

Western Carolina University
Student Government Association



The GOVERNING DOCUMENTS of the STUDENT BODY
Revised Fall 2019

WESTERN CAROLINA UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION
The CONSTITUTION of the STUDENT BODY
Revised Fall 2019

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 well-being of the student body, student organizations, and Western Carolina University.

Article I Organization Name

The name of the organization shall be The Western Carolina University Student Government Association. The name shall be acceptably abbreviated as “Student Government Association” or “SGA”.

Article II General Organization

- I. The purpose of the Student Government Association is to serve as the primary governing body responsible for representing student interests and addressing student needs within the University.
- II. The SGA shall be comprised of three (3) distinct branches: Executive, Legislative, and Judicial.
- III. With the exception of the Student Body President, Student Body Vice-President, and Chief Judicial Justice, no member of the Student Government Association shall serve in more than one branch at any given time, or hold more than one position at any given time.

Article III Authority

- I. The SGA Constitution and Bylaws serve as the governing documents for the organization.
- II. 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.
- III. The Executive Branch shall serve as the administrative arm of SGA, and shall be vested with all executive powers of the Student Government Association.
- IV. The Legislative Branch shall serve as the body for drafting, completing, and voting on motions/proposals (e.g. legislative initiatives, resolutions, supplemental funding, etc.) intended to be in the best interest of students and WCU. All legislative powers of the Student Government Association shall be vested in a Student Senate.
- V. The Judicial Branch shall serve as the body which reviews concerns/violations associated with SGA (e.g. election concerns), and shall be vested with judicial authority of the Student Government Association.

Article IV Membership

- I. The Student Government Association shall be comprised of all undergraduate and graduate students who are registered at, and have paid a student activities fee to, Western Carolina University.
- II. The Executive Branch shall be called the “Executive Council”. The branch shall be comprised of the Student Body President, Student Body Vice-President, and the Chief Judicial Justice. The Executive Council shall include a Cabinet that is appointed by the President. The Cabinet is not limited to positions; however, it must include a minimum of the Chief of Staff, Director of Finance, Director of Public Relations and Marketing, Director of Clubs and Organizations Reaching Excellence, Director of Internal Operations, Director of Community Engagement, Executive Association of Student Governments Liaison, and Director of Diversity and Inclusive Excellence. Other Cabinet members may be appointed at the discretion of the President.
- III. The Legislative Branch shall be called “The Student Senate”. The branch shall be comprised of the Student Body Vice-President, President Pro Tempore of the Senate, Clerk of the Senate, Parliamentarian, and a Senate reflective of the student population.
- IV. The Judicial Branch shall be comprised of the Chief Judicial Justice, Associate Judicial Justice, Judicial Clerk of Court, and four Judicial Justices.

Article V Officers

- I. Officers of the Executive Branch shall be the Student Body President, Student Body Vice-President, Chief Judicial Justice, Chief of Staff, Director of Finance, Director of Public Relations and Marketing, Director of Clubs and Organizations Reaching Excellence, Director of Internal Operations, Director of Diversity and Inclusive Excellence and Executive Association of Student Governments Liaison. The President shall serve as presiding officer of the Executive Branch.
- II. Officers of the Legislative Branch shall be the Student Body Vice-President, President Pro Tempore of the Senate, Clerk of the Senate, and Parliamentarian. The Vice-President shall serve as presiding officer of the Legislative Branch.
- III. Officers of the Judicial Branch shall be the Chief Judicial Justice, Associate Judicial Justice, and Judicial Clerk of Court. The Chief Judicial Justice shall serve as presiding officer of the Judicial Branch.

Article VI Rights and Responsibilities

- I. The Constitution of the Student Government Association shall be retained in both physical and electronic copy by the Student Body President, Student Body Vice-President, Chief Judicial Justice, President Pro Tempore of the Senate, SGA advisor, and the Vice-Chancellor for Student Affairs upon ratification.
- II. 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.
- III. 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.

Article VII Meetings

- I. Unless prior designation of a closed session, all official SGA meetings shall be open to the public.
- II. Minutes will be posted online within 48 hours of the original meeting.

Article VIII Advisor

- I. The Vice-Chancellor for Student Affairs shall appoint a full-time employee to serve as advisor for the Student Government Association.

Article IX Finances

- I. The Vice-Chancellor for Student Affairs shall issue a budgetary allotment to SGA in the Fall of each academic year.
- II. The Student Body President and Director of Finance shall propose a budget to Senate within two weeks of receiving the annual allocation.
- III. Senate will ratify the budget upon a simple majority vote.
- IV. The Student Body President and Director of Finance shall provide Senate with an accurate financial statement upon request throughout the academic year.

Article X Accountability

- I. The most recent edition of Robert's Rules of Order shall be the standard for all STUDENT SENATE MEETINGS.
- II. The Student Senate must meet quorum, to be defined as two-thirds (2/3) of currently serving Senators.
- III. Members of the Executive, Legislative, and Judicial Branches who are deemed to not be able/willing to fulfill their duties as outlined in the Constitution and Bylaws are subject to a motion of impeachment

Article XI Lines of Succession

- I. These are the order in which or the conditions under which one person after another succeeds to a property, dignity, title, or office. The right of a person or line to succeed:
 - a. If the Student Body President is removed or leaves office for any reason, the position shall be filled permanently by the current Student Body Vice President. If the Student Body Vice President is unwilling or unable to fill the position for any reason, the most tenured member of the Executive Cabinet shall temporarily fill the position of Student Body President while a special election takes place to permanently fill the position. In the event all members of the Executive Cabinet have served equal time on the Branch, the Executive member who has served as a member of the Student Government Association the longest shall temporarily fill the position while a special election takes place to permanently fill the position of Student Body President.
 - b. If the Student Body Vice President is removed or leaves office for any reason then the Student Body President shall appoint a replacement with a 2/3rd confirmation from the Student Senate or hold a special election for the student body, this decision is up to the discretion of the student senate by majority vote. During that process the Senate Pro-Tempore shall temporarily fulfill the position of Student Body Vice President. If the Senate Pro-Tempore is unwilling or unable to accept the automatic appointment than the most tenured member of the senate shall temporarily fulfill the position of Student Body Vice President until the Student Body Presidents appointment is confirmed, if they are unwilling or unable, it should be the next tenured member and so on down the line
 - c. If the Chief Justice is removed or leaves office for any reason he/she shall be replaced by the Associate Justice. If the Chief Justice and Associate Justice both are removed or leave office for any reason, then the most tenured member of the judicial branch shall fulfill the position of Chief Justice, if they are unwilling or unable, it should be the next tenured member and so on down the line, until the Student Body President's appointment is confirmed through the senate

Article XII Amendment(s) to the Constitution

- I. Amendments to the Constitution shall originate from the Student Senate.
- II. Amendments require a two-thirds (2/3) vote of the entire Student Senate for approval.
- III. Upon approval from the Senate, an amendment shall become effective upon ratification by the Student Body President.
- IV. Upon ratification, all amendments must be signed by the advisor.
- V. 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.

WESTERN CAROLINA UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION
The BYLAWS of the STUDENT BODY
Revised Fall 2019

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

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 these Bylaws and the formation of a Student Government Association. The enumeration of the powers, duties, and offices herein shall serve to advance the well-being of the student body, student organizations, and Western Carolina University.

ARTICLE I **Organization Name**

- I. The name of the organization shall be The Western Carolina University Student Government Association. The name shall be acceptably abbreviated as "Student Government Association" or "SGA".

ARTICLE II **General Organization**

- I. The Student Government Association shall be comprised of all undergraduate and graduate students who are registered at, and have paid a student activities fee to, Western Carolina University.
- II. The term of office for the Student Body President, Student Body Vice-President, and Senators shall be one (1) year following the oath of office or until the next elected officer has been sworn into office.
- III. The duties of the Student Government Association shall include, but not be 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.
 - f. Draft and present resolutions to the Student Senate.
- IV. The Student Body President, Student Body Vice-President, Chief Judicial Justice, and Senators shall document their involvement with SGA related matter for the purpose of record keeping and reporting. The President, Vice-President, and Chief Judicial Justice shall use a formal process for stipend accountability, and Senators shall use a non-punitive (non-binding) informal process.

ARTICLE III **Qualifications for Office**

- I. The Student Body President shall meet the following qualifications:
 - a. Must be registered as a full-time undergraduate or graduate student at Western Carolina University and have fifty percent (50%) of their classes located at the Cullowhee or Biltmore Campus.
 - b. May not be under any current significant academic or disciplinary sanctions as detailed in the Code of Student Contact.
 - c. Maintain a 2.5 cumulative GPA.
 - d. Be an active member of SGA during the current academic year of elections, serving on at least one branch of SGA.
 - e. Must not have been removed from SGA due to impeachment.
- II. The Student Body Vice President shall meet the following qualifications:
 - a. Must be registered as a full-time undergraduate or graduate student at Western Carolina University and have fifty percent (50%) of their classes located at the Cullowhee or Biltmore Campus.
 - b. May not be under any current significant academic or disciplinary sanctions as detailed in the Code of Student Contact.
 - c. Maintain a 2.5 cumulative GPA.
 - d. Be an active member of SGA during the current academic year of elections, serving on at least one branch of SGA.
 - e. Must not have been removed from SGA due to impeachment.
- III. In order to serve in all other offices within the Executive, Legislative, or Judicial Branches of SGA, individuals must meet the following standards:
 - a. Must be registered as a full-time undergraduate or graduate student at Western Carolina University and have fifty percent (50%) of their classes located at the Cullowhee or Biltmore Campus.
 - b. Be in good academic standing with the University with a minimum of a 2.5 cumulative GPA.
 - c. Not be under any current significant academic or disciplinary sanctions for a violation as detailed in the Code of Student Conduct.

ARTICLE IV **Executive Branch**

- I. The Executive Branch shall be called the "Executive Council". The branch shall be comprised of the Student Body President, Student Body Vice-President, and the Chief Judicial Justice.
- II. The Executive Branch shall include a "Cabinet". Cabinet members shall be the Chief of Staff, Director of Finance, Director of Clubs and Organizations Reaching Excellence, Director of Diversity and Inclusive Excellence, Director of Public Relations and Marketing, Director of Internal Operations, Director of Community Engagement, and Executive Association of Student Governments Liaison.
- III. Other Cabinet members may be appointed at the discretion of the Student Body President and approved upon a simple majority vote by Senate.
- IV. The Student Body President will be elected by a popular vote of the Student Body. The Student Body President shall:
 - a. 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.

- b. 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.
- c. Administer and enforce the laws enacted by the Student Senate.
- d. Serve as a voting member of the Western Carolina University Board of Trustees, pursuant to North Carolina General Statute 116-3 §1.
- e. Veto any act of the Student Senate as deemed necessary within fourteen (14) calendar days of receipt.
- f. Create an executive council and committees or other offices as deemed beneficial to student interests.
- g. Appoint the positions of Assistant Judicial Justice, Judicial Clerk of Court, and each Judicial Justice.
- h. Issue reports to Executive Council members and committees and summon prompt reports from Executive Council members.
- i. Deliver a State of the University Address once each academic year and address the student body if at any time deemed necessary.
- j. Perform and enforce all duties pursuant to the office of the Student Body President, provided such acts are not prohibited under this Constitution.
- k. Delegate the appointment of student members to University committees by request of the Chancellor and other administrative personnel and require reports from these students.
- l. Give reports to the Student Senate at least twice a month.
- m. Attend meetings of the University of North Carolina Association of Student Governments (UNCASG).
- n. In accordance with the North Carolina General Statutes, serve as a voting member at all Western Carolina University Board of Trustee Meetings.
- o. Only to be able to serve a maximum of two (2) terms in office
- p. Issue Executive Orders; Executive Orders shall be considered formal, written documents containing instructions or orders based only upon presidential powers that are written in the Bylaws Article IV, Section IV and only dealing with the Executive Cabinet. All executive orders shall be public upon their promulgation and shall be numbered and archived on the best platform accessible to the Student Body. Executive Orders may be overturned or line vetoed by a two-thirds (2/3) vote the SGA Student Senate.
- q. Ensure that all receipts or invoices of yearly expenditures, of whatever caliber, is given to the Director of Finance in good time prior to the budgetary approval process

V. The Student Body Vice-President will be elected by a popular vote of the Student Body. The Student Body Vice-President shall:

- a. 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.
- b. Serve as President of the Senate, preside over assemblies of the Student Senate, and cast the deciding vote in the event of a tie.
- c. 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.
- d. Forward approved resolutions to the advisor and Student Body President in a timely manner, and report on the progress of the resolutions thereafter.
- e. Establish, monitor, and select members for Student Senate Positions and/or Committees as necessary and appropriate.
- f. Develop an Itemized Estimation of Expenditures for the Office of the Vice President that includes the specific identification of any activities that are planned for occurrence and funding through the SGA budget to be approved by the Director of Finance and made available for viewing by the Senate prior to the approval of the budget. For any requested Discretionary funding, develop a list of any and all identified risks, threats, potential adverse results, or precedent to justify the requested amount.
- g. Develop documented, categorized expense estimations for the Office of the Vice President that identifies any activities or purchases that are planned for occurrence and funding through the SGA budget to be approved by the Director of Finance and made available for viewing by the Senate prior to the approval of the budget. In the case of any requested Discretionary funding, list any potential occurrences or precedent that would justify the requested amount.
- h. Perform and enforce all duties pursuant to the office of the Student Body Vice-President, provided such acts are not prohibited under this Constitution.
- i. Ensure that all receipts or invoices of yearly expenditures, of whatever caliber, is given to the Director of Finance in good time prior to the budgetary approval process.
- j. Only to be able to serve a maximum of two (2) terms in office

VI. The Chief of Staff shall be recommended by the Student Body President and appointed upon a simple majority vote of the Senate. The Chief of Staff shall:

- a. Serve as the office assistant of the Executive Branch and report directly to the Student Body President.
- b. Record all minutes for all executive council meetings.
- c. Collect and compile hours for the Executive Branch of the Student Government Association and report directly to the Student Body President.
- d. Record minutes for all CORE council meetings.
- e. Coordinate and schedule all Executive activities including the Bi-Annual Retreat, Inauguration and SGA Week.
- f. Maintain and monitor comments in collaboration with the Director of PR and Marketing, and Director of Internal Operations the online forum via the SGA website.
- g. Be responsible for maintaining all records of the Student Government Association.
- h. Check all hours of Student Government Association employees on a weekly basis and report to the perspective branch's supervisors.
- i. Serve as a non-voting, ex-officio member of the Student Senate.
- j. Ensure that all receipts or invoices of yearly expenditures, of whatever caliber, is given to the Director of Finance in good time prior to the budgetary approval process.

VII. The Chief Judicial Justice shall be recommended by the Student Body President and appointed upon a simple majority vote of the Senate. 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.
- 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.
- f. Serve as a voting member on the official Western Carolina University Boot Committee.
- g. Serve as the director of Traffic Court.
- h. Develop an Itemized Estimation of Expenditures for the Office of the Chief Justice that includes the specific identification of any activities that are planned for occurrence and funding through the SGA budget to be approved by the Director of Finance and made available for viewing by the Senate prior to the approval of the budget. For any requested Discretionary funding, develop a list of any and all identified risks, threats, potential adverse results, or precedent to justify the requested amount
- i. Develop documented, categorized expense estimations for the Office of the Chief Justice that identifies any activities or purchases that are planned for occurrence and funding through the SGA budget to be approved by the Director of Finance and made available for viewing by the Senate prior to the approval of the budget. In the case of any requested Discretionary funding, list any potential occurrences or precedent that would justify the requested amount.

VIII. The Director of Finance shall be recommended by the Student Body President and appointed upon a simple majority vote of the Senate. The Director of Finance shall:

- a. Serve as the Chief Financial Officer for the Student Government Association and report directly to the Student Body President.
 - b. Aid student organizations through the funding process.
 - c. Correlate with the President of the Senate to assemble the Finance Committee and serve on the committee as a non-voting, ex-officio member. All other members of the committee shall have voting privileges and be current student senators, to help with the business of the committee.
 - d. Correspond with appropriate University financial officials on matters of the Student Government Association budget.
 - e. Collaborate with the Student Body President to establish and publish official policies and procedures of fiscal responsibility that the Student Government will follow.
 - f. Serve as a non-voting, ex-officio member on the Student Senate.
 - g. Oversee appropriations for student organizations, contributes to and edits the SGA Funding Manual, as well as creates financial policies for the Student Government Association.
 - h. Give advice and consent on matters going to the Finance Committee of the Senate as needed.
 - i. Compile an enumerated and itemized list, from branch members, of all previous expenditures, in either receipts or invoices, by the Executive Branch to be given to Senate prior to the date of the next fiscal year's budget's approval.
- IX. The Director of Public Relations and Marketing shall be recommended by the Student Body President and appointed upon a simple majority vote of the Senate. The Director of Public Relations and Marketing shall:
- a. Serve as the Chief Communications Liaison for the Student Government Association and report directly to the Student Body President.
 - b. 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.
 - c. Ensure that information provided to, and sent on behalf of, SGA is accurate.
 - d. Advertise for and facilitate the planning, marketing and execution of Student Government Association events.
 - e. Correlate with the President of the Senate to assemble the Public Relations and Marketing Committee and serve on the committee as a non-voting, ex-officio member. All other members of the committee shall have voting privileges and be current student senators, to help with the business of the committee
 - f. Serve as a non-voting, ex-officio member of the Student Senate.
 - g. Shall foster public relations and enhance the distribution of information for the Executive branch.
 - h. Shall assume all responsibilities associated with SGA elections, and oversee the SGA Election Committee.
 - i. Develop an Itemized Estimation of Expenditures for the Office of P.R. and Marketing that includes the specific identification of any activities that are planned for occurrence and funding through the SGA budget to be approved by the Director of Finance and made available for viewing by the Senate prior to the approval of the budget. For any requested Discretionary funding, develop a list of any and all identified risks, threats, potential adverse results, or precedent to justify the requested amount.
 - j. Develop documented, categorized expense estimations for the Office of P.R. and Marketing that identifies any activities or purchases that are planned for occurrence and funding through the SGA budget to be approved by the Director of Finance and made available for viewing by the Senate prior to the approval of the budget. In the case of any requested Discretionary funding, list any potential occurrences or precedent that would justify the requested amount.
- X. The Director of Clubs and Organizations Reaching Excellence shall be recommended by the Student Body President and appointed upon a simple majority vote of the Senate. The Director of Clubs and Organizations Reaching Excellence shall:
- a. Oversee all recognized student organizations and report directly to the Student Body President.
 - b. Serve as the Chair of Clubs and Organizations Reaching Excellence.
 - c. Organize and hold Clubs and Organizations Reaching Excellence Meetings on a regular basis.
 - d. Review and approve all print advertisements of Recognized Student Organizations.
 - e. Approve the registration of all RSO's in conjunction with designated University officials.
 - f. Serve as a non-voting, ex-officio member on the Student Senate.
 - g. Shall be contacted by RSO's, as opposed to the Office of Leadership and Student Involvement to discuss topics related to SGA, CORE Council and CORE Training, founding a RSO, granting recognition to student organizations, and basic supplemental funding questions/concerns, with all other supplemental funding inquiries being directed to the Director of Finance.
 - h. Be responsible for the CORE Council and monthly CORE Trainings, and work in cooperation with the Office of Leadership and Student Involvement to facilitate all CORE program related events.
 - i. Develop an Itemized Estimation of Expenditures for the Office of CORE that includes the specific identification of any activities that are planned for occurrence and funding through the SGA budget to be approved by the Director of Finance and made available for viewing by the Senate prior to the approval of the budget. For any requested Discretionary funding, develop a list of any and all identified risks, threats, potential adverse results, or precedent to justify the requested amount.
 - j. Develop documented, categorized expense estimations for the Office of CORE that identifies any activities or purchases that are planned for occurrence and funding through the SGA budget to be approved by the Director of Finance and made available for viewing by the Senate prior to the approval of the budget. In the case of any requested Discretionary funding, list any potential occurrences or precedent that would justify the requested amount.
 - k. Ensure that all receipts or invoices of yearly expenditures, of whatever caliber, is given to the Director of Finance in good time prior to the budgetary approval process.
- XI. The Director of Internal Operations shall be recommended by the Student Body President and appointed upon a simple majority vote of the Senate. The Director of Internal Operations shall:
- a. Be responsible for the execution and implementation of Executive Board Initiatives.
 - b. Serve as the primary contact for Student Senators wishing to hold an official Student Government Association Event.
 - c. Coordinate and schedule events such as football tailgates, Last Lecture Award and Library Food Giveaway.
 - d. Serve as a non-voting, ex-officio member on the Student Senate.
 - e. Correspond with the Executive Cabinet members and other branches on matters of Student Government Association business.
 - f. Develop an Itemized Estimation of Expenditures for the Office of Internal Operations that includes the specific identification of any activities that are planned for occurrence and funding through the SGA budget to be approved by the Director of Finance and made available for viewing by the Senate prior to the approval of the budget. For any requested Discretionary funding, develop a list of any and all identified risks, threats, potential adverse results, or precedent to justify the requested amount
 - g. Ensure that all receipts or invoices of yearly expenditures, of whatever caliber, is given to the Director of Finance in good time prior to the budgetary approval process.
 - h. Develop documented, categorized expense estimations for the Office of Internal Operations that identifies any activities or purchases that are planned for occurrence and funding through the SGA budget to be approved by the Director of Finance and made available for viewing by the Senate prior to the approval of the budget. In the case of any requested Discretionary funding, list any potential occurrences or precedent that would justify the requested amount.

- XII. The Executive Association of Student Governments Liaison shall be recommended by the Student Body President and appointed upon a simple majority vote of the Senate. The Executive Association of Student Governments Delegate shall:
- a. Serve as a member of the WCU Student Government Association, as well as serve as the WCU Campus Liaison at the UNC Association of Student Governments.
 - b. Serve as a spokesperson, representative, and delegate for governmental outreach relating to the Student Government Association.
 - c. Coordinate and schedule advocacy events, forums, trips, and conversation with Local and State government officials.
 - d. Meet regularly with University representatives about current politics within the state relating to UNC-System Institutions.
 - e. Coordinate monthly travel logistics needed for the delegation to attend ASG meetings at the respective institution.
 - f. Ensure each member of the WCU delegation is completing assigned tasks relating to and/or in collaboration with the Association of Student Governments for advocacy work and initiatives.
 - g. Work with respective clubs and organizations, as well as local coalitions relating to governmental outreach and voting initiatives.
 - h. Coordinate campus visits in collaboration with the ASG Executive Team and the WCU Student Body President.
 - i. Serve as a non-voting, ex-officio member of the Student Senate.
 - j. Ensure that all receipts or invoices of yearly expenditures, of whatever caliber, is given to the Director of Finance in good time prior to the budgetary approval process.
 - k. Develop documented, categorized expense estimations for the Office of Community Engagement that identifies any activities or purchases that are planned for occurrence and funding through the SGA budget to be approved by the Director of Finance and made available for viewing by the Senate prior to the approval of the budget. In the case of any requested Discretionary funding, list any potential occurrences or precedent that would justify the requested amount.
- XIII. Director of Community Engagement shall be recommended by the Student Body President and appointed upon a simple majority vote of the Senate. The Director of Community Engagement shall:
- a. Serve as chief spokesperson, representative, and delegate for Student Government Association service related events, and involvement within the community.
 - b. Coordinate and schedule all service related activities within the Student Government Association including but not limited to the Bi-Annual Roadside Cleanup.
 - c. Maintain necessary communication with whomever it may concern regarding the service related activity by the Student Government Association.
 - d. Be responsible for relaying relevant information to the Student Senate regarding service related activities.
 - e. Serve as a non-voting, ex-officio member of the Student Senate.
 - f. Develop an Itemized Estimation of Expenditures for the Office of Community Engagement that includes the specific identification of any activities that are planned for occurrence and funding through the SGA budget to be approved by the Director of Finance and made available for viewing by the Senate prior to the approval of the budget. For any requested Discretionary funding, develop a list of any and all identified risks, threats, potential adverse results, or precedent to justify the requested amount.
 - g. Ensure that all receipts or invoices of yearly expenditures, of whatever caliber, is given to the Director of Finance in good time prior to the budgetary approval process.
- XIV. Director of Diversity and Inclusive Excellence shall be recommended by the Student Body President and appointed upon a simple majority vote of the Senate. The Director of Diversity and Inclusive Excellence shall:
- a. Serve as a spokesperson for the Student Government Association in regard to issues relating to diversity and inclusion.
 - b. Meet with the WCU Chief Diversity Officer at least twice a semester.
 - c. Collaborate with the Student Body President and report to underrepresented students at least once a semester on the Executive Council's diversity and inclusion efforts.
 - d. Attend meetings as requested by underrepresented serving clubs and organizations on campus.
 - e. Report to the Student Senate twice a month during the academic semesters with issues, concerns and recommendations relating to current campus climate, diversity and inclusion.
 - f. Collaborate with the Student Body President, Student Body Vice-President, and respective clubs and organizations regarding advocacy events relating to diversity and inclusion.
 - g. Schedule and organize monthly town hall meetings in collaboration with the Chief of Staff and the Director of PR and Marketing.
 - h. Develop an Itemized Estimation of Expenditures for the Office of Diversity and Inclusive Excellence that includes the specific identification of any activities that are planned for occurrence and funding through the SGA budget to be approved by the Director of Finance and made available for viewing by the Senate prior to the approval of the budget. For any requested Discretionary funding, develop a list of any and all identified risks, threats, potential adverse results, or precedent to justify the requested amount.
 - i. Serve as a non-voting, ex-officio member of the Student Senate.
 - j. Ensure that all receipts or invoices of yearly expenditures, of whatever caliber, is given to the Director of Finance in good time prior to the budgetary approval process.
 - k. Develop documented, categorized expense estimations for the Office of Diversity and Inclusive Excellence that identifies any activities or purchases that are planned for occurrence and funding through the SGA budget to be approved by the Director of Finance and made available for viewing by the Senate prior to the approval of the budget. In the case of any requested Discretionary funding, list any potential occurrences or precedent that would justify the requested amount.
- XV. 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.

ARTICLE V Legislative Branch

- I. The Legislative Branch shall be called "Student Senate" or "Senate". The Student Senate Officers shall be the Student Body Vice-President, President Pro Tempore of the Senate, Clerk of the Senate, and Parliamentarian.
- II. Student Senate shall consist of a representative body of Senators. Senators will represent each WCU College and the University as a whole using the following model:

	Full Senate	Minimum Senate
a. Colleges of Arts and Sciences	10	7
b. College of Business	08	5
c. College of Education and Allied Professions	07	4

d.	College of Engineering and Technology	02	1
e.	College of Fine and Performing Arts	02	1
f.	College of Health and Human Sciences	08	5
g.	Graduate School	02	1
h.	Honors College	02	1
i.	At-Large (First-Year Students)	09	6
		50	31

Representation should be evaluated annually to ensure numbers reflect the actual student body.

- III. We shall attain this goal through marking and reaching out to the Deans of the colleges by the following process:
- Department Heads and/or Professors will be allowed to make nominations themselves and then send them to the Dean of the college and Dean will make final nominations themselves.
 - If the Professors make nominations, they will send these nominations to their Department Head and the Department head will send their nominations and the nominations of the professor if they chose to accept them to the Dean of the respective college.
 - Deans of each college will send nominations of students who have accepted to run for Student Senate to the SGA Advisor before the filling process closes.
 - Deans of each college will be allowed to nominate up to 15 students per college.
 - The students receiving and/or accepting these nominations must be eligible to run for Student Senate based on the requirements outlined in the SGA Bylaws.
 - The students receiving and/or accepting these nominations shall be considered as outstanding students inside and outside of the classroom based on the discretion of Dean of each respected college.
 - Students are still allowed to run for Student Senate even if they have not been nominated by their respected colleges.
- IV. That this model is only a goal of representation and not mandatory, but current members and leaders of SGA shall go above and beyond to try to achieve this said goal of representation.
- V. The Student Body Vice-President will be elected by a popular vote of the Student Body. 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.
 - Serve as President of the Senate, preside over assemblies of the Student Senate.
 - Cast the deciding vote in the event of a tie on matters before Senate.
 - Maintain a functioning Student Senate by recommending appointment of new Senators in the event of vacancies.
 - File a motion for impeachment of Senators in violation of the conduct policies set forth by the Student Government Association.
 - Forward approved resolutions to the advisor and Student Body President in a timely manner, and report on the progress of the resolutions thereafter.
 - Establish, monitor, and select members for Student Senate Positions and/or Committees as necessary and appropriate.
 - Perform and enforce all duties pursuant to the office of the Student Body Vice-President, provided such acts are not prohibited under this Constitution.
 - Serve as an outreach to student organizations and campus committees.
 - Attend meetings of the University of North Carolina Association of Student Governments (UNCASG).
 - Only be able to serve a maximum of two (2) terms in office.
- VI. The President Pro Tempore of the Senate shall be recommended by the Vice-President and appointed upon a simple majority vote of the Senate. The President Pro Tempore of the Senate shall:
- Serve as the legislative and administrative assistant to the President of the Senate.
 - Perform any administrative function deemed necessary and/or appropriate for the position.
 - Serve as the secondary authority of the Student Senate and assume all duties in the absence of the Student Body Vice-President.
- VII. The Clerk of the Senate shall be recommended by the Student Body Vice-President and appointed upon a simple majority vote of the Senate. The Clerk of the Senate shall:
- Maintain records of Student Senate assemblies and meetings.
 - Appropriately file all submitted resolutions in a timely manner.
 - Post all Senate meeting minutes and public notices within 48 hours of adjournment and/or action.
 - Serve as the receipt authority for all resolutions.
 - Approve and stamp all resolutions and ensure their presentation to Senate at the next Senate meeting following their submission.
 - Serve on the Rules and Judiciary Committee and be responsible for using the established template to record and post committee minutes.
- VIII. The Parliamentarian shall be recommended by the Student Body Vice-President and appointed upon a simple majority vote of the Senate. The Parliamentarian shall:
- Maintain order at all assemblies and meetings of the Student Senate.
 - Ensure that Robert's Rules of Order are being enforced and upheld.
 - Ensure compliance with SGA Constitution and Bylaws.
 - Serve as the head of the Rules and Judiciary Committee.
- IX. Student Senators shall be elected by constituents, appointed by designated University officials, and/or appointed by the Student Body Vice-President. Appointed individuals will become Senators upon a simple majority vote of Senate. The Student Senate shall:
- Serve as a representative voice of constituents and the entire student body.
 - Pass resolutions, establish statutes, and amend the Constitution and By-Laws of the Student Government Association as deemed necessary for the execution of all powers vested in the Student Government Association.
 - Establish procedures for the execution of its properties and resolutions.
 - Approve or reject by majority vote all judicial and executive appointments by the Student Body President or Student Body Vice-President.
 - 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.
 - By two-thirds (2/3) majority vote override a presidential veto.
 - Call any officer of the Student Government Association or any student organization receiving funding to meetings if deemed necessary by the Student Senate.
 - Approve by a simple majority vote the stipends of the Student Body President; Student Body Vice-President, Cabinet and Chief Judicial Justice.
 - Establish provisional committees as deemed necessary.
 - Review supplemental funding requests that exceed \$1,000 submitted by recognized student organizations.
 - Be knowledgeable about the SGA Constitution, Bylaws, WCU policies, and campus resources.

- l. Actively participate in the establishment and execution of SGA goals.
 - m. Serve as official college representatives when called upon to do so.
 - n. Attend SGA sponsored events and functions held each semester. Senate will vote on guidelines during each legislative session.
 - o. Attend mandatory training as scheduled by SGA and/or Office of Leadership and Student Involvement.
 - p. Attend Student Senate meetings.
 - q. Uphold the constitution and all ordinances of the SGA.
 - r. Serve on WCU committees as designated by the Student Body President and/or the Office of Leadership and Student Involvement.
 - s. Serve as a liaison and build positive relationships between the faculty, staff, students, and administration of WCU.
 - t. Senators shall be permitted one unexcused absence from Senate's weekly meetings per semester.
 - u. By two-thirds (2/3) majority vote overturn or line veto an executive order.
- X. The Freshman At-Large senators shall be appointed by the Student Body Vice-President, and appointed upon a simple majority vote of the Senate.
- XI. The Elections Committee, Public Relations and Marketing Committee, Finance Committee, and Rules and Judiciary Committee shall be observed as standing committees. The SGA Vice-President will recommend committee chairs, student senators, for each standing committee besides the Rules and Judiciary Committee because they are voted in when senate votes for parliamentarian, and those individuals will be appointed upon a majority vote by Senate.
- XII. The Elections Committee shall:
- a. Be assembled by the Director of Public Relations and Marketing in correlation with the President of the Senate;
 - b. Include the Director of Public Relations and Marketing, who will serve on the committee as a non-voting, ex-officio member;
 - c. Consist of current student senators as voting members;
 - d. Comply with all election guideline, procedures, and protocol as outlined in the Constitution and/or Bylaws.
 - e. Coordinate a candidate debate.
- XIII. The Rules and Judiciary Committee shall:
- a. Be chaired by the Parliamentarian.
 - b. Consider all resolutions before they are presented to the Student Senate.
 - c. Make suggestions and nonbinding recommendations for each resolution to the original resolution author(s), as well as provide nonbinding recommendations for all appointments that require the vote of the Senate. The committee must provide the rationale behind the recommendations.
 - d. Look at the Constitution and Bylaws of the SGA and try to better understand any misunderstood or wrongful Bylaws.
 - e. Take any suggestions from anyone on the WCU campus and attempt to clear up any grey areas within the Constitution and Bylaws.
 - f. Review the Constitution and Bylaws each year and bring any changes made to the Senate for voting.
 - g. Review all writs of impeachment and present recommendations to the Senate.
- XIV. The Finance Committee shall:
- a. Review and decide upon all supplemental funding requests for an amount under \$1,000.
 - b. Review and provide a recommendation for all supplemental funding requests for over \$1,000.
 - c. The Director of Finance shall serve as the chair of the committee. The remainder of the committee members must be comprised of Student Senators.
 - d. Review the numbers and requested totals for all Supplemental Funding requests exceeding \$1000 USD prior to presentation to the Senate floor.
 - e. If mathematical errors are found the Director of Finance shall consult with such Recognized Student Organization.
- XV. The Public Relations and Marketing Committee Shall:
- a. Post regularly on social media updating the Student Body about Student Government Association related activities.
 - b. Work closely with the Director of Public Relations and Marketing.
- XVI. Other Committees:
- a. The Student Body Vice-President may appoint committees during legislative sessions to address student needs and/or concerns.
 - b. The Senate may motion to create committees during legislative sessions to address student needs and/or concerns.
- XVII. 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 2/3 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.
 - d. The Student Body Vice-President will recommend committee chairs for each standing committee, and those individuals will be appointed upon a majority vote by Senate.
- XVIII. Meetings
- a. The Student Senate shall meet a minimum of twice monthly during the academic year.
 - b. The Student Senate shall vote on the meeting time for each semester. The meeting time will be official with a 2/3 vote of the Senate. If a 2/3 majority cannot be reached, the default meeting time will be will at 6pm on Mondays during the academic year.
 - c. All Student Senate meetings shall be conducted according to the most recent edition of Robert's Rules of Order.
 - d. The Student Body Vice-President 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.
 - e. 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.
 - f. Ex-officio members of the Student Senate must submit all agenda items to the President of the Senate no later than 9:00 pm on the Friday prior to the Senate meeting in which the Agenda items will be introduced.
 - g. Senators are expected to be in attendance at all Student Senate meetings and their respective committee meetings.
- XIX. Senator Replacement Process
- a. Any member of the Executive, Legislative, and/or Judicial Branches may file a motion for impeachment of any member for not fulfilling stated job responsibilities. The SGA Advisor may also file a motion for impeachment.

- b. The Student Body Vice-President has the duty to regularly review Senator performance and provide feedback therein.
- c. If impeachment occurs, the Student Body Vice-President shall be responsible for interviewing candidates to fill the vacancy.
- d. A majority vote by the above mentioned shall be required to recommend the candidate to the Student Senate for vote.
- e. Candidates must meet all qualifications of the vacant position to be considered.
- f. A two-thirds majority vote by the Student Senate is needed before a candidate to become a member of the Student Senate.
- g. If vacancies within the Student Senate exceed 60% of the available seats, then a university-wide election must be held to fill vacancies.

XX. Legislative Procedures

- a. All resolutions shall be submitted to the Clerk of the Senate and Student Body Vice-President no later than 9:00 pm on the Friday prior to the meeting in which the resolution 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:
- c. Senate Resolution: SR (*semester – year - number*)
- d. Resolutions may be passed by a simple majority vote of the Student Senate.
- e. If resolutions pass, a copy shall be sent to the Student Body President for signature or veto.
- f. Copies of the signed resolution are then distributed to the Clerk of the Senate, Chief Justice, and Student Body Vice-President.
- g. If vetoed, resolutions shall be sent back to the Clerk of the Senate to be held until recalled.
- h. If the Student Body President fails to act on resolutions within fourteen (14) calendar days of receipt, it is returned to the Clerk of the Senate and considered enacted.
- i. After a resolution has been tabled or has failed to pass, the contents 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 Clerk of Senate in the order on the agenda.

ARTICLE VI Judicial Branch

- I. The Judicial Branch of the Student Government Association will be composed of the Chief Judicial Justice, the Associate Judicial Justice, the Judicial Clerk of Court, and four Judicial Justices.
- II. The Chief Judicial Justice shall be recommended by the Student Body President, and appointed upon a simple majority vote of the Senate. 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.
 - f. Serve as a voting member on the official Western Carolina University Boot Committee.
 - g. Serve as the director of Traffic Court.
 - h. Interpret any provision of the Constitution, bylaws and/or any law upon written request.
 - i. Recommend appointment of Assistant Judicial Justice, Judicial Clerk, and all Judicial Justices, with the approval of the Student Senate.
 - j. Serve as a member of the Rules and Judiciary Committee.
- III. The Associate Judicial Justice shall be recommended by the Chief Judicial Justice, and appointed upon a simple majority vote of the Senate. The Assistant Judicial Justice shall:
 - a. Serve as the chief administrative officer of the judiciary in the absence of the Chief Judicial Justice.
 - b. Serve as a voting member of the Student Senate Elections Committee to further enforce the elections rules and procedures.
 - c. Preside over the hearing in the event of a contested election.
 - d. Deliberate as a member of the judiciary.
 - e. Serve as the assistant of the Chief Justice in this Judicial System.
 - f. Assist the Chief Justice in the interpretation of any provision of the Constitution, Bylaws and/or any law.
 - g. Serve as a direct supervisor to the Judicial Justices and provide assistance to the Chief Justice as needed.
- IV. The Judicial Clerk shall be recommended by the Chief Judicial Justice, and appointed upon a simple majority vote of the Senate. The Judicial Clerk shall:
 - a. Record the minutes of all judicial proceedings using the established template and maintain all records therein.
 - b. Review all pending cases and prepare the docket prior to all judicial proceedings.
 - c. Serve as the clerk at all Traffic Courts and is a general administrative assistant to the Judicial Branch.
 - d. Provides assistance to the Chief Justice as needed.
- V. The Judicial Justices shall be recommended by the Chief Judicial Justice, and appointed upon a simple majority vote of the Senate. The Judicial Justices 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 regard to issues of constitution, Bylaws, and policy.
 - d. Hear the appeals of students and student organizations regarding actions taken by the Student Government Association.
 - e. Review and hear the appeals of students wishing to overturn parking and skateboarding tickets.
 - f. Assist the Chief Judicial Justice in the interpretation of any provision of the constitution, Bylaws and/or any law.
 - g. Provide assistance to the Chief Justice as needed.
 - h. Attend weekly assemblies of Traffic Court and serve as voting members in the appeal process.
- VI. 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.

ARTICLE VII Elections

- I. The Elections Committee Chair shall be recommended by the President of the Senate in correlation with the Director of PR and Marketing and approved by Senate. All other members of the committee shall have voting privileges and be current student senators to help with the business of the committee.
- II. The Elections Committee shall:

- a. Recommend the members of the Elections Committee;
 - b. Serve as the first point of contact for all SGA elections;
 - c. Preside over all meetings of the Elections Committee;
 - d. Ensure that all elections rules are being upheld; and,
 - e. Preside over the Candidate meeting before the election.
- III. The Chief Judicial Justice shall:
- a. Enforce campaigning penalties.
 - b. Review campaigning appeals and refer as necessary and appropriate.
 - c. Review voting appeals and refer as necessary and appropriate.
- IV. Chief Judicial Justice shall assume the Chair in the event of a vacancy of the Director of PR and Marketing until such time as the vacancy is filled.
- V. If the Chair deems the performance or conduct of an Elections Committee member unacceptable, he or she reserves the right remove that member from the Committee.
- VI. The Elections Committee shall meet to discuss any elections as needed with the SGA Advisor.
- VII. Candidacy and Filing Procedures
- a. All students seeking to hold an elected Student Government Association position must complete the filing process.
 - b. Filing is complete when a candidate returns a signed acknowledgement of receipt and comprehension of the candidate packet.
 - c. Confirmation of filing and eligibility shall be given to the candidate within 5 business days of receiving the candidate acknowledgement.
- VIII. All candidates must file for offices during the designated filing times and dates advertised by the Elections Committee.
- a. Filing period shall open on the first day of classes in the Spring semester.
 - i. The filing deadline shall close on the class day closest to two months before election date.
 - b. All candidates must meet the necessary requirements for their position as listed in the Student Government Association Constitution and Bylaws prior to filing.
- IX. 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.
- X. Candidates cannot campaign for any office other than that for which they have filed.
- XI. Candidates may only file to run for one position.
- XII. All election material must be filed on-line.
- XIII. Once submitted, packets must bear the time, date and signature of the Elections Committee representative.
- XIV. All packets must be submitted to the Clerk of the Senate at the end of the filing period.
- XV. When a candidate agrees to run, they are agreeing to uphold all duties and responsibilities of the position for which they are running.
- XVI. By filing, candidates are certifying that to the best of their knowledge, they are equipped and able to serve the full term for which they are running.
- XVII. Candidate Meeting
- a. There shall be a Candidate meeting at the conclusion of the filling period which shall convene according to the following guidelines:
 - i. All candidates may voluntarily attend the Candidate 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 Candidate meeting shall be determined prior to the filing period.
 - iii. A current list of the candidates and the positions for which they are campaigning shall be presented at the Candidate meeting.
- XVIII. A recent photograph must be digitally submitted to the Elections Committee by a date to be prescribed by the Elections Committee
- XIX. Conduct of the Campaign
- a. There shall be no campaigning by any student, candidate, or campaign worker prior to receiving confirmation of filing.
 - b. Receiving confirmation of filing is defined as submitting all required materials, and receiving written documentation that filing has occurred and all administrative tasks have been completed (e.g. academic review, conduct review, etc.).
 - c. The following campaigning methods shall be prohibited: the use of any Western Carolina list-serve containing student names, the use of University social media pages (e.g. Residential Living Facebook pages), and email addresses 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.
 - e. The Elections Committee may vote to enact additional rules if they feel like they are necessary. The Student Senate may choose to veto any of the proposed rules with a simple majority vote.
 - f. Campaign materials may not contain any slanderous remarks about fellow candidates nor false information about the campaigning candidate.
- XX. Campaigning Expenses
- a. Candidates personal expenditures shall not exceed the following personal campaign expenditure caps:
 - i. Executive Offices \$200.00
 - ii. Senate Positions \$100.00
 - b. Expense Account Report:
 - 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 Candidate meeting.

XXI. Voting

- a. All voting shall occur on-line.
- b. Students are responsible for using their own resources, or those publicly available (e.g. library), to vote.
- c. To be elected, a candidate must receive a plurality of the votes cast for the office for which they have filed.
- d. Voters shall vote based upon the categories for which they are eligible.
- e. Detailed voting instructions will be sent to students.
- f. Vote totals shall be kept secret until the results are officially announced.
- g. 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.
- h. Any complaints regarding the election results must be filed within forty-eight (48) hours of the time at which the election results are posted. Complaints are submitted to the SGA Advisor, the Chair of the Elections Committee, and the Chief Judicial Justice.
- i. If there are more than two candidates running for either President or Vice-President, then the following procedures apply:
 - i. Voting shall be conducted via an online preferential voting ballot for the office(s) with more than two candidates running.
 - ii. Voters will rank the candidates in order of preference from most to least preferred with the most preferred being the voters first choice for that office.
 - iii. Voters must choose to vote for at least two candidates, but they may leave the rest of the rankings blank if they so choose. If that happens, then their vote will be applied to the candidates they have chosen until their vote is exhausted.
 - iv. A candidate must receive a majority (more than 50%) of the votes cast for the office for which they have filed.
 - v. Once all the votes are initially counted, the Elections Committee may then levy any penalties as they see fit. If a candidate is penalized, then the total number of vote fines will be deducted from the violating candidate's total votes and redistributed to the other candidates in order of voter preference.
 - vi. If, once the votes are counted and penalties levied, no candidate receives a majority of the vote, the candidate with the least amount of votes will be eliminated and that candidate's votes will then be distributed to the remaining candidates according to their preference as listed by the voters. If after this no candidate receives a simple majority, then the process will be repeated until either a candidate with a majority emerges or only one candidate is left.

XXII. In order to help attain the representation model in Article IV. These following numbers shall be changed automatically when the representation model is reassessed annually, the following will be an example of the section text ballots are to be presented to voters regarding the Student Senate.:

- a. Candidates Representing the College of Arts and Sciences (please vote for up to 10 candidates):
- b. Candidates Representing the College of Business (please vote for up to 8 candidates):
- c. Candidates Representing the College of Education and Allied Professions (please vote for up to 7 candidates):
- d. Candidates Representing the College of Engineering and Technology (please vote for up to 2 candidates):
- e. Candidates Representing the College of Fine and Performing Arts (please vote for up to 2 candidates):
- f. Candidates Representing the College of Health and Human Sciences (please vote for up to 8 candidates):
- g. Candidates Representing the Graduate School (please vote for up to 2 candidates):
- h. Candidates Representing the Honors College (please vote for up to 2 candidates):
- i. Candidates Representing At-Large (First-Year Students) (please vote for up to 6 candidates):

XXIII. 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) business 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.
- d. Only in cases where there are less than three candidates running for the office(s) of President and/or Vice-President, do these procedures contained herein apply.

XXIV. 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. The Chief Judicial Justice shall be responsible for issuing and enforcing penalties.
- c. All fines originating from the Student Government Association shall be capped at fifty (50) votes per violation. Vote fines shall be levied against the violating candidate.
- d. The following violations and penalties shall be observed by the Elections Committee:
 - i. 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 ten (10) votes per violation.
 - ii. Failure to submit an expense report by the specified time shall result in a minimum fine of ten (10) votes per violation.
 - iii. Failure to adhere to expenditure caps of the Election Expenditure Rules shall result in a minimum fine of fifty (50) votes per violation.
 - iv. Falsifying reports given within the expense report shall result in a minimum fine of fifty (50) votes per violation.
 - v. 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.
- e. To initiate an investigation into an alleged violation of election rules, a formal complaint must be submitted in writing to the Elections Committee Chairman, Student Government Association Advisor, and the Chief Judicial Justice.
- 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.
- k. 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.
- l. The individual filing the appeal has the right to present his or her case in person before the Judiciary.
- m. The decision of the Judiciary will be final.
- n. These appeal proceedings shall not extend beyond thirty (30) calendar days of the initial complaint.
- o. 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.

XXV. 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.
 - vii. Copies of the Election Report shall be given to the Chief Judicial Justice, the Chief of Staff, and the SGA Advisor.

ARTICLE VIII Finances

- I. The Student Body President shall oversee appropriations for student organizations, create and edit the Student Government Association budget in collaboration with the Director of Finance, as well as create financial policies for the Student Government Association to be approved by a majority vote of the assembled Student Senate.
- II. 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.
- III. 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.
 - e. The Student Senate upon approval of the Director of Finance will review supplemental funding requests that exceed \$1,000. The Finance Committee will hear requests under \$1,000.
 - f. Supplemental Funding requests will not exceed the total amount of USD \$6,000.
- IV. Procedures of Drafting the Student Government Association Budget
 - 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.
 - b. 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.
 - c. The President-Elect will then work with the Director of Finance to develop a budget for their term.
 - d. Upon completion of the budget they will submit a budget proposal to the Vice-Chancellor for Student Affairs.
 - e. The Vice-Chancellor for Student Affairs will determine an appropriate amount to be allocated to SGA.
 - f. The budget is then finalized and presented to the Senate at the first Senate meeting of the school year.
 - g. The Senate will vote to approve or deny the budget by a simple majority.
 - h. The Student Body President and Director of Finance have the right to veto any amendments made to the budget by the Student Senate. The Student Senate may vote to overrule any veto by a two-thirds majority vote.
- V. Funding Process
 - 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 Student Body President has signed it into effect, the Finance Committee, and when appropriate, the Student Senate, will have the duty to allocate funds to individual organizations.
 - c. Organizations seeking funds will submit Supplemental Funding Requests to the SGA Director of Finance.
 - d. After review of the budget, the SGA Director of Finance submits packets to the Finance Committee with his/her recommendations.
 - e. All funding decisions by the Director of Finance must be submitted to the Student Body 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.
 - f. Any funding request exceeding \$1,000, once approved by the Director of Finance, will automatically be referred to the Student Government Senate for a simple majority vote approval. 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.
 - g. The Student Senate can overrule the decision reached by the Director of Finance with a two-thirds majority vote.
 - h. 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.
 - i. Any approved funding request by the Student Senate will be invalid without the signature of the President of the Senate.
- VI. 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.

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

ARTICLE IX Membership Compensation

- I. The Student Body President, Cabinet, Student Body Vice-President, and Chief Judicial Justice shall be eligible for payment in the form of a stipend to be processed at the conclusion of each month.
- II. The Executive Branch's hours shall be evaluated annually by the SGA Advisor and Student Body President and they shall recommend weekly hour requirements for each position. These recommendations shall be approved upon a simple majority vote by the Senate.
- III. Up to three of the Student Body President's additional Cabinet appointments may be paid in the same way as other members of the Cabinet.
- IV. The Student Senate will vote on any proposed increases/decreases to compensation for the Student Body President, Cabinet, Student Body Vice-President, and Chief Judicial Justice.
- V. Compensation increases/decreases cannot become effective in the same academic year in which they are proposed and any changes to compensation for the Student Body President, Cabinet, Student Body Vice-President and Chief Judicial Justice will become effective the following academic year's budget allocation
- VI. All other positions within the SGA shall be filled with volunteers.
- VII. Individuals are expected to complete a monthly activity log to assist the Student Body President, Student Body Vice-President and Chief Judicial Justice with reports on SGA actions, events, programs, etc.

ARTICLE X Impeachment

- I. All members of the Student Government Association shall be subject to impeachment proceedings for any one of the following reasons:
 - a. Abuse of Power. Execution of an official power in a manner inconsistent with its just purpose or fair use, to the detriment of the Student Body, the Student Government, or the University.
 - b. Neglect of Duty. Cases in which an official willfully failed to execute a specific duty to the best of their ability.
 - c. Fraudulent Misrepresentation. Cases in which an official files an official document, or makes a statement in their official capacity, under false pretense or containing maliciously untrue information.
 - d. Conduct Unbecoming. Any official, or unofficial, act that is so unethical, unsuitable, or detracting from one's character or reputation that the official is no longer fit to hold office.
- II. Impeachment protocol:
 - a. Given the potential for exposing confidential/protected information, all motions for impeachment proceeding must be submitted in writing to a SGA Advisor. Motions for impeachment may be presented by any student, faculty, or staff member.
 - b. The motion shall be forwarded to the Judicial Branch Advisor. The Advisor shall review the motion to determine if there are reasonable grounds for impeachment to move forward within three (3) business days of receiving the motion. If it is determined there are not reasonable grounds for the motion to move forward then the motion shall be dismissed and the process will end. If it is determined that there are reasonable grounds for the process to move forward the Advisor will redact information as necessary and forward the motion to the Chief Judicial Justice. If no decision has been made within three (3) business days, the impeachment will move forward.
 - c. The Rules and Judiciary Committee of the Senate will review the motion and decide whether there are reasonable grounds for impeachment to move forward within four (4) business days of receiving the motion. Any member who has a conflict of interest shall not participate in this review. If it is determined there are not reasonable grounds for the motion to move forward then the motion shall be dismissed and the process will end. If it is determined that there are reasonable grounds for the process to move forward the Chief Judicial Justice shall notify the Senate of the need for Impeachment Hearings. If no decision has been made within four (4) business days, the impeachment will move forward.
 - d. Impeachment Hearings must take place no later than the second regularly scheduled senate meeting after the Senate is notified of the need for Impeachment Hearings. Impeachment Hearings may be during a special session so long as all other requirements and rights set forth in this Article is honored. Impeachment Hearings shall take precedent over any and all other agenda items.
 - e. At Impeachment Hearings the Chief Judicial Justice shall present the motion for impeachment and call witnesses and present evidence as they deem necessary, in accordance with these by-laws. In the event of a conflict of interest the Associate Judicial Justice shall assume the responsibilities of the Chief Judicial Justice in this process. The respondent to the motion also shall have the right to call witnesses and present evidence they deem necessary, in accordance with these by-laws.
 - f. At Impeachment Hearings the Vice President shall preside as a neutral gatekeeper to ensure compliance with the Student Code, the SGA Constitution and By-Laws, and general professionalism. In the event of a conflict of interest, or the appearance of a conflict of interest, the Senate Pro-Tempore will be the first replacement. If the issue is so deeply rooted that a determination is made that neither the Vice President nor the Pro-Tempore are appropriate to serve then the Dean of Students, or their designee, shall serve as the neutral gatekeeper. The Dean of Students shall not have any voting power or influence the Senate.
 - g. At the conclusion of all the evidence the Senate shall move into closed session to deliberate and vote whether or not to remove the official from office. No new evidence shall be presented once the Senate enters closed session nor shall the respondent or Chief Judicial Justice be allowed to remain present for deliberations and voting. Voting shall be conducted by secret ballot. If the respondent is a senator, they are not entitled to vote.
 - i. If less than two-thirds of the Senators present concur in the official's guilt, then the respondent is acquitted and returns to the practice, responsibilities, and full privileges of their office.
 - ii. If two-thirds of the Senators present believe the evidence proves the impeached official guilty, then the Constitution allows the Senate to remove the individual from that specific office.
- III. Hearing Rights
 - a. If the Rules and Judiciary Committee decides there are reasonable grounds for Impeachment Hearings, Respondent must be provided a copy of the Motion for Impeachment within twenty-four hours.
 - b. Prior to the convening of the Senate for an Impeachment Hearing, Respondent has the right to resign and end the process. Respondent shall submit an unequivocal resignation letter to a SGA Advisor at least five (5) hours prior to the scheduled start time of the meeting where the Impeachment Hearings are set to be heard.
 - c. Respondent has the right to inspect and copy any and all written statements, documents, videos, recordings, writings, data compilations, drawings which relate to the Impeachment and are in possession or control of the Chief Judicial Justice, or the Chief Judicial Justice has knowledge of. Production of said material must occur forty-eight (48) hours prior to the commencement of the Impeachment Hearing. This right requires the

Chief Judicial Justice to make a good-faith effort to gather all information in advance of the hearing and comply so that Respondent is afforded the opportunity to prepare a proper defense.

- d. Once an impeachment hearing has commenced, if the Senate votes not to remove an official, they may not be subject to additional impeachment hearings for the same specific facts and events alleged in the motion for impeachment. However, this provision does not preclude the use of facts and evidence from prior impeachment hearings for other purposes, such as proof of motive, opportunity, intent, preparation, plan, knowledge, identity, or absence of mistake, entrapment or accident.
- e. Respondent shall have the right to waive any notice, timing requirements, or any other rights afforded in these Articles only by way of doing so in writing or explicitly in an Impeachment Hearing.
- f. Cell phones and other electronic devices will be prohibited with the exception of those the gatekeeper deems appropriate.
- g. Respondent shall be informed of the date and time of the Impeachment Hearing. A good faith effort must be made to accommodate Respondent's schedule. In the event Respondent refuses to participate, or after reasonable accommodation is unable to participate, the Impeachment Hearing may be conducted in absentia of Respondent. Reasonable accommodations must be made when the Impeachment Hearing would conflict with academics, Respondent has medical documentation, or in the discretion of the gatekeeper.

IV. Appeal Rights

- a. There is no right to appeal a decision by the Advisor or Rules and Judiciary to dismiss a Motion to Impeach.
- b. There is no right to appeal a final vote by Senate on the basis of sufficiency of the evidence.
- c. The only appeal right associated with a vote to Impeach is on the grounds of Abuse of Process or Failure to Follow the Constitution or Bylaws.
- d. A person impeached has five (5) business days to submit a written appeal to the Associate Judicial Justice of the Judicial Branch and a SGA Advisor. The appeal must clearly state the grounds upon which the appeal is based and reasoning.
- e. Upon receiving a properly filed and timely appeal, the Associate Judicial Justice shall convene a meeting of the Justices. The Chief Judicial Justice shall be excluded from these meetings given their involvement in the Impeachment Process and the Associate Judicial Justice shall act as chair of the panel.
- f. The Justices shall have the ability to summon witnesses and inspect all documents associated with the Impeachment Process.
- g. Upon review of all necessary information the Associate Judicial Justice shall author a report which shall include their findings and recommendation and submit that report to the Vice Chancellor of Student Affairs.
- h. The decision of the Vice Chancellor of Student Affairs shall be final. In the event there is a finding of a violation, the case shall be remanded for further proceedings consistent with the Vice Chancellor of Student Affairs' ruling.

ARTICLE XI Clubs and Organizations

- I. 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.
- II. RSO's are required to meet all University, Divisional, Departmental, and Office requirements to receive recognition.
- III. SGA supplemental funding is available to recognized RSO's. Financial assistance is available to RSO's while funding lasts during an academic year.
- IV. Supplemental funding requests will only be considered once a supplemental funding packet has been completed in full and submitted through designated SGA channels.
- V. An RSO that receives supplemental funding is required to use the money based on the specific approved line-items of the request. Appropriate receipts and documentation are required to complete the process.
- VI. The Office of Leadership and Student Involvement shall maintain an updated list of SGA recognized student organizations.
- VII. The CORE Council shall be chaired by the Director of Clubs and Organizations Reaching Excellence and shall:
 - a. Serve as an advisory board for clubs and organizations.
 - b. Supports clubs and organizations in their endeavors so that they may meet their full potential.
 - c. Make recommendations on, and advocate for new policies that affect clubs and organizations.
 - d. Help shape CORE trainings, CORE Fest, CORE basics, and any other CORE programs that are created.
 - e. Offer input to the Student Body President on their choice for the appointment of the Director of Clubs and Organizations Reaching Excellence.
 - f. Coordinate the disciplinary process and make recommendations to the university for clubs and organizations in violation of university guidelines.
 - g. Meet regularly.
 - h. Have an executive staff appointed by the Director of CORE.

ARTICLE XII SGA Advisor

- I. 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.
- II. Responsibilities include but are not limited to:
 - a. Attending regularly scheduled Senate and Executive meetings.
 - b. Aiding in training opportunities.
 - c. Recommend special meetings when deemed necessary and/or when requested by the Vice-Chancellor for Student Affairs.
 - d. Explaining University Policies and Strategic Strategies as it relates to SGA actions.
 - e. Serving as a mentor and professional role model.
 - f. Acting as a mediator when dealing with conflict resolution and reviewing duties as assigned.

ARTICLE XIII University Committees

- I. The Student Body President serves as an ex-officio member on University Committees, as appointed by the Chancellor, or other administrators.
- II. The Student Body President may appoint a designee to any committee as necessary to ensure student representation.
- III. 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.

- c. 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 Student Body Vice-President to choose another representative.

ARTICLE XIV Session Transition

- I. It is the responsibility of the Student Body President, Student Body Vice-President, Chief Judicial Justice, and advisor to complete a successful officer transition and prepare for the upcoming SGA legislative session.
- II. Upon recommendation of the newly elected Student Body President, the Senate will approve a transition plan and/or funding request for Summer session with a 2/3 majority vote.
- III. Summer employment contracts shall be approved by the SGA Advisor and/or Department of Campus Activities designee, and follow the employment process stated in Bylaws, Article XVI, Section I.
 - a. If Student Senate confirms summer contracts they must convene before the end of the spring semester, with the new sessions of senators.
 - b. The summer employment contract shall be dissolved once the official academic year begins in the month of August.

ARTICLE XV Officer Training

- I. All SGA Officers that are elected or appointed during the spring semester must participate in the transition-training period.
- II. Transition training begins on the Monday following the closing of the SGA Spring Elections and continues until the Friday before the Swear-In Reception.
- III. New officers will be given a training schedule that 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 meeting with their current officer counterpart and the SGA Advisor.
- IV. RSO's will be allowed to appeal requests totaling more than \$6000 to the SGA Finance Committee.

ARTICLE XVI Employment Process

- I. All elected and senate confirmed officials of SGA shall:
 - a. Be appointed, either by filing for office or appointment by the SGA President;
 - b. Be confirmed, either by a senate confirmation or through the SGA Election;
 - c. Be installed through the Oath of Office by the Vice-Chancellor or a designee; and/or,
 - d. Take part in a signing of the employment contract provided by the Department of Campus of Activities if designated to by the Advisor.
- II. The Oath of Office is as follows:
 - a. "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 XVII Amendments of the Bylaws

- I. Bylaws may be amended by a two-thirds vote of the Student Senate or by Executive Order.
- II. The amendments shall become effective upon being filed to the SGA Advisor, Student Body President, Student Body Vice-President, Chief Judicial Justice and Clerk of Court.