain records of Student Senate assemblies, record minutes, and file any resolutions submitted therein. All resolutions submitted for discussion by the Student Senate must first be submitted to the Clerk of the Senate, bear the signature of acceptance by the Clerk of the Senate, and be presented by the Clerk of the Senate at the next assembly of the Student Senate.
9. Each Student Senator must meet the following qualifications:
 - a. Be registered as a full-time undergraduate or graduate student of Western Carolina University and attend at least fifty percent (50%) of his or her classes at the Cullowhee or Biltmore Campus.

- b. May not be under any current academic or disciplinary sanctions as detailed in the Code of Student Conduct.
- c. Maintain a 2.5 cumulative grade point average during the term of office.
- d. Maintain a 2.0 semester grade point average during the term of office.

10. The Student Senate shall:

- a. Pass resolutions, establish statutes, and amend the Constitution of the Student Government Association as deemed necessary for the execution of all powers vested in the Student Government Association.
- b. Establish procedures for the execution of its properties and resolutions.
- c. Impeach from office any student official with concurrence of two-thirds (2/3) of the entire Student Senate. The Senate shall demonstrate sufficient cause to censure or expel a member of the Student Government Association in concurrence with this Constitution and subsequent bylaws of the Student Government Association.
- d. Approve or reject by majority vote all judicial and executive appointments by the Student Body President or Student Body Vice-President.
- e. Replace upon majority vote any vacancies within the Student Senate.
- f. Hear the appeals of actions taken by the Student Senate and by two-thirds (2/3) majority vote, decide to uphold, adjust, or overrule the decision.
- g. By two-thirds (2/3) majority vote override a presidential veto.
- h. Subpoena any officer of the Student Government Association or any student organization receiving funding if deemed necessary by the Student Senate.
- i. Approve by a simple majority vote the salaries of the Student Body President; Student Body Vice-President, Executive Council, the Judiciary, and the Student Senate. The final salaries as approved must be signed by the advisor.
- j. Establish provisional committees as deemed necessary.

11. The Elections Committee and the Rules and Judiciary Committee shall be observed as Standing Committees.

12. The Elections Senator shall serve as the head of the Elections Committee. The Elections Committee shall facilitate and oversee Student Government Association elections. The Elections Committee shall review the prior election and submit any necessary changes for subsequent elections.

13. The Clerk of the Senate shall serve as the head of the Rules and Judiciary Committee. The Rules and Judiciary Committee shall review all legislation or writs of impeachment and offer advice on issues of constitutionality and structure prior to presentation before Student Senate.

Article IV: Executive Branch

1. All executive powers of the Student Government Association shall be vested in an Executive Branch.
2. The term of office for the Student Body President and the Student Body Vice-President shall be one (1) calendar year following the oath of office or until the next elected officer has been sworn into office.
3. The Executive Branch shall be comprised of the Student Body President and the Student Body Vice-President. The Executive Cabinet shall consist of the Chief of Staff, the Director of Finance, the Director of Public Relations and Marketing, and the Director of Inter-Club Council.
4. The Student Body President shall oversee appropriations for student organizations, create and edit the Student Government Association budget, as well as create financial policies for the Student Government Association to be approved by a majority vote of the assembled Student Senate.
5. The Student Body President shall meet the following qualifications
 - a. Must be registered as a full-time undergraduate or graduate student of Western Carolina University and have fifty percent (50%) of his or her classes located at the Cullowhee or Biltmore Campus.
 - b. May not be under any current academic or disciplinary sanctions as detailed in the Code of Student Conduct.
 - c. Maintain a 3.0 cumulative grade point average during the term of office.
 - d. Maintain a 2.5 semester grade point average during the term of office.
 - e. Must have served at least two academic semesters in the Student Government Association of Western Carolina University.
6. The Student Body President shall:
 - a. Serve as the chief spokesperson, representative, and delegate for the Student Government Association and the entire student body in all matters inside and outside of the University community.
 - b. Administer and enforce the laws enacted by the Student Senate.
 - c. Serve as a voting member of the Western Carolina University Board of Trustees, pursuant to North Carolina General Statute 116-3 §1.
 - d. Veto any act of the Student Senate as deemed necessary within fourteen (14) calendar days of receipt.
 - e. Appoint members of the Executive Council, and remove Executive Council members if deemed necessary.
 - f. Appoint justices of the Student Government Association Judicial Branch.

- g. Issue reports to Executive Council members and committees and summon prompt reports from Executive Council members.
 - h. Deliver a State of the University Address before the student body once each semester, and address the student body if at any time deemed necessary.
 - i. Perform and enforce all duties pursuant to the office of the Student Body President, provided such acts are not prohibited under this Constitution.
- 7. The Student Body Vice-President shall meet the following qualifications:
 - a. Must be registered as a full-time undergraduate or graduate student of Western Carolina University and have fifty percent (50%) of his or her classes located at the Cullowhee or Biltmore Campus
 - b. May not be under any current academic or disciplinary sanctions as detailed in the Code of Student Conduct.
 - c. Maintain a 3.0 cumulative grade point average during the term of office.
 - d. Maintain a 2.5 semester grade point average during the term of office.
 - e. Must have served at least two academic semesters in the Student Senate of Western Carolina University.
- 8. The Student Body Vice-President shall assume the office of the Student Body President if the Student Body President resigns office, becomes unable or unwilling to fulfill the office, or during the temporary absence of the Student Body President.
- 9. The Student Body Vice-President shall:
 - a. Serve as President of the Senate, preside over assemblies of the Student Senate, and cast the deciding vote in the event of a tie.
 - b. Maintain a functioning Student Senate, appoint new Senators in the event of vacancies, and call for the impeachment of Senators in violation of the conduct policies set forth by the Student Government Association.
 - c. Forward approved legislation to the advisor and Student Body President in a timely manner, and report on the progress of the legislation thereafter.
 - d. Establish, monitor, and select members for Student Senate committees.
 - e. Perform and enforce all duties pursuant to the office of the Student Body Vice-President, provided such acts are not prohibited under this Constitution.
- 10. Each Executive Council member shall meet the following qualifications:
 - a. Must be registered as a full-time undergraduate or graduate student of Western Carolina University and have fifty percent (50%) of his or her classes located at the Cullowhee or Biltmore Campus.
 - b. May not be under any current academic or disciplinary sanctions as detailed in the Code of Student Conduct.
 - c. Maintain a 2.75 cumulative grade point average during the term of office.
 - d. Maintain a 2.5 semester grade point average during the term of office.
 - e. Have served at least two semesters in the SGA of Western Carolina University?

11. The Director of Finance shall serve as the Chief Financial Officer for the Student Government Association and report directly to the Student Body President. He or she will aid student organizations through the funding process. He or she will establish a Finance Committee, which shall include but be not limited to one member of the current Student Senate, to review matters of funding. The Director of Finance will correspond with appropriate University financial officials on matters of the Student Government Association budget. He or she shall serve as a non-voting, ex-officio member on the Student Senate.
12. The Director of Public Relations and Marketing shall serve as the Chief Communications Liaison for the Student Government Association and report directly to the Student Body President. He or she will ensure to the fullest extent afforded by the office that the Student Body remains well-informed of actions taken by the Student Government Association and as such, he or she must regularly attend assemblies of the Student Senate. He or she will advertise for and facilitate the planning, marketing and execution of Student Government Association events.
13. Chief of Staff shall serve as the office assistant of the Executive Branch and report directly to the Student Body President. He or she shall record minutes for all executive council meetings. He or she shall coordinate and schedule all executive activities.
14. Director of the Inter-Club Council shall oversee all recognized student organizations and report directly to the Student Body President. He or she will serve as the Chair of the Inter-Club Council. He or she will organize and hold Inter-Club Council Meetings on a regular basis. He or she shall review and approve all print advertisements of recognized student organizations. He or she shall serve as a non-voting, ex-officio member on the Student Senate.
15. In the event that the Student Body President resigns, is removed, or is otherwise unable to fulfill the duties of the office, the Student Body Vice-President shall assume the presidency. In the event of a vacancy in the presidency and/or vice-presidency, the President Pro Tempore of the Senate shall assume the duties of the Student Body Vice-President. Should the President Pro Tempore of the Senate be unable or unwilling to assume the office, the Student Senate shall, by two-thirds (2/3) vote of all members present, select a member of the Student Senate to fill the vacancy until such time that an election may be held.

Article V: Judicial Branch

1. The judicial authority of the Student Government Association shall be vested in a Judicial Branch.

2. The Judicial Branch of the Student Government Association will be composed of the Chief Judicial Justice, the Assistant Judicial Justice, the Judicial Clerk of Court, and four Judicial Justices.
3. The term of office for members of the Judicial Branch shall be one academic year following the oath of office.
4. The Chief Judicial Justice shall meet the following qualifications:
 - a. Must be registered as a full-time undergraduate or graduate student of Western Carolina University and attend at least fifty percent (50%) of his or her classes at the Cullowhee or Biltmore Campus.
 - b. May not be under any current academic or disciplinary sanctions as detailed in the Code of Student Conduct.
 - c. Maintain a 3.0 cumulative grade point average during the term of office.
 - d. Maintain a 2.5 semester grade point average during the term of office.
 - e. Must be confirmed by a majority vote of the Student Senate.
 - f. Must have previously served 1 academic year in the SGA.
5. The Chief Judicial Justice shall:
 - a. Serve as the chief administrative officer of the judiciary.
 - b. Preside over all judicial sessions and issue the verdict of voting justices.
 - c. Maintain a functioning judiciary and appoint new justices in the event of vacancies.
 - d. Administer the oath of office to all elected and appointed officials of the Student Government Association.
 - e. Perform and enforce all duties pursuant to the office of the Chief Judicial Justice, provided such acts are not prohibited under this Constitution.
6. The Assistant Judicial Justice shall meet the following qualifications:
 - a. Must be registered as a full-time undergraduate or graduate student of Western Carolina University and attend at least fifty percent (50%) of his or her classes at the Cullowhee or Biltmore Campus.
 - b. May not be under any current academic or disciplinary sanctions as detailed in the Code of Student Conduct.
 - c. Maintain a 2.75 cumulative grade point average during the term of office.
 - d. Maintain a 2.5 semester grade point average during the term of office.
 - e. Must have served no less than one semester in the Judicial Branch.
 - f. Must be confirmed by a majority vote of the Student Senate.
7. The Assistant Judicial Justice shall:
 1. Serve as the chief administrative officer of the judiciary in the absence of the Chief Judicial Justice.

2. Serves as a voting member of the Student Senate Elections Committee to further enforce the elections rules and procedures.
3. Preside over the hearing in the event of a contested election.
4. Deliberate as a member of the judiciary.

8. The Judicial Clerk of Court shall meet the following qualifications:

- a. Must be registered as a full-time undergraduate or graduate student of Western Carolina University and attend at least fifty percent (50%) of his or her classes at the Cullowhee or Biltmore Campus.
- b. May not be under any current academic or disciplinary sanctions as detailed in the Code of Student Conduct.
- c. Maintain a 2.75 cumulative grade point average during the term of office.
- d. Maintain a 2.5 semester grade point average during the term of office.
- e. Must have served no less than one semester in the Judicial Branch.
- f. Must be confirmed by a majority vote of the Student Senate.

9. The Judicial Clerk of Court shall:

- a. Record the minutes of all judicial proceedings and maintain all records therein.
- b. Review all pending cases and prepare the docket prior to all judicial proceedings.
- c. Deliberate as a member of the judiciary.

10. Each Judicial Justice shall meet the following qualifications:

- a. Must be registered as a full-time undergraduate or graduate student of Western Carolina University and attend at least fifty percent (50%) of his or her classes at the Cullowhee or Biltmore Campus.
- b. May not be under any current academic or disciplinary sanctions as detailed in the Code of Student Conduct.
- c. Maintain a 2.75 cumulative grade point average during the term of office.
- d. Maintain a 2.5 semester grade point average during the term of office.
- e. Must be confirmed by a majority vote of the Student Senate.

11. The Judicial Branch shall:

- a. Take part in all judicial sessions and issue a vote upon deliberation.
- b. Have a working knowledge of this Constitution as well as general policies pertaining to students.

- c. Review any actions taken by the Student Government Association in regards to issues of constitution, bylaws, and policy.
- d. Hear the appeals of students and student organizations regarding actions taken by the Student Government Association.

Article VI: Amendment(s) to the Constitution

1. The Student Government Association shall create bylaws as deemed necessary to facilitate the measures provided for in this Constitution. All bylaws must be approved by the Student Senate with a majority vote and ratified by the Student Body President. No bylaw may conflict with this Constitution.
2. Amendments to the Constitution shall originate from the Student Senate and be approved by a two-thirds (2/3) vote of the entire Student Senate. An amendment shall become effective upon ratification by the Student Body President. Upon ratification, all amendments must meet the approval of the advisor.
3. Should the need for dissolution of this Constitution arise, the Student Senate must prepare a new Constitution. Following the creation of a subsequent Constitution, a majority vote of the judiciary must verify the legality of the Constitution in adherence with University policy. The Constitution shall return to the Senate for approval by a three-fourths (3/4) majority vote before submission for ratification by the Student Body President. Upon ratification, the new Constitution must meet the approval of the advisor before receiving full authorization from the Vice-Chancellor of Student Affairs. The ratified Constitution shall be placed on the ballot of the next general election of the Student Government Association for a simple majority decision of the electorate. The new Constitution shall take effect the following academic year and a new set of bylaws must subsequently be adopted.

Through the Authority of the Student Government Association (SGA) Constitution,
the SGA of Western Carolina University hereby establishes its statutory policies
and procedures by-laws.

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ARTICLE I General Organization

Section 1.1: Terminology and Membership

- (a)** The name of this organization shall be the Student Government Association of Western Carolina University and may hereinafter be referred to as the SGA.
- (b)** The supporting membership of this organization shall include all students that have enrolled and paid a student activity fee to the institution of Western Carolina University, and may hereinafter be referred to as WCU.
- (c)** The Student Government Association shall be organized into three branches: Senate, Executive, and Judicial. All official meetings of the Executive Branch, the Senate Branch, and the Judicial Branch of the SGA shall be conducted on a WCU campus or site.
- (d)** All official SGA meetings shall be open to the public. Minutes will be posted online within two weeks after the original meeting.

(e) No student under disciplinary sanction or with a cumulative grade point average below requirement may serve on the SGA.

(f) No student shall hold more than one SGA position at a time.

ARTICLE II

Executive Branch

Section 2.1: Leadership

(a) The Student Body President shall represent the Student Body in dealings with faculty and staff, the administration, the Board of Trustees, the Board of Governors, official guests, visitors of the University and with students from other schools. He/she shall create an executive council and committees or other offices as deemed beneficial to the student interests. He/she shall delegate the appointment of student members to University committees by request of the Chancellor and other administrative personnel and require reports from these students. He/she will make appearances at University functions and events as the representative of the Student Body. He/she will give monthly reports to the Student Senate. He/she will enact and enforce laws of the SGA within his jurisdiction. He/she shall approve the appointment of the Chief Justice in conjunction with the Student Senate. He/she will attend meetings of the University of North Carolina Association of Student Governments (UNCASG) and appoint one delegate to the organization. In accordance with the North Carolina general statutes, he/she will attend and serve as a voting member at all Western Carolina University Board of Trustee Meetings.

(b) The Student Body Vice President will serve in the absence of the President and assume all duties and responsibilities (i.e. meetings, public functions) of the office. He/she will serve as an outreach to student organizations and campus committees. He/she will serve as the President of the Senate. He/she will attend meetings of the University of North Carolina Association of Student Governments (UNCASG) and appoint one delegate to the organization.

Section 2.2: Cabinet

(a) The Executive Cabinet: The following positions must be included in the executive cabinet structure:

(i) The Director of Finance serves as the Chief Financial Officer for the Student Government Association. He/she oversees appropriations for student organizations, contributes to and edits the SGA Funding Manual as well as creating financial policies for the Student Government Association. He/she will give advice and consent on matters going to the Finance Committee of the Senate as needed. He/she will aid student organizations through the funding processes. He/she will correspond with appropriate University financial officials on matters of the Student Government Association budget.

(ii) The Chief of Staff corresponds with executive cabinet and other branches on matters of Student Government Association business. He/she will plan all executive council events for the year.

(iii) The Director for Public Relations and Marketing shall foster public relations and enhance the distribution of information for the Executive branch. He/She will ensure to the

fullest extent afforded by the office that the Student Body remains well-informed of actions taken by the Student Government Association and as such, he or she must regularly attend assemblies of the Student Senate. He/she will advertise for and facilitate the planning, marketing and execution of Student Government Association events.

(v) The Director of Inter-Club Council oversees all Recognized Student Organizations and serves as a liaison between those organizations to SGA. He/she serves as Chair of the Inter-Club Council. He/she organizes and holds Inter-Club Council meetings on a regular basis, and approve all pending recognized student organization requests. He/she shall review and approve all print advertisements of recognized student organizations.

(b) Cabinet members must remain in communication with Faculty, Staff and Administration as defined by the SGA President.

Section 2.3: Meetings

(a) The Executive Staff shall meet regularly to discuss the business of the Executive Branch with the Student Government Association Advisor.

(b) The Executive Staff shall meet weekly to carry out the executive council platform initiatives.

(c) The Executive Staff shall have updated reports for all weekly meetings.

Section 2.4: Office Hours

(a) Class schedules and office hours for Executive Officers should be submitted to the President and Advisor during the summer/winter break at least one week prior to the conclusion of the University break, with any later changes being submitted by the end of the first full week of classes each semester.

(b) Office hours are defined as being physically in the SGA office, or otherwise approved by the Student Body President or SGA Advisor.

(c) All Executive Branch employees must maintain a minimum number of office hours per week as defined in their contracts.

ARTICLE III Legislative Branch

Section 3.1: Legislative Sessions

(a) The Student Senate shall be in session from the instillation of senators in the spring semester to the installation of senators the following year.

- (b)** Although it is not required, summer sessions may occur if needed and voted on by quorum. A quorum shall consist of at least 51 percent of the total current voting membership.
- (c)** If quorum is not met, the body shall meet as a committee. The committee can submit a recommendation at the start of the semester to the Student Senate once quorum is reached.
- (e)** The most recent edition of Robert's Rules of Order shall be followed at all meetings and enforced by the Parliamentarian.

Section 3.2: Representation

- (a)** The Student Senate shall be composed of the following positions:
- i.** Athletics Senator
 - ii.** ASG Senator
 - iii.** Campus Safety Senator
 - iv.** Commuter Senator
 - v.** Elections Senator
 - vi.** Diversity Senator
 - vii.** Faculty Senator
 - viii.** Graduate Senator
 - ix.** Fraternity and Sorority Life Senator
 - x.** Health & Wellness Senator
 - xi.** Student Activities Senator
 - xii.** Extremes Senator
- (b)** The Student Senate shall have the following duties:
- i.** Serve as a voting member of the SGA Senate.
 - ii.** Represent the Student Body at large.
 - iii.** Sponsor appropriate legislation in which is beneficial to the student population.
 - iv.** Be knowledgeable about the SGA Constitution, Bylaws and legislation, WCU policies, and campus resources.
 - v.** Participate in the establishment and execution of SGA goals.
 - vi.** Serve as official college representatives when called upon to do so.
 - vii.** Attend SGA sponsored events and functions held each semester.
 - viii.** Attend mandatory training as scheduled by SGA and/or Office of Leadership and Student Involvement.
 - ix.** Attend Student Senate meetings.
 - x.** Uphold the constitution and all ordinances of the SGA.
 - xi.** Provide a mentorship to the newly-elected SGA Senators lasting a minimum of two weeks.
 - xii.** Serve on WCU committees as designated by SGA President or the Office of Leadership and Student Involvement.
 - xiii.** Serve as Student Advocates by working to address student issues and concerns on campus.
 - xiv.** Serve as a liaison and build positive relationships between the faculty, staff, students, and administration.
 - xv.** Attend a weekly meeting on Mondays at 6pm
 - a.** Article III, Section 3.2, Sub-Section (b), Sub-Sub-Section (xv) will go into effect as of January 1st, 2014

Section 3.3: Legislative Committees

(a) **The Rules & Judiciary:** This Committee considers all Bills and Resolutions before they are presented to the Student Senate. This Committee shall make suggestions and nonbinding recommendations for each bill or resolution to the originating committee as well as provide nonbinding recommendations for all appointments that require to vote of the Student Senate. The Committee must provide the Senate with a written explanation of the factors that have been considered in making the recommendation.

(b) **Health and Welfare:** This committee will be responsible for talking to students and helping the student body become aware of areas on campus such as Campus Recreation, Nutrition, and Psychological services. Furthermore this committee will serve to provide ways to improve the overall attitude of the student body by examining university policies, procedures, and projects that could have adverse effects. Recommendations on university plans are submitted to the Senate in the form of a bill or resolution. The Senate then votes to approve or not approve the recommendations to send forth to the Student Body, Vice President, and Vice Chancellor for Student Affairs.

(c) **Environmental:** This committee will focus on making sure this campus, its' students, and the surrounding community are environmentally safe and sound. The committee will make sure that the students are aware of environmental issues that are impacting this campus, the student body, and the community as a whole.

(d) **Academics:** This committee will strive to help the students of this campus by allocating any resources to help them with their academics. The committee will make sure that students know of the resources on campus but also be weary of the complaints and problems regarding academics that the students have. The Chair will attend all correspondence of the Liberal Studies Committee and report such to the Student Senate or appoint a replacement representative.

(e) **Student Involvement:** The student involvement committee focuses on building spirit and camaraderie among the Western Carolina community. They will plan activities that will specifically serve to interconnect the student body and work to make sure all students know about events going on around campus. This committee will also be responsible for seeking ways to support organizations on campus such as athletics or RSOs.

(f) **Constitution and Bylaws:** This committee will solely look at the constitution and bylaws of the SGA and try to better any misunderstood or wrongful bylaws. This committee will take any suggestions from anyone on this campus and attempt to clear up any grey areas in the bylaws and constitution. The committee will also be in charge of reviewing the constitution and bylaws every year as well as bring any changes made to the Student Senate for voting.

(g) **Dining:** This committee will be a liaison for the student body to the Directors' of Dining on this campus. The committee will be in charge of voicing the concerns and problems regarding to dining coming from the student body on this campus.

Section 3.4: Meetings

- (a)** All Student Senate meetings shall be conducted according to the most recent edition of Robert's Rules of Order.
- (b)** The Student Senate shall meet a minimum of twice monthly.
- (c)** The President of the Senate may call a special Student Senate meeting at any time while school is in session. He/she will notify all senators within 48 hours of this special meeting.
- (d)** A committee chair may call a special meeting at any time while school is in session. He/she will notify all committee members 48 hours prior to this special meeting.
- (e)** Ex-officio members of the Student Senate must submit all agenda items to the President of the Senate no later than 5:00pm on the Friday prior to the Senate meeting in which the Agenda items will be discussed.

Section 3.5: Attendance

- (a)** Senators are expected to be in attendance at all Student Senate meetings and their respective committee meetings.
- (b)** Three unexcused absences are allowed before senators are removed from the Student Senate; with an unexcused absence being defined as an absence in which the senator has not provided the President of the Senate with a doctor's note, university excused absence, or written notification 48 hours prior to being. The approval of all written notifications is at the discretion of the President of the Senate.
- (c)** Unexcused absence from Student Senate meetings will count as one (1) absence and unexcused absence from committee meetings will count as a half (1/2) absence, recorded by the Clerk of the Senate.

Section 3.6: Senator Replacement Process

- (a)** The President of SGA, Vice-President of SGA, Senator Pro Temp, Parliamentarian, and Clerk of the Senate shall be responsible for interviewing potential candidates.
- (b)** A majority vote by the above mentioned shall be required to recommend the candidate to the Student Senate for vote.
- (c)** Candidates must meet all qualifications of the vacant position to be considered.
- (d)** A two-thirds majority vote by the Student Senate is needed before a candidate to become a member of the Student Senate.
- (e)** If vacancies within the Student Senate exceed 60% of the available seats, then a university-wide election must be held to fill vacancies.

Section 3.7: Legislation Procedures

(a) All legislation shall be submitted to the Clerk of the Senate in quadruplet to be distributed to the President, Vice President, Chief Justice and SGA Advisor no later than 5:00pm on the Wednesday prior to the meeting in which the legislation will be introduced.

(b) The Clerk of the Senate will affix the Student Government Association stamp to all copies and assign legislative numbering as follows:

- i.** Senate Bill: SB (*meeting number-bill number*)
- ii.** Senate Resolution: SR (*meeting number-resolution number*)

(c) All copies of legislation are retained by the Clerk of the Senate who will provide copies for all members of the Student Senate on the date the legislation will be placed on the agenda.

(d) If legislation passes, the four original copies are sent to the Student Body President for signature or veto.

(e) If legislation fails, the four original copies are returned to the Senator who initiated the legislation.

(f) The four copies of the signed legislation are then distributed to the Clerk of the Senate for his/her files, Chief Justice, President of the Student Senate and the original author of the legislation.

(g) If vetoed, legislation goes back to the Clerk of the Senate to be held until recalled.

(h) If the Student Body President fails to act on legislation within fourteen (14) calendar days of receipt, it is returned to the Clerk of the Senate and considered enacted legislation.

(i) After a bill has been tabled or has failed to pass, the contents of said bill or the principal provisions of its subject matter shall not be embodied in any other measure in the current legislative session. Upon the point of order, such measure shall be laid upon the table and shall not be taken there from except by a two-thirds vote.

(j) Any business, unfinished or new, will be read aloud on the floor of the Student Senate by the President of the Senate in the order on the agenda.

(k) The floor will then be opened by the President of the Senate for questions for clarification for a period of no longer than five minutes.

(l) In order for the legislation to be passed, a motion shall come from the floor to adopt the legislation. This requires a second.

Section 3.8: Office Hours

(a) Class schedules should be submitted to the President of the Senate by the end of the first full week of classes each semester.

(b) Office hours are defined as being physically in the SGA office, or otherwise approved by the Student Body Vice President or SGA Advisor.

(c) All Legislative Branch employees must maintain the minimum number of office hours that is specified in their contract.

ARTICLE IV Judicial Branch

Section 4.1: Judiciary

(a) The Judicial Branch of the SGA will be composed of the following: Chief Judicial Justice (1), the Assistant Judicial Justice (1), the Judicial Clerk of Court (1), and Judicial Justices (4).

(b) The Chief Justice serves as the chief officer of this judicial system. He/she must interpret any provision of the constitution, bylaws and/or any law upon written request. He/she shall appoint all justices as vacancies arise, with the approval of the Student Senate. He/she must preside over all judicial meetings.

(c) The Assistant Judicial Justice serves as the assistant of the Chief Justice in this judicial system. He/She must assist the Chief Justice in the interpretation of any provision of the constitution, bylaws and/or any law. He/She serves as a direct supervisor to the Judicial Justices, and provides assistance to the Chief Justice as needed.

(d) The Judicial Clerk of Court serves as the clerk at all Traffic Courts and is a general administrative assistant to the Judicial Branch, and addition to providing assistance to the Chief Justice as needed.

(e) The Judicial Justices must assist the Chief Judicial Justice in the interpretation of any provision of the constitution, bylaws and/or any law, and provide assistance to the Chief Justice as needed.

Section 4.2: Meetings

(a) **The Chief Judicial Justice and Assistant Judicial Justice** shall meet once weekly to discuss the business of the Judicial Branch with the SGA Advisor.

(b) **Traffic Court** shall be held on a weekly basis unless other circumstances shall arise.

Section 4.3: Office Hours

(a) Class schedules and office hours should be submitted to the Chief Justice by the end of the first full week of classes each semester.

(b) Office hours are defined as being physically in the SGA office, or otherwise approved by the Chief Justice or SGA Advisor.

(c) All Judicial Branch employees must maintain the minimum number of office hours per week that is specified in their contract.

Section 4.4: Judiciary Selection Process

(a) Applications for the Chief Justice position will be available no later than February 15th of the designated year;

(b) Applications will be due to the Chief Justice the Friday before Spring Break;

(c) Once all applications are received and reviewed, the current Chief Justice will set-up interview slots for all candidates;

(d) Candidates will be interviewed by the current Chief Justice, Justices (4), and the SGA Advisor;

(e) The Chief Justice will make a recommendation to the President by a chosen time at the end of March;

(f) Once the Student Body President approves the candidate, the name is sent to the Student Senate for approval;

(g) Once approval is gained from the Student Senate, the candidate is the Chief Justice Appoint;

(h) The Chief Justice and Judicial Justices do not become active until being sworn in with the Oath of Office.

ARTICLE V: Elections

Section 5.1: Elections Committee

(a) The Elections Committee Chair serves as the chief officer for the Elections Committee. He/she appoints the Elections Committee Vice Chairman. He or she selects the members of the Elections Committee and serves as the first point of contact for all SGA elections. He/she presides over all meetings of the Elections Committee. He/she ensures that all elections rules are being upheld. He/she presides over the compulsory meeting before the election. He/she monitors the online and on campus voting sites (polls).

(b) All Elections Committee members will be appointed at least one month prior by the Elections senator and approved by the President of the Senate.

(c) The Chairman shall appoint a Vice Chairman with the approval of the President of the Senate. The Vice-Chairman shall assume the position of the Chairman if the Chairman resigns office, becomes unable or unwilling to fulfill the office, or during the temporary absence of the Chairman.

(d) In the event that both the Chairman and Vice Chairman are unable to serve the duration of the term of office, the Assistant Judicial Justice shall assume the Chairmanship until such a time as a new Elections Senator assumes office.

(e) If the performance or conduct of the Chairman or Vice Chairman is deemed unacceptable by any member of the Student Senate, he or she reserves the right to petition Student Senate to take actions and begin the censure and/or the removal process.

(f) If the performance or conduct of an Elections Committee member is deemed unacceptable by the Chairman, he or she reserves the right remove that member from the Committee.

(g) The Elections Committee shall meet to discuss any elections as needed with the SGA Advisor.

Section 5.2: Candidacy and Filing Procedures

(a) All students seeking to hold an elected Student Government Association position must complete the filing process.

(b) All candidates must file for offices during the designated filing times and dates advertised by the Elections Committee.

(c) All candidates must meet the necessary requirements for their position as listed in the Student Government Association Constitution and By-Laws prior to filing.

(d) All candidates shall receive a copy of the election rules at the time of filing and must initial/sign upon receiving the rules. Immediately upon receiving these packets, candidates are to uphold all election rules.

(e) Candidates cannot campaign for any office other than that for which they have filed.

(f) There must be at least one (1) representative from the Elections Committee present to collect all filing packets.

(g) Once submitted, packets must bear the time, date and signature of the Elections Committee representative.

(h) All packets must be submitted to the Clerk of the Senate at the end of the filing period.

Section 5.3: Compulsory Meeting

(a) There shall be a compulsory meeting at the conclusion of the filling period which shall convene according to the following guidelines:

- i. All candidates must attend the compulsory meeting for the purpose of explaining the rules, providing a clear understanding of the election process, and the guidelines for the elections process.
- ii. The date of the compulsory meeting shall be determined prior to the filing period.
- iii. Any candidate who is unable to attend the compulsory meeting must have a representative unaffiliated with the Student Government Association in attendance on their behalf or have an accepted excuse reported to the Elections Committee at least

48 hours in advance. Acceptable excuses are at the discretion of the Elections Committee.

- iv. Any candidate who cannot attend the compulsory meeting must have their absence excused by the Elections Committee through a simple majority vote. The request for an excused absence must be submitted in writing to the Elections Chairman prior to the compulsory meeting. Any unexcused absence from the compulsory meeting will result in immediate disqualification from the election.
- v. A current list of the candidates and the positions for which they are campaigning shall be presented at the compulsory meeting.
- vi. Attendance shall be taken at the compulsory meeting.
- vii. A recent photograph must be digitally submitted to the Elections Committee by a date to be prescribed by the Elections Committee

Section 5.4: Conduct of the Campaign

(a) There shall be no campaigning by any student, candidate, or campaign worker prior to the conclusion of the compulsory meeting.

(b) Campaigning shall be defined as follows: public events for the purpose of election, public displays of campaign material, the use of technology/media outlets, or any public display of a candidate's name for the purpose of gaining support.

(c) The following campaigning methods shall be prohibited: the use of any Western Carolina list-serve containing student names and email addresses, the display of any campaign materials in or on the CatTran or off-campus shuttles, any use of public broadcasting not authorized by the Elections Committee, and campaigning that in any way violates campus policies.

(d) Defacing or destroying campaign literature of another candidate is prohibited, as well as any slanderous or libelous remarks regarding another candidate. Any violation is subject to review by the Elections Committee.

Section 5.5: Campaigning Materials

(a) Banners are printed materials larger than thirty (30) inches on any dimension. Banners must be approved by the Director of Public Relations and Marketing. A maximum of five (5) banners per candidate are permitted. The Elections Chairman must be notified in writing of the location of the banner no later than twenty-four (24) hours prior to placement of the banner

(b) Banners may be placed on Fraternity/Sorority and/or apartment complex properties, upon obtaining written permission from Organization President or Property Manager. Written permission must be submitted to the Elections Chairman twenty-four (24) hours before placement of the banner.

(c) Pamphlets or flyers consisting of any campaigning materials must not exceed thirty (30) inches on any dimension. Campaign materials may only be displayed and/or distributed in approved areas shall be announced at the compulsory meeting.

(d) Material displayed upon websites must be pre-approved by the Elections Committee through a simple majority vote. The Elections Chairman reserves the right to force candidates to remove or take down any websites in the event that rules and conditions are not followed.

(e) Campaign literature of any type shall not be displayed or distributed within the boundaries of the polling sites on the day of the election. The physical boundary shall be clearly marked.

Section 5.6: Campaigning Expenses

(a) Candidates shall not exceed the following personal campaign expenditure caps:

- i.** Executive Offices \$200.00
- ii.** Senate Positions \$100.00

(b) Expense Account Report and Campaign Worker List

- i.** A list of current expenses shall be turned into the Elections Committee no later than twenty-four (24) hours prior to the opening of polls on the day of the election.
- ii.** If a candidate has no expenditures, he or she shall be required to submit a report of “none.”
- iii.** Expense reports must be itemized and include original receipts of any and all materials used during the election.
- iv.** Candidates must also include any donated materials on the expense reports. The value of all donated materials must be noted, along with supporting receipts or invoices. Donations shall count towards the total expenditure. Candidates must prove items were donated by providing contact information for all donors.
- v.** Expense reports must be formatted according to the template distributed to candidates by the Elections Committee representative at the compulsory meeting.

Section 5.7: Polling Stations and Balloting

(a) The use of polling stations for elections is left to the discretion of the Elections Committee.

(b) Should polling stations be used, the Elections Committee shall designate polling station hours of operation for Election Day. The location and hours of operation for polling sites shall be announced and publicized to the Student Body at least three (3) work days prior to Election Day.

(c) The physical boundaries of all polling stations must be clearly marked and only nonpartisan material may be displayed within these boundaries.

(d) Each polling station must contain a minimum of one (1) University-provided computer with internet access and two (2) members of the Election Committee.

- i.** Only Elections Committee members may operate polling stations.
- ii.** Only University-provided computers may be used for voting within the boundaries of polling stations.

(e) Voting shall be done on a secure webpage provided by the WCU Information Technology and Computing Services.

- (f) To be elected, a candidate must receive a plurality of the votes cast for the office which they have filed for. Voters shall vote for only one candidate per office.
- (g) The access password will be given only to the Elections Committee Chairman, Chief Judicial Justice and SGA Advisor. This password shall be used to monitor the election results and to ensure the accuracy of the election. The vote totals shall be kept secret until the results are officially announced.
- (h) The Results of the election will be certified with the signatures of the Elections Committee Chairman, Chief Judicial Justice, and SGA Advisor. These results shall be released to the campus and posted outside of the SGA office no later than twenty-four (24) hours after the conclusion of certification.
- (i) Any complaints regarding the election results must be filed within forty-eight (48) hours of the time at which the election results are posted.

Section 5.8: Run-Offs and New Elections

- (a) A run-off election shall be held if the final vote count results in a tie between candidates for a given office.
- (b) In the event of a run-off election, the Elections Committee Chair shall submit the location and date of the run-off election to the Student Senate for approval at least three (3) work days prior to the proposed date. Upon Student Senate approval, the date and location must then be immediately publicized to the Student Body.
- (c) Should the run-off election also result in a tie, the Student Senate shall decide the winner through a plurality vote at their next regularly scheduled meeting.

Section 5.9: Election Violation, Penalties and Appeal Process

- (a) The Elections Committee shall have full discretion in levying penalties against any individual or organization found in violation of election rules, provided such penalties do not conflict with these Bylaws or the Constitution.
- (b) All fines originating from the Student Government Association shall be capped at one hundred dollars (\$100.00) per violation. Fines levied against individual shall be charged to that student's university account. Fines levied against organizations shall be charged to the organization.
- (c) The following violations and penalties shall be observed by the Elections Committee:
 - i. Failure to receive prior approval from the Elections Chairman for any campaign material that requires it will result in a minimum fine of twenty-five dollars (\$25.00) per violation.
 - ii. Defacing or destroying the campaign literature of another candidate or any slanderous or libelous remarks regarding another candidate shall result in a minimum fine of fifty dollars (\$50.00) per violation.
 - iii. Use of any unapproved sound mechanisms (bullhorns, loudspeakers, etc.) for the advancement of a candidate will result in a fine of fifty dollars (\$50.00) per violation.

- iv. Violations by any campaign workers listed on the campaign worker sheet will result in a minimum fine of five dollars (\$5.00) per violation.
 - v. Early campaigning will result in the loss of two (2) campaigning days for every one (1) day of early campaigning. All campaign materials associated with the violator must be removed for the duration of the lost campaigning days.
 - vi. Campaigning in the boundaries of a polling station on Election Day only will result in a minimum fee of fifteen dollars (\$15.00) per violation.
 - vii. Failure to remove campaign literature by the specified deadline will result in a minimum fine of two dollars (\$2.00) per handbill and fifteen dollars (\$15.00) per banner.
 - viii. Failure to submit an expense report by the specified time shall result in a minimum fine of twenty-five dollars (\$25.00) per violation.
 - ix. Failure to adhere to expenditure caps of the Election Expenditure Rules shall result in a minimum fine of twenty-five dollars (\$25.00) per violation.
 - x. Falsifying reports given within the expense report shall result in a minimum fine of fifty dollars (\$50.00) per violation.
 - xi. Penalties for any actions not listed here that are deemed to be a violation of elections rules shall be left at the discretion of the Elections Committee.
- (d) To initiate an investigation into an alleged violation of election rules, a formal complaint must be submitted in writing to the Elections Committee Chairman.
- (e) Upon receiving a written complaint, the Elections Committee Chairman shall sign and date the document. A copy of the complaint must be provided to the Elections Committee Chairman, Chief Judicial Justice, and the Chief of Staff within forty-eight (48) hours of being received.
- (f) The Elections Committee shall review all complaints in a timely manner and open an investigation if deemed necessary by the Committee.
- (g) While conducting an investigation, the Elections Committee may summon any individual or representative of any organization under the jurisdiction of the Student Government Association for questioning if deemed necessary.
- (h) The Election Committee shall have fourteen (14) calendar days to reach a decision after receiving a complaint, unless the Senate authorizes additional time through a simple majority vote.
- (i) All decisions of the Election Committee shall be made through a simple majority vote. Upon reaching a decision, written copies must be given to the individual who filed the complaint, any individual named in the complaint, the Elections Committee Chairman, Chief Judicial Justice, and the Chief of Staff.
- (j) Any individual directly affected by the Election Committee's decision may file an appeal.
- i. All appeals must be submitted in writing to the Chief Judicial Justice within twenty-four (24) hours of the time at which the appellant was notified of the Election Committee's decision.
 - ii. The individual filing the appeal has the right to present his or her case in person before the Judiciary.
 - iii. The decision of the Judiciary will be final.

- iv.** These appeal proceedings shall not extend beyond thirty (30) calendar days of the initial complaint.
- (k)** In the event that the complaint is against the Elections Committee, the Elections Chairman or the Elections Vice Chairman, the complaint shall be heard initially by the Chief Judicial Justice and Judicial Justices and the subsequent decision shall be final.

Section 5.10: Final Elections Report

- (a)** The Elections Committee Chairman shall submit a written and oral Elections Report to the Student Senate within two (2) weeks after the final election or run-off election results are announced.
- (b)** The Election Report shall include the following:
- i.** A schedule of all election deadlines and events; including rallies, promotions, and other pertinent information regarding public awareness of the SGA election.
 - ii.** An itemized list of all the Election Committee expenses along with a copy of the approved budget.
 - iii.** Total number of votes cast in the election or run-off election.
 - iv.** Number of votes cast for each candidate.
 - v.** Summary of any election problems, complaints and actions taken to resolve the matters.
 - vi.** Recommendations to the Student Senate for improvements towards future elections.
- (c)** Copies of the Election Report shall be given to the Chief Judicial Justice, the Chief of Staff, and the SGA Advisor.

ARTICLE VI

Finances

Section 6.1: Authority

- (a)** The allocation and expenditure of the SGA funds shall be determined through the Director of Finance. The Director of Finance is responsible for allocating funds for university-wide expenses.

Section 6.2: Supplemental Funding

- (a)** In order for a club or organization to receive Supplemental Funding it has to be registered through the Office of Leadership and Student Involvement.
- (b)** The completed form must be filled out and received by SGA within a minimum of two weeks in advance of the event date, otherwise the request will be automatically denied.
- (c)** All information, including all names, signatures, requested amount, and reasoning's must be filled in before the form will be processed.
- (d)** All Purchase Order processes must follow the policies in place from the UC Administration if granted.

Section 6.3: Chronology/Timeline

- (a)** The process for preparing the annual fiscal budget is determined by the Student Body President, Student Body President-Elect, Director of Finance, and Vice Chancellor for Student Affairs.
- i.** Following the election of a new Student Body President, the outgoing President will inform the President-Elect of their budget for the previous year and make recommendations of changes.
 - ii.** The President-Elect will then work with the Director of Finance to develop a budget for their term.
 - iii.** Upon completion of the budget they will submit a budget proposal to the Vice Chancellor for Student Affairs.
 - iv.** The Vice Chancellor for Student Affairs will determine an appropriate amount to be allocated to SGA.
 - v.** The budget is then finalized and presented to the Senate at the first Senate meeting of the school year.

Section 6.4: Funding Process add res here?

(a) The Director of Finance and the Finance Committee shall deliberate and decide on all matters financial as it pertains to the SGA.

(b) Once the budget has been finalized and the President has signed it into effect, the Appropriations Committee, and when appropriate, the Student Senate, will have the duty to allocate funds to individual organizations.

- i.** Organizations seeking funds will submit all funding packets to the SGA Director of Finance.
- ii.** After review of the budget, the SGA Director of Finance submits packets to the Appropriation Committee with his/her recommendations.
- iii.** All funding decisions by the Director of Finance must be submitted to the Student Government Association President for approval or veto. Should the President veto the request will then be sent back to the Director of Finance for reevaluation. The Director of Finance may reevaluate and then resubmit to the President or bring it before the Student Government Senate.
- iv.** Any funding request exceeding \$1,000, once approved by the Director of Finance will automatically be referred to the Student Government Senate for a Majority vote (50% plus 1). The student reserves the right if denied by the Director of Finance to appeal the decision directly before the Student Government Senate within two senate meetings.
 - 1.** Should the Student Government Senate over rule the decision of the Director of Finance, he/she must submit the funding request for Presidential review within a reasonable amount of time. If the President vetoes or alters the decision, the matter will be remanded to the Student Government Senate which may override the veto or alteration with a two-thirds majority.

(c) Any funding request exceeding \$1000 by members of the Student Government Association must be submitted to the appropriations committee for approval.

- i. Any members of the SGA may reserve the right, if denied funding by the Director of Finance, to appeal the decision directly before the student senate within two senate meetings.
- ii. The Student Senate can overrule the decision reached by the Director of Finance with a two-thirds majority vote.
- iii. If the original decision reached by the Director of Finance is overruled by the Student Senate, then the original funding request may receive automatic approval or be subject to any alteration deemed fit by the Student Senate.
- iv. Any approved funding request by the Student Senate will be invalid without the signature of the President of the Senate.

Section 6.5: Disbursements

(a) All transactions will be facilitated, monitored and reviewed by the Director of Finance, the Appropriations Committee Chair, the SGA Advisor and the Financial Administrator for the University Center.

(b) All disbursements shall have the approval by signature of the Finance Committee Chair, Student Body President, and SGA Advisor.

(c) Disbursements of \$1,000 or more requires Student Senate approval. Three (3) signatures are also required; that of the President, the Finance Administrator and the SGA Advisor.

(d) Monthly financial reports shall be made available to the funded organizations, President, SGA Advisor as well as one copy for the Senate to review, detailing any disbursements and money transfers.

ARTICLE VII Membership Compensation

Section 7.1: Compensation of SGA Officers

(a) The Student Body President, Student Body Vice President, Chief of Staff, Chief Justice, all Executive Directors, all Senators, and members of Judicial Branch shall be eligible for payment to be processed at the conclusion of each semester.

(b) Compensation amounts shall be decided by the Student Body President through the SGA budget process, with the approval of the Vice Chancellor of Student Affairs, at the end of each fiscal year, preceding the beginning of fall semester.

(c) Students can only receive compensation from holding one SGA position.

(d) Students are responsible for making sure their SGA Contracts are completed and given to the Student Body Vice President and Advisor.

ARTICLE VIII

Clubs and Organizations

Section 8.1: Recognition

(a) A RSO is defined as a group of students of special interest who has been recognized by the SGA and the Office of Leadership and Student Involvement, and hereinafter may be referred to as RSO. RSO's will gain full expectations and follow all policy's as documented by the RSO Manual and Student Code of Conduct, as well as gain all listed Benefits for gaining recognition. Funding to RSO's are available only by club fundraisers, supplemental funding through SGA, or membership dues.

i. The Office of Leadership and Student Involvement shall be held responsible for maintaining an updated list of SGA recognized student organizations.

(b) All organizations must re-charter as defined by the Office of Leadership and Student Involvement. Annual renewal of recognition will depend on an organization's demonstration of compliance with the following:

i. It must continue to adhere to all requirements set forth in this document.

ii. It must submit all changes in its Constitution for SGA approval.

iii. It must comply with all WCU regulations concerning the use of the college facilities.

iv. It must comply with all WCU policies and state legislation which govern student organizations.

(c) All organizations must have a full-time Faculty or Staff Advisor.

(d) All organizations must abide by all policies, rules, and regulations of the Student Code of Conduct, Student Government Association requirements, Registered Student Organization Manual, and the Student Guide Book.

(e) New organizations are required to have at least ten students, an Advisor as stated above, a Constitution, and have completed the "Register New Organization" form on OrgSync.

i. The student group's Constitution must reflect democratic procedures for the election of officers; it must conduct an annual election for these positions and shall be limited to WCU students.

ii. Each constitution must include information about general Membership and Elections.

(f) A Potential RSO is defined as a group of students who have submitted the "Register New Organization" form through for RSO status in which lies Pending until review.

(g) A departmental sponsored organization is defined as an organization or unit that is a direct affiliate of the university. These organizations are solely supported by departments providing funds and are not considered to be a registered student organization listed Benefit as defined by the RSO Manual. Departmental sponsored organizations may or may not be managed by students.

(h) An unrecognized RSO is defined as a group of students who have not completed a charter through the Office of Leadership and Student Involvement for RSO status, or have had their recognition removed by the Office of Leadership and Student Involvement. These organizations also do not receive any on-campus funding, or receive any Benefits as defined by the RSO Manual.

Section 8.2: Regulations of a Registered Student Organization

(a) A student group cannot discriminate on the basis of sex, race, creed, national origin, age, religion, physical disability, or sexual orientation unless otherwise documented by NC legislation; this information is located in the RSO Manual.

(b) A student group must not:

- i.** Have illegal aims or goals;
- ii.** Participate in an attempt to physically overthrow the United States Government or be affiliated with any organization which plans or participates in an attempt to physically overthrow the United States Government;
- iii.** Propose or participate in activities which would violate Regulations of the North Carolina Board of Regents or the College, Federal, State and/or Local Laws and Regulations, or materially and substantially disrupt the work and discipline of the College;
- iv.** Advocate incitement of imminent lawless action which is likely to produce such action. The purpose, policies, and objectives of an organization must not conflict with the educational goals and functions of the College.

(c) A pending organization's mission and purpose must not be identical to a currently-recognized student organization. An organization may not use a name which is misleading nor one that is the same or similar to that of a currently-recognized campus student organization.

(d) Recognition of student organizations is a privilege that has with it sufficient responsibilities. Any organization found to be in non-compliance with any of the criteria or procedures for procuring and maintaining recognition status will be subject to probation or suspension of recognition.

- i.** To accuse an organization of non-compliance with any regulation or regulations, one must file a complaint with the Judicial Court and Office of Leadership and Student Involvement.
- ii.** An organization has the right to appeal after a decision of probation or suspension. The organization shall follow procedures set forth in SGA Constitution and this document.

(e) An organization may not use a name which begins with 'Western Carolina University' or 'WCU'. 'WCU' may be at the end of a club name but not at the beginning due to branding restraints within the university.

Section 8.3: Regulations of an RSO's Student Club Officer

(a) A student club officer must:

- i.** Be a full or part-time enrolled WCU student
- ii.** In good academic standing, as defined by the WCU's Registrar's Office.
- iii.** Not in any judicial violations, as defined by the Department of Student Community Ethics, Student Code of Conduct, and the UNC Board of Governors' Policy Manual.

(b) Any student club officer that is not full or part-time enrolled or in good academic standing, or has any judicial violations will be removed from officer standing.

(c) Officers must abide by their approved RSO Constitution on required grade point average. Ineligible grade point average, as defined in the approved Constitution, will result in removal of office status. Grade point averages are checked by the RSO Advisor.

Section 8.4: Probation of Recognition

(a) Probation is defined as a period of review during which the organization must demonstrate the ability to comply with the Office of Leadership and Student Involvement and university rules, regulations, and all other stipulated requirements.

(b) An organization will be subject to be placed on probation for any of the following reasons:

- i.** The organization fails to comply with any requirements set forth in these Bylaws, and the guidelines set forth by the Office of Leadership and Student Involvement.
- ii.** The organization fails to comply with any future provisions set forth which govern student organizations.

(c) Any organization which is placed on probation may:

- i.** Continue to hold campus meetings
- ii.** Not sponsor any activity or program
- iii.** Not request funding through the Student Government Association

Section 8.5: Suspension of Recognition

(a) Suspension is defined as a period of review during which the organization must demonstrate an ability to comply with University rules, regulations, and other stipulated requirements.

- i.** If, during the period of the deferred suspension, the organization is again found responsible for violating any University rule, the organization and its registration, privileges, and chapter status, will be immediately suspended.

(b) The Student Government Association and Office of Leadership and Student Involvement reserve the right to formally place any RSO on suspension and define duration of suspension.

(c) If placed under suspension, notification will be sent to the club President and Advisor by formal letter via email, as well as asked to meet with the Office of Leadership and Student Involvement personnel to review terms of status and regulations.

(d) An organization which is under suspension may not:

- i.** Engage in or sponsor any activity or program
- ii.** Use any campus facility
- iii.** Request funding through the Student Government Association

Section 8.6: Recognized Student Organization Advisors

- (a)** RSO Advisors must be full-time employees of Western Carolina University, unless otherwise agreed and documented by the Office of Leadership and Student Involvement.
- (b)** All Advisor positions are voluntary.
 - i.** If an Advisor has to remove themselves from their position, a written letter needs to be emailed to their RSO President, as well as the SGA Director of ICC and SGA Advisor.
- (c)** RSO Advisors are requested to communicate with the Office of Leadership and Student Involvement on any witnessed misconduct of their RSO, as well as obtaining pertinent information by attending Advisor meetings when possible.
- (d)** Responsibilities include but are not limited to:
 - i.** Provide support, direction, feedback and motivation to all club members
 - ii.** Informing/educating club members on campus policies as it relates to their involvement
 - iii.** Maintain an awareness of the activities and programs sponsored by the club
 - iv.** Attend meetings and club programs as often as possible
 - v.** Assist in training opportunities
 - iv.** Know the approved Constitution, help in training members of the document and following procedures outlined in making amendments.
- (e)** Multiple Advisors may be allowed for organizations; however we will only notify and keep in contact with the one Advisor that is listed on OrgSync for the organization.

Section 8.7: Funding

- (a)** RSO's are eligible to receive student fee funds, which are appropriated by the Student Government Association through its appropriations process. These funds are only meant to be used as supplemental funding for the organization.
- (b)** A RSO that receives student activity fee funds is required to use the based on the specific approved line-items of the request.

ARTICLE IX SGA Advisor

Section 9.1: Responsibilities

- (a)** The Assistant Director of Leadership and Student Involvement, or a designate of the Vice Chancellor for Student Affairs, shall serve as the Advisor to the Student Government Association and SGA committees.
- (b)** Responsibilities include but are not limited to:
 - i.** Attending regularly scheduled Senate and Executive meetings
 - ii.** Aiding in training opportunities
 - iii.** Call meetings when he/she deems as necessary

- iv. Explain university policies and Strategic Strategies as it relates to SGA actions
- v. Serve as a mentor and professional role model
- vi. Step in and act as a mediator when dealing with conflict resolution and reviewing duties as assigned.

ARTICLE X

University Committees

Section 10.1: Representation

- (a) The Student Body President serves as an ex-officio member on University Committees, as appointed by the Chancellor, or other administrators.
- (b) He/she may appoint a designee to any committee as necessary to ensure student representation.

Section 10.2: Designees

- (a) Members of the Executive Cabinet are expected to serve on university committees as deemed appropriate by the Student Body President.
- (b) This expectation is expressed in the application as a member duty, which is signed by newly appointed Cabinet members.
 - i. The failure of a member to fulfill this duty will result in sanctioning by the Judicial Branch.
 - ii. In the event that the Student Body President is unable to secure a cabinet member to serve in this capacity, he/she will communicate with the Chief Justice and the President of the Senate to choose another representative.

ARTICLE XI

Summer Session

Section 11.1: Officers

- (a) The following officers are required to fulfill active responsibilities (as outlined in this Article) during the summer:
 - i. Student Body President
 - ii. Student Body Vice- President
 - iii. Chief Justice

iv. Chief of Staff

Section 11.2: Expectations

- (a)** Officers are expected to maintain office hours per week as stated on their contract.
- (b)** Office hours are defined as being physically in the SGA office, or otherwise approved by the SGA Advisor.

Section 11.3: Compensation

- (a)** Officers will receive a contract amount to be determined by the SGA Director of Finance and the Student Body President that shall be approved by the SGA Advisor and Vice-Chancellor of Student Affairs.

**ARTICLE XII
Officer Training**

Section 12.1: Transition Training

- (a)** All SGA Officers that are elected or appointed during the spring semester must participate in the transition training period.
- (b)** Transition training begins on the Monday following the closing of the SGA Spring Elections and continues until the Friday before the Swear-In Reception.
- (c)** New officers will be given a training schedule which includes shadowing their current officer counterpart (i.e. newly elected senators will shadow current senators), attending meetings for the branch under which the officer was elected/appointed and transition meetings with their current officer counterpart and the SGA Advisor.
- (d)** Any officer that does not participate in transitional training will be sanctioned by the Judicial Branch.

Section 12.2: Leadership Retreat

- (a)** All SGA Executives and Senators are expected to attend the SGA leadership retreat. If an Executive member is unable to go, they must submit a letter in writing to the SGA President for further communication. If a Senator is unable to go, they must submit a letter in writing to the SGA Vice-President for further communication.
- (b)** Planning for the SGA retreat will be handled by the SGA Advisor, Chief of Staff, and any others that may be designated by the Advisor.

ARTICLE XIII Oath of Office

Section 13.1: Oath

(a) All elected and appointed officials of the SGA shall be installed by the Vice Chancellor or a designee, who shall administer the following oath:

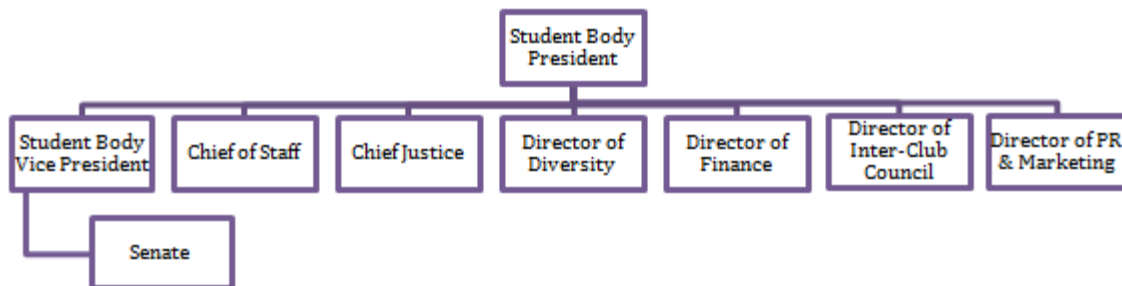
- i. "I (name) do solemnly affirm that I will serve the student body faithfully, execute the duties and responsibilities entrusted to me by virtue of my office and will, to the best of my ability, preserve, protect, and enforce the constitution of the student body of Western Carolina University."

ARTICLE XIV Amendments of the By-Laws

Section 14.1: Amendments

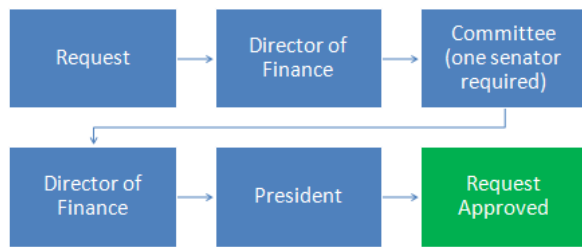
(a) By-Laws may be amended by a two-thirds vote of the Student Senate or by Executive Order. The amendments shall become effective upon being filed to the SGA Advisor, SGA President, President of the Senate, Chief Justice and Clerk of Court.

Organizational Chart: Executive Branch

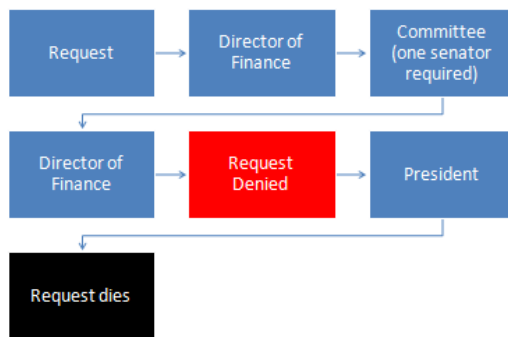


Remove director of Diversity, **ADD CABINET POSITIONS TO FLOW CHART**

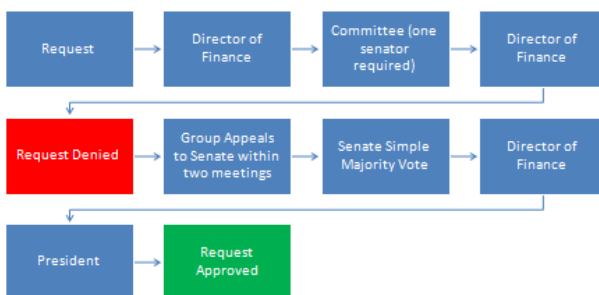
Typical Funding Request Process



Request Denied: In Committee Process



Request Denied: In Committee Process + Senate



Request Denied: In Committee Process + Senate + President

