

**WESTERN CAROLINA UNIVERSITY  
STUDENT GOVERNMENT ASSOCIATION**

**CONSTITUTION AND BYLAWS**



*Revised Spring 2016*

## **PREAMBLE**

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

## **ARTICLE I General Organization**

- I. The Student Government Association shall serve as the sole governing body responsible for representing student interests before all concerned parties, address student needs within the University, and provide a judicial venue for the student body.
- II. This Constitution shall be the sole governing document for the Student Government Association.
- III. The Student Government Association shall be comprised of all undergraduate and graduate students registered at Western Carolina University.
- IV. 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.
- V. The duties of the Student Government Association shall include but be not limited to the following:
  - a. Serve on University and otherwise concerned committees pertaining to student interests.
  - b. Represent the student body before the Association of Student Governments in a delegation deemed appropriate by the Student Body President.
  - c. Serve as a liaison between the University and the student body by supporting student interests before faculty and the administration.
  - d. Advocate for the responsible use and allocation of university finances.
  - e. Enhance the experience of all members represented herein to the fullest extent provided within this Constitution.
  - f. Draft and present legislation and resolutions to the Student Senate.

- VI. Three distinct branches shall govern the Student Government Association: the Legislative, the Executive, and the Judicial.
- VII. No member of the Student Government Association shall serve in more than one branch at any given time.
- VIII. The Vice-Chancellor for Student Affairs shall appoint a full-time employee to serve as advisor for the Student Government Association.
- IX. The Constitution of the Student Government Association shall be retained in both physical and electronic copy by the acting Student Body President, the acting President Pro Tempore of the Senate, the acting Chief Judicial Justice, the advisor, and the Vice-Chancellor for Student Affairs upon ratification of this Constitution.

## **ARTICLE II**

### **Rights and Responsibilities**

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

## **ARTICLE III**

### **Legislative Branch**

- I. All legislative powers of the Student Government Association shall be vested in a Student Senate.
- II. The Student Senate shall be comprised of the President of the Senate, President Pro Tempore of the Senate, Clerk of the Senate, Parliamentarian, and a Senate

reflective of the student population consisting of no less than ten (10) Senators. In order to vote on issues concerning the Student Government Association, the Student Senate must meet quorum, to be defined as two-thirds (2/3) of currently serving Senators.

- III. The Student Body Vice President and representatives of the Student Senate shall be elected by a popular vote of the Western Carolina Student Body.
- IV. The term of office for members of the Legislative Branch shall be one (1) calendar year following the oath of office or until the next elected officer has been sworn into office.
- V. The Student Body Vice-President shall meet the following qualifications:
  - a. Must be registered as a full-time undergraduate or graduate student of Western Carolina University and have fifty percent (50%) of his or her classes located at the Cullowhee or Biltmore Campus
  - b. May not be under any current academic or disciplinary sanctions as detailed in the Code of Student Conduct.
  - c. Maintain a 3.0 cumulative grade point average during the term of office.
  - d. Maintain a 2.5 semester grade point average during the term of office.
  - e. Must have served at least two academic semesters in the Student Senate of Western Carolina University.
- VI. The Student Body Vice-President shall:
  - a. Serve as the President of the Senate.
  - b. Preside over all Student Senate assemblies and issue the deciding vote in the event of a tie vote within the Student Senate.
  - 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 legislation to the advisor and Student Body President in a timely manner, and report on the progress of the legislation thereafter.
  - e. Establish, monitor, and select members for Student Senate committees.
  - f. Perform and enforce all duties pursuant to the office of the Student Body Vice-President, provided such acts are not prohibited under this Constitution.
  - g. 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. . In the event of a vacancy in the presidency and/or vice-presidency, the President Pro Tempore of the Senate shall assume the duties of the Student Body Vice-President. Should the President Pro Tempore of the Senate be unable or unwilling to assume the office, the Student Senate shall, by two-thirds (2/3) vote of all members present, select a member of the Student Senate to fill the vacancy until such time that an election may be held.

- VII. The President Pro Tempore of the Senate must meet the following qualifications:
- a. Have held a Senate position within the Student Senate for a minimum of one (1) academic semester prior to appointment, unless no such seniority exists.
  - b. Be registered as a full-time undergraduate or graduate student of Western Carolina University and attend at least fifty percent (50%) of his or her classes at the Cullowhee or Biltmore Campus.
  - c. May not be under any current academic or disciplinary sanctions as detailed in the Code of Student Conduct.
  - d. Maintain a 2.75 cumulative grade point average during the term of office.
  - e. Maintain a 2.5 semester grade point average during the term of office.
- VIII. The President Pro Tempore shall:
- a. Serve as the legislative and administrative assistant to the President of the Senate, perform any administrative function therein, serve as the secondary authority of the Student Senate and assume all duties in the absence of the President of the Senate.
  - b. Be elected by a simple majority vote of the Student Senate.
- IX. The Clerk of the Senate must meet the following qualifications:
- a. Have held a Senate position within the Student Senate for a minimum of one (1) academic semester prior to appointment, unless no such seniority exists.
  - b. Be registered as a full-time undergraduate or graduate student of Western Carolina University and enrolled at least fifty percent (50%) of his or her classes at the Cullowhee or Biltmore Campus.
  - c. May not be under any current academic or disciplinary sanctions as detailed in the Code of Student Conduct.
  - d. Maintain a 2.75 cumulative grade point average during the term of office.
  - e. Maintain a 2.5 semester grade point average during the term of office.
- X. The Clerk of the Senate shall:
- a. Maintain records of Student Senate assemblies, record minutes, and file any resolutions submitted therein. All resolutions submitted for discussion by the Student Senate must first be submitted to the Clerk of the Senate, bear the signature of acceptance by the Clerk of the Senate, and be presented by the Clerk of the Senate at the next assembly of the Student Senate.
  - b. Serve as the head of the Rules and Judiciary Committee. The Rules and Judiciary Committee shall review all legislation or writs of impeachment and offer advice on issues of constitutionality and structure prior to presentation before Student Senate.
  - c. Be elected with a simple majority vote of the Student Senate.

- XI. The Parliamentarian must meet the following qualifications:
- a. Have held a Senate position within the Student Senate for a minimum of one (1) academic semester prior to appointment, unless no such seniority exists.
  - b. Be registered as a full-time undergraduate or graduate student of Western Carolina University and enrolled at least fifty percent (50%) of his or her classes at the Cullowhee or Biltmore Campus.
  - c. May not be under any current academic or disciplinary sanctions as detailed in the Code of Student Conduct.
  - d. Maintain a 2.75 cumulative grade point average during the term of office.
  - e. Maintain a 2.5 semester grade point average during the term of office.
- XII. The Parliamentarian shall:
- a. Maintain order at all assemblies of the Student Senate.
  - b. Ensure that Robert's Rules of Order are being upheld.
  - c. Be elected with a simple majority vote of the Student Senate.
- XIII. Each Student Senator must meet the following qualifications:
- a. Be registered as a full-time undergraduate or graduate student of Western Carolina University and attend at least fifty percent (50%) of his or her classes at the Cullowhee or Biltmore Campus.
  - b. May not be under any current academic or disciplinary sanctions as detailed in the Code of Student Conduct.
  - c. Maintain a 2.5 cumulative grade point average during the term of office.
  - d. Maintain a 2.5 semester grade point average during the term of office.
- XIV. The Student Senate shall:
- a. Pass resolutions, establish statutes, and amend the Constitution of the Student Government Association as deemed necessary for the execution of all powers vested in the Student Government Association.
  - b. Establish procedures for the execution of its properties and resolutions.
  - c. Impeach from office any student official with concurrence of two-thirds (2/3) of the entire Student Senate. The Senate shall demonstrate sufficient cause to censure or expel a member of the Student Government Association in concurrence with this Constitution and subsequent bylaws of the Student Government Association.
  - d. Approve or reject by majority vote all judicial and executive appointments by the Student Body President or Student Body Vice-President.
  - e. Replace upon majority vote any vacancies within the Student Senate.
  - f. Hear the appeals of actions taken by the Student Senate and by two-thirds (2/3) majority vote, decide to uphold, adjust, or overrule the decision.
  - g. By two-thirds (2/3) majority vote override a presidential veto.
  - h. Subpoena any officer of the Student Government Association or any student organization receiving funding if deemed necessary by the Student Senate.

- i. Approve by a simple majority vote the salaries of the Student Body President; Student Body Vice-President, Executive Council, the Judiciary, and the Student Senate.
  - j. Establish provisional committees as deemed necessary.
  - k. Review supplemental funding requests that exceed \$1,000 submitted by recognized student organizations.
  
- XV. The Elections Committee and the Rules and Judiciary Committee shall be observed as Standing Committees.
  
- XVI. The Elections Senator shall serve as the head of the Elections Committee. The Elections Committee shall facilitate and oversee Student Government Association elections. The Elections Committee shall review the prior election and submit any necessary changes for subsequent elections.

**ARTICLE IV**  
**Executive Branch**

- I. All executive powers of the Student Government Association shall be vested in an Executive Branch.
  
- II. The term of office for the Student Body President and the Student Body Vice-President shall be one (1) calendar year following the oath of office or until the next elected officer has been sworn into office.
  
- III. The Executive Branch shall be comprised of the Student Body President, the Student Body Vice-President, and the Chief Judicial Justice. The Executive Cabinet shall consist of the Chief of Staff, the Director of Finance, the Director of Public Relations and Marketing, the Director of Inter-Club Council, the Director of Internal Operations, and the Executive Association of Student Governments Delegate.
  
- IV. 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.
  
- V. The Student Body President will be elected by a popular vote of the Student Body.
  
- VI. The Student Body President shall meet the following qualifications:
  - a. Must be registered as a full-time undergraduate or graduate student of Western Carolina University and have fifty percent (50%) of his or her classes located at the Cullowhee or Biltmore Campus.

- b. May not be under any current academic or disciplinary sanctions as detailed in the Code of Student Conduct.
- c. Maintain a 3.0 cumulative grade point average during the term of office.
- d. Maintain a 2.5 semester grade point average during the term of office.
- e. Must have served at least two academic semesters in the Student Government Association of Western Carolina University.

VII. The Student Body President shall:

- a. Serve as the chief spokesperson, representative, and delegate for the Student Government Association and the entire student body in all matters inside and outside of the University community.
- b. Administer and enforce the laws enacted by the Student Senate.
- c. Serve as a voting member of the Western Carolina University Board of Trustees, pursuant to North Carolina General Statute 116-3 §1.
- d. Veto any act of the Student Senate as deemed necessary within fourteen (14) calendar days of receipt.
- e. Appoint members of the Executive Council, and remove Executive Council members if deemed necessary.
- f. Issue reports to Executive Council members and committees and summon prompt reports from Executive Council members.
- g. Deliver a State of the University Address before the student body once each semester, and address the student body if at any time deemed necessary.
- h. Perform and enforce all duties pursuant to the office of the Student Body President, provided such acts are not prohibited under this Constitution.

VIII. The Student Body Vice-President shall meet the following qualifications:

- a. Must be registered as a full-time undergraduate or graduate student of Western Carolina University and have fifty percent (50%) of his or her classes located at the Cullowhee or Biltmore Campus
- b. May not be under any current academic or disciplinary sanctions as detailed in the Code of Student Conduct.
- c. Maintain a 3.0 cumulative grade point average during the term of office.
- d. Maintain a 2.5 semester grade point average during the term of office.
- e. Must have served at least two academic semesters in the Student Senate of Western Carolina University.

IX. 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. . In the event of a vacancy in the presidency and/or vice-presidency, the President Pro Tempore of the Senate shall assume the duties of the Student Body Vice-President. Should the President Pro Tempore of the Senate be unable or unwilling to assume the office, the Student Senate shall, by two-thirds

- (2/3) vote of all members present, select a member of the Student Senate to fill the vacancy until such time that an election may be held.
  - 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 legislation to the advisor and Student Body President in a timely manner, and report on the progress of the legislation thereafter.
  - e. Establish, monitor, and select members for Student Senate committees.
  - f. Perform and enforce all duties pursuant to the office of the Student Body Vice-President, provided such acts are not prohibited under this Constitution.
  
- X. The Chief Judicial Justice shall meet the following qualifications:
  - a. Must be registered as a full-time undergraduate or graduate student of Western Carolina University and attend at least fifty percent (50%) of his or her classes at the Cullowhee or Biltmore Campus.
  - b. May not be under any current academic or disciplinary sanctions as detailed in the Code of Student Conduct.
  - c. Maintain a 3.0 cumulative grade point average during the term of office.
  - d. Maintain a 2.5 semester grade point average during the term of office.
  - e. Must be confirmed by a majority vote of the Student Senate.
  - f. Must have previously served 1 academic year in the SGA.
  
- XI. 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. Appoint the positions of Assistant Judicial Justice, Judicial Clerk of Court, and each Judicial Justice.
  - g. Serve as a voting member on the official Western Carolina University Boot Committee.
  - h. Serve as the director of Traffic Court.
  
- XII. Each Executive Council member shall meet the following qualifications:
  - a. Must be registered as a full-time undergraduate or graduate student of Western Carolina University and have fifty percent (50%) of his or her classes located at the Cullowhee or Biltmore Campus.

- b. May not be under any current academic or disciplinary sanctions as detailed in the Code of Student Conduct.
- c. Maintain a 2.75 cumulative grade point average during the term of office.
- d. Maintain a 2.5 semester grade point average during the term of office.
- e. Have served at least two semesters in the SGA of Western Carolina University.

XIII. 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. Establish a Finance Committee, which shall include but be not limited to one member of the current Student Senate, to review matters of funding.
- 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.

XIV. 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. Advertise for and facilitate the planning, marketing and execution of Student Government Association events.
- d. Serve as a non-voting, ex-officio member of the Student Senate.

XV. 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 minutes for all executive council meetings.
- c. Coordinate and schedule all executive activities.
- d. Be responsible for maintaining all records of the Student Government Association.
- e. Check all office hours of Student Government Association Employees on a weekly basis.
- f. Serve as a non-voting, ex-officio member of the Student Senate.

XVI. The Director of the Inter-Club Council shall:

- a. Oversee all recognized student organizations and report directly to the Student Body President.
- b. Serve as the Chair of the Inter-Club Council.

- c. Organize and hold Inter-Club Council Meetings on a regular basis.
  - d. Review and approve all print advertisements of recognized student organizations.
  - e. Serve as a non-voting, ex-officio member on the Student Senate.
- XVII. The Director of Internal Operations shall:
- a. Be responsible for the execution and implementation of Executive Board Initiatives.
  - b. Serve as the director of all established annual events such as the Bi-Annual SGA Retreat, Library Food Giveaway, Annual General Forums, Football Tailgates, Fill the Bag Initiative, Inauguration, and the Roadside Cleanups.
  - c. Serve as the primary contact for Senate Committees wishing to hold an official Student Government Association Event.
  - d. Serve as a non-voting, ex-officio member on the Student Senate.
- XVIII. The Executive Association of Student Governments Delegate shall:
- a. Spend at least half of his or her role in Student Government dedicated to an ASG related activity.
  - b. Assist the Student Body President in coordinating the logistics needed for the ASG delegation from the respective institution.
  - c. Ensure that work is being done by the delegation in each of the departments of the Association.
  - d. Coordinate campus visits in consultation with the ASG President and Student Body President.
  - e. Receive compensation from the Association of Student Governments. He or she shall serve as a non-voting, ex-officio member on the Student Senate.
  - f. Serve as a non-voting ex-officio member on the Student Senate.

**ARTICLE V**  
**Judicial Branch**

- I. The judicial authority of the Student Government Association shall be vested in a Judicial Branch.
- II. The Judicial Branch of the Student Government Association will be composed of the Chief Judicial Justice, the Assistant Judicial Justice, the Judicial Clerk of Court, and four Judicial Justices.
- III. The term of office for members of the Judicial Branch shall be one academic year following the oath of office.
- IV. The Student Body President shall appoint the Chief Judicial Justice.
- V. The Chief Judicial Justice shall meet the following qualifications:

- a. Must be registered as a full-time undergraduate or graduate student of Western Carolina University and attend at least fifty percent (50%) of his or her classes at the Cullowhee or Biltmore Campus.
- b. May not be under any current academic or disciplinary sanctions as detailed in the Code of Student Conduct.
- c. Maintain a 3.0 cumulative grade point average during the term of office.
- d. Maintain a 2.5 semester grade point average during the term of office.
- e. Must be confirmed by a majority vote of the Student Senate.
- f. Must have previously served 1 academic year in the SGA.

VI. 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. Appoint the positions of Assistant Judicial Justice, Judicial Clerk of Court, and each Judicial Justice.
- g. Serve as a voting member on the official Western Carolina University Boot Committee.
- h. Serve as the director of Traffic Court.

VII. The Assistant Judicial Justice shall meet the following qualifications:

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

VIII. The Assistant Judicial Justice shall:

- a. Serve as the chief administrative officer of the judiciary in the absence of the Chief Judicial Justice.
- b. Serves 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.

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

- a. Must be registered as a full-time undergraduate or graduate student of Western Carolina University and attend at least fifty percent (50%) of his or her classes at the Cullowhee or Biltmore Campus.
  - b. May not be under any current academic or disciplinary sanctions as detailed in the Code of Student Conduct.
  - c. Maintain a 2.75 cumulative grade point average during the term of office.
  - d. Maintain a 2.5 semester grade point average during the term of office.
  - e. Must have served no less than one semester in the Judicial Branch.
  - f. Must be confirmed by a majority vote of the Student Senate.
- X. The Judicial Clerk of Court shall:
- a. Record the minutes of all judicial proceedings and maintain all records therein.
  - b. Review all pending cases and prepare the docket prior to all judicial proceedings.
  - c. Deliberate as a member of the judiciary.
- XI. Each Judicial Justice shall meet the following qualifications:
- a. Must be registered as a full-time undergraduate or graduate student of Western Carolina University and attend at least fifty percent (50%) of his or her classes at the Cullowhee or Biltmore Campus.
  - b. May not be under any current academic or disciplinary sanctions as detailed in the Code of Student Conduct.
  - c. Maintain a 2.75 cumulative grade point average during the term of office.
  - d. Maintain a 2.5 semester grade point average during the term of office.
  - e. Must be confirmed by a majority vote of the Student Senate.
- XII. The Judicial Branch shall:
- a. Take part in all judicial sessions and issue a vote upon deliberation.
  - b. Have a working knowledge of this Constitution as well as general policies pertaining to students.
  - c. Review any actions taken by the Student Government Association in regards to issues of constitution, bylaws, and policy.
  - d. Hear the appeals of students and student organizations regarding actions taken by the Student Government Association.
  - e. Review and hear the appeals of students wishing to overturn parking and skateboarding tickets.

**ARTICLE VI**  
**Amendment(s) to the Constitution**

- I. 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.

- II. Amendments to the Constitution shall originate from the Student Senate and be approved by a two-thirds (2/3) vote of the entire Student Senate. An amendment shall become effective upon ratification by the Student Body President. Upon ratification, all amendments must meet the approval of the advisor.
- III. Should the need for dissolution of this Constitution arise, the Student Senate must prepare a new Constitution. Following the creation of a subsequent Constitution, a majority vote of the judiciary must verify the legality of the Constitution in adherence with University policy. The Constitution shall return to the Senate for approval by a three-fourths (3/4) majority vote before submission for ratification by the Student Body President. Upon ratification, the new Constitution must meet the approval of the advisor before receiving full authorization from the Vice-Chancellor of Student Affairs. The ratified Constitution shall be placed on the ballot of the next general election of the Student Government Association for a simple majority decision of the electorate. The new Constitution shall take effect the following academic year and a new set of bylaws must subsequently be adopted.

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

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**ARTICLE I**  
**General Organization**

**Section 1.1: Terminology and Membership**

- I. The name of this organization shall be the Student Government Association of Western Carolina University and may hereinafter be referred to as the SGA.
- II. The supporting membership of this organization shall include all students that have enrolled and paid a student activity fee to the institution of Western Carolina University, and may hereinafter be referred to as WCU.
- III. The Student Government Association shall be organized into three branches: Senate, Executive, and Judicial. All official meetings of the Executive Branch, the Senate Branch, and the Judicial Branch of the SGA shall be conducted on a WCU campus or site.
- IV. All official SGA meetings shall be open to the public. Minutes will be posted online within two weeks after the original meeting.
- V. No student under disciplinary sanction or with a cumulative grade point average below requirement may serve on the SGA.
- VI. No student shall hold more than one SGA position at a time.

**ARTICLE II**  
**Executive Branch**

**Section 2.1: Leadership**

- I. 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. Create an executive council and committees or other offices as deemed beneficial to student interests.
  - c. Delegate the appointment of student members to University committees by request of the Chancellor and other administrative personnel and require reports from these students.

- d. Make appearances at University functions and events as the representative of the Student Body.
- e. Give weekly reports to the Student Senate.
- f. Enact and enforce laws of the SGA within his jurisdiction.
- g. Approve the appointment of the Chief Justice in conjunction with the Student Senate.
- h. Attend meetings of the University of North Carolina Association of Student Governments (UNCASG) and appoint one delegate to the organization.
- i. In accordance with the North Carolina General Statutes, he or she will attend and serve as a voting member at all Western Carolina University Board of Trustee Meetings.

## **Section 2.2: Cabinet**

- I. The following positions must be included in the Executive Cabinet:
  - a. The Director of Finance
  - b. The Chief of Staff
  - c. The Director of Public Relations and Marketing
  - d. The Director of Inter-Club Council
  - e. The Director of Internal Operations
  - f. The Executive Association of Student Governments Delegate
  
- II. The Director of Finance shall:
  - a. Serve as the Chief Financial Officer for the Student Government Association.
  - b. Oversee appropriations for student organizations, contributes to and edits the SGA Funding Manual, as well as creates financial policies for the Student Government Association.
  - c. Give advice and consent on matters going to the Finance Committee of the Senate as needed.
  - d. Aid student organizations through the funding processes.
  - e. Correspond with appropriate University financial officials on matters of the Student Government Association budget.
  
- III. The Chief of Staff shall:
  - a. Correspond with the Executive Cabinet members and other branches on matters of Student Government Association business.
  - b. Plan all Executive Council events for the year.
  - c. Take responsibility for maintaining all records of the Student Government Association.
  - d. Record and post minutes of all Executive Council meetings.
  - e. Record and post minutes of all Inter-Club Council meetings.
  
- IV. The Director of Public Relations and Marketing shall:

- a. Shall foster public relations and enhance the distribution of information for the Executive branch.
  - 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. Advertise for and facilitate the planning, marketing, and execution of Student Government Association events.
- V. The Director of Inter-Club Council shall:
- a. Oversee all Recognized Student Organizations and serves as a liaison between those organizations to SGA.
  - b. Serve as the Chair of the Inter-Club Council.
  - c. Organize and hold Inter-Club Council meetings on a regular basis, and approve all pending recognized student organization requests.
  - d. Review and approve all print advertisements of recognized student organizations.
- VI. The Director of Internal Operations shall:
- a. Be responsible for the execution and implementation of Executive Board Initiatives.
  - b. Serve as the director of all established annual events such as the Bi-Annual Retreat, Library Food Giveaway, Annual General Forums, Football Tailgates, Fill the Bag Initiative, Inauguration, and the Roadside Cleanups.
  - c. Serve as the liaison to the Center for Service Learning.
- VII. The Executive Association of Student Governments Delegate shall:
- a. Spend at least half of his or her role in Student Government dedicated to ASG related activity.
  - b. Assist the Student Body President in in coordinating the logistics needed for the ASG delegation from the respective institution.
  - c. Ensure that work is being done by the delegation in each of the departments of the Association.
  - d. Coordinate campus visits in consultation with the ASG President and the Student Body President.
  - e. Inform the Executive Council of any ASG happenings.
- VIII. Cabinet members must remain in communication with Faculty, Staff and Administration as defined by the SGA President.

### **Section 2.3: Meetings**

- I. The Executive Staff shall meet regularly to discuss the business of the Executive Branch with the Student Government Association Advisor.

- II. The Executive Staff shall meet weekly to carry out the Executive Council Platform initiatives.
- III. The Executive Staff shall have updated reports for all weekly meetings.

#### **Section 2.4: Office Hours**

- I. Class schedules and office hours for Executive Officers should be submitted to the President and Chief of Staff during the summer and winter break at least one week prior to the conclusion of the University break, with any later changes being submitted by the end of the first full week of classes each semester.
- II. Office hours are defined as being physically in the SGA office, or otherwise approved by the Student Body President or SGA Advisor.
- III. All Executive Branch employees must maintain a minimum number of office hours per week as defined in their contracts.

### **ARTICLE III Legislative Branch**

#### **Section 3.1: Leadership**

- I. The Student Body Vice President shall:
  - a. Serve as the President of the Senate.
  - b. Serve in the absence of the President and assume all duties and responsibilities (i.e. meetings, public functions) of the office.
  - c. Preside over all Student Senate assemblies, appoint committee chairs and members, serve as a non-voting member on all Student Senate committees, and issue the deciding vote in the event of a tie vote within the Student Senate.
  - d. Serve as an outreach to student organizations and campus committees.
  - e. Attend meetings of the University of North Carolina Association of Student Governments (UNCASG).
- II. The President Pro Tempore shall:
  - a. Serve as the legislative and administrative assistant to the President of the Senate.
  - b. Perform any administrative function therein.
  - c. Serve as the secondary authority of the Student Senate and assume all duties in the absence of the President of the Senate.
- III. The Clerk of the Senate shall:
  - a. Maintain records of Student Senate assemblies, record minutes, and file any resolutions submitted therein.
  - b. Review all resolutions submitted for discussion by the Student Senate.

- c. Present all resolutions deemed acceptable to the Student Senate after review and signature.
- d. Serve as the head of the Rules and Judiciary Committee.

IV. The Parliamentarian shall:

- a. Maintain order at all assemblies of the Student Senate.
- b. Ensure that Robert's Rules of Order are being upheld.

**Section 3.2: Representation**

I. Elections of the positions listed below will occur by the fourth week of Student Government Senate and by the process outlined in Robert's Rules of Order:

- a. Nominations.
  - i. Any Student Government Senator may be nominated excluding those already with a position or those who fail to meet the prerequisite of the position.
    - 1. Another Senator must second that nomination.
    - 2. Nominations are to sit for a minimum of one week.
- b. Speeches
  - i. Each of those nominated will be presented a time to speak and answer questions unless absent.
    - 1. The time limit for the speech is two minutes.
    - 2. The time limit for questions is three minutes.
- c. Voting Procedure
  - i. To win a position, a Student Government Senator must acquire a majority of votes from the Student Senate.
  - ii. In the event of three or more nominees the Student Government Senate will vote down until only two nominees are left.

II. The Student Senate shall be comprised of the following positions:

- a. Academic and Faculty Senator
  - i. Acts as a liaison between the Student Government Association and the Faculty Senate.
  - ii. Advocates for the improvement of academics standards and integrity at Western Carolina University.
  - iii. Attends Faculty Senate meetings on predetermined dates at Western Carolina University.
  - iv. Advocates for the students of Western Carolina University and presents their issues and opinions to the Student Senate.
- b. ASG (Association of Student Governments) Senator
  - i. Acts as a Senate correspondent with the executive board during State ASG meetings for the overall advancement of Student Government within North Carolina.
  - ii. Attends certain meetings with the President and Vice-President on the weekends in predetermined sites for the state ASG meetings.
- c. Athletics Senator

- i. Shall act as a liaison between the Student Government Association and the athletic department of Western Carolina University.
  - ii. He/she will also work with the campus recreational department to improve the student intramural experience.
- d. Campus Safety Senator
  - i. Works with the student population and various other organizations to ensure and strengthen the overall safety of Western Carolina University.
  - ii. Listens to the student population for changes that advocate for the student body.
- e. Clerk of Senate
  - i. Maintains minutes of the Student Government Senate.
  - ii. Responsible for uploading minutes of Student Government Senate to Orgsync no longer than 24 hours following adjournment.
  - iii. Serves as Chair of Rules and Judiciary.
- f. Commuter Senator
  - i. Works with off campus commuting to improve, fix, and advocates for the improvement of the overall commuter experience.
- g. Dining Senator
  - i. Works with the student population to advocate concerns with the dining facilities here at Western Carolina University.
  - ii. Attends Dining Committee meetings on predetermined dates throughout the semester.
- h. Diversity Senator
  - i. Advocates for the diversity enrichment of Western Carolina University.
  - ii. Holds programs and forums in an effort to promote diversity throughout the entirety of the Western Carolina University community.
  - iii. Chair of the Diversity Committee.
- i. Elections Senator
  - i. Reference Article V for description of duties.
- j. Environmental Senator
  - i. Advocates for improved use of environmentally friendly policies at Western Carolina University
  - ii. Attends the Sustainable Energy Initiative Committee meetings on predetermined dates throughout the semester.
- k. Extremes Senator
  - i. Works with the sophomore and junior population to advocate their issues and concerns to Student Senate.
- l. Fraternity and Sorority Life Senator
  - i. Works closely with the Department of Greek Student Engagement and Development.
  - ii. Advocates for the improvement of Fraternity and Sorority life at Western Carolina University.
- m. Graduate Senator

- i. Advocates for the issues and concerns of graduate students at Western Carolina University.
  - ii. Appointed through collaboration of the Student Body Vice President and the President of Graduate Student Association.
- n. Health and Welfare Senator
  - i. Advocates for the improvements of physical and mental health and welfare of the student population at Western Carolina University.
  - ii. Attends the Campus Recreational Center Advisory Board meetings on predetermined dates throughout the semester.
- o. President Pro-Tempore
  - i. Serve as the Chair of Senate in the event that the Vice-President is absent.
  - ii. Serve as the primary contact for Senate Committees wishing to hold an official Student Government Association Event.
- p. Red-Zone Senator (name subject to change)
  - i. Advocates for the awareness of sexual assault, violence, and promotes healthy relationships within the Western Carolina University community.
- q. Student Activities Senator
  - i. Works closely with the Campus Programming office.
  - ii. Represents Student Government Association on the campus concert committee.

- III. The Student Senate shall have the following duties:
- a. Serve as voting members of the SGA Senate.
  - b. Represent the Student Body at large.
  - c. Sponsor appropriate legislation that is beneficial to the student population.
  - d. Be knowledgeable about the SGA Constitution, Bylaws and legislation, WCU policies, and campus resources.
  - e. Participate in the establishment and execution of SGA goals.
  - f. Serve as official college representatives when called upon to do so.
  - g. Attend SGA sponsored events and functions held each semester.
  - h. Attend mandatory training as scheduled by SGA and/or Office of Leadership and Student Involvement.
  - i. Attend Student Senate meetings on Mondays at 6pm.
  - j. Uphold the constitution and all ordinances of the SGA.
  - k. Provide a mentorship to the newly-elected SGA Senators lasting a minimum of two weeks.
  - l. Serve on WCU committees as designated by SGA President or the Office of Leadership and Student Involvement.
  - m. Serve as Student Advocates by working to address student issues and concerns on campus.
  - n. Serve as a liaison and build positive relationships between the faculty, staff, students, and administration.

### **Section 3.3: Legislative Committees**

- I. The Rules and Judiciary Committee shall:
  - a. Consider all bills and resolutions before they are presented to the Student Senate.
  - b. Make suggestions and nonbinding recommendations for each bill or resolution to the originating committees well as provide nonbinding recommendations for all appointments that require the vote of the student senate. The committee must provide the rationale behind the recommendations.
  - c. Look at the Constitution and Bylaws of the SGA and try to better any misunderstood or wrongful bylaws.
  - d. Take any suggestions from anyone on this campus and attempt to clear up any grey areas in the bylaws and constitution.
  - e. Review the constitution and bylaws each year and bring any changes made to the student senate for voting.
  - f. Review all writs of impeachment and present recommendations to the Student Senate.
  - g. The Clerk of Senate will serve as the chair of this committee.
  
- II. The Health and Welfare Committee shall:
  - a. Be responsible for helping the student body become aware of services on campus that could benefit their wellbeing.
  - b. Strive to improve the overall attitude of the student body by examining University policies, procedures, and projects that could have adverse effects on students.
  - c. The Health and Welfare Senator shall serve as the head of the Health and Welfare Committee.
  
- III. The Environmental Committee shall:
  - a. Be responsible for examining sustainability issues on campus and striving to address them in the most efficient way possible.
  - b. Strive to educate the student body on environmental issues impacting both the campus and the region as a whole.
  - c. The Environmental Senator shall serve as the chair of the committee.
  
- IV. The Academics Committee shall:
  - a. Strive to help students of this campus by advocating for the responsible allocation of resources to achieve academic goals.
  - b. Ensure that students are aware of the resources on campus at their disposal and also work to survey and mitigate complaints problems regarding academic affairs.
  - c. The Academics Senator shall serve as the chair of this committee.
  
- V. The Student Involvement Committee shall:
  - a. Focus on building spirit and camaraderie among the Western Carolina community.

- b. Plan activities that will specifically serve to interconnect the student body and work to make sure all students know about events going on around campus.
  - c. Be responsible for seeking ways to support organizations on campus such as athletics and RSOs.
  - d. The Student Involvement Senator shall serve as the chair of this committee.
  
- VI. The Dining Committee shall:
  - a. Be a liaison between the student body and Dining Services.
  - b. Be responsible for voicing concerns and problems regarding campus dining and assisting in the generation and implementation of solutions to improve said services.
  - c. The Dining Senator shall serve as the chair of this committee.
  
- VII. The Traffic and Safety Committee shall:
  - a. Focus on the traffic and safety concerns of students.
  - b. Work closely with the Judicial Branch of the Student Government Association and the Campus Police Force.
  
- VIII. 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.
  
- IX. The Diversity Committee Shall:
  - a. Advocate for the enrichment of diversity upon Western Carolina University's campus.
  - b. Shall create programs and forums for the students of Western Carolina University to participate in the dialogue of diversity.
  - c. The Diversity Senator shall serve as the chair of the committee. The remainder of the committee members must be comprised of Student Senators.

**Section 3.4: Legislative Sessions**

- I. The Student Senate shall be in session from the instillation of senators in the spring semester to the installation of senators the following year.
  
- II. 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.

- III. 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.
- IV. The most recent edition of Robert's Rules of Order shall be followed at all meetings and enforced by the Parliamentarian.

### **Section 3.5: Meetings**

- I. The Student Senate will meet at 6pm on Mondays during the academic year.
- II. All Student Senate meetings shall be conducted according to the most recent edition of Robert's Rules of Order.
- III. The Student Senate shall meet a minimum of twice monthly.
- IV. The President of the Senate may call a special Student Senate meeting at any time while school is in session. He/she will notify all senators within 48 hours of this special meeting.
- V. 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.
- VI. Ex-officio members of the Student Senate must submit all agenda items to the President of the Senate no later than 5:00pm on the Friday prior to the Senate meeting in which the Agenda items will be discussed.

### **Section 3.6: Attendance**

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

### **Section 3.7: Senator Replacement Process**

- I. If Senators are found not completing their weekly office hours, not attending committee meetings, not attending meetings of the Student Senate, and otherwise not upholding the duties and responsibilities outlined in the Student Government Association Constitution and Bylaws, the Student Body Vice President can remove him/her by the following process:
  - a. A formal verbal warning by the Vice-President.
  - b. And a formal written warning by the Vice-President
  - c. If verbal and written warning fails to correct the behavior, the Vice-President can then terminate the Senator.
- II. The Student Body Vice President has the duty to regularly review Senator performance and provide feedback therein.
- III. The President of SGA, Vice-President of SGA, Senator Pro Temp, Parliamentarian, and Clerk of the Senate shall be responsible for interviewing potential candidates.
- IV. A majority vote by the above mentioned shall be required to recommend the candidate to the Student Senate for vote.
- V. Candidates must meet all qualifications of the vacant position to be considered.
- VI. A two-thirds majority vote by the Student Senate is needed before a candidate to become a member of the Student Senate.
- VII. If vacancies within the Student Senate exceed 60% of the available seats, then a university-wide election must be held to fill vacancies.

### **Section 3.8: Legislative Procedures**

- I. All legislation shall be submitted to the Clerk of the Senate in quadruplet to be distributed to the President, Vice President, Chief Justice and SGA Advisor no later than 5:00pm on the Friday prior to the meeting in which the legislation will be introduced.
- II. The Clerk of the Senate will affix the Student Government Association stamp to all copies and assign legislative numbering as follows:
  - a. Senate Bill: SB (*meeting number-bill number*)
  - b. Senate Resolution: SR (*meeting number-resolution number*)
- III. The Clerk of the Senate who will provide copies for all members of the Student Senate on the date the legislation will be placed on the agenda retains all copies of legislation.
- IV. Legislation and resolutions may be passed by a simple majority vote of the Student Senate.

- V. If legislation passes, the four original copies are sent to the Student Body President for signature or veto.
- VI. If legislation fails, the four original copies are returned to the Senator who initiated the legislation.
- VII. The four copies of the signed legislation are then distributed to the Clerk of the Senate for his/her files, Chief Justice, President of the Student Senate and the original author of the legislation.
- VIII. If vetoed, legislation goes back to the Clerk of the Senate to be held until recalled.
- IX. If the Student Body President fails to act on legislation within fourteen (14) calendar days of receipt, it is returned to the Clerk of the Senate and considered enacted legislation.
- X. After a bill has been tabled or has failed to pass, the contents of said bill or the principal provisions of its subject matter shall not be embodied in any other measure in the current legislative session. Upon the point of order, such measure shall be laid upon the table and shall not be taken there from except by a two-thirds vote.
- XI. Any business, unfinished or new, will be read aloud on the floor of the Student Senate by the President of the Senate in the order on the agenda.
- XII. The floor will then be opened by the President of the Senate for questions for clarification for a period of no longer than five minutes.

### **Section 3.9: Office Hours**

- I. Office hours are defined as being physically in the SGA office, or otherwise approved by the Student Body Vice-President or SGA Advisor.
- II. All Legislative Branch employees must maintain the minimum number of office hours that is specified in their contract. Failure to complete said hours on a weekly basis will result in termination.

## **ARTICLE IV Judicial Branch**

### **Section 4.1: Leadership**

- I. The Chief Judicial Justice shall:
  - a. Serves as the chief officer of this judicial system.

- b. Interpret any provision of the Constitution, bylaws and/or any law upon written request.
  - c. Appoint all justices as vacancies arise, with the approval of the Student Senate.
  - d. Preside over all judicial meetings.
  - e. Serve as the head of Traffic Court.
  - f. Serve as a voting member of the official Western Carolina University Boot Committee.
- II. The Assistant Judicial Justice shall:
- a. Serve as the assistant of the Chief Justice in this Judicial System.
  - b. Assist the Chief Justice in the interpretation of any provision of the Constitution, bylaws and/or any law.
  - c. Serves as a direct supervisor to the Judicial Justices, and provides assistance to the Chief Justice as needed.
- III. The Judicial Clerk of Court shall:
- a. Serve as the clerk at all Traffic Courts and is a general administrative assistant to the Judicial Branch.
  - b. Provides assistance to the Chief Justice as needed.

#### **Section 4.2: Representation**

- I. In addition to the Chief Judicial Justice, the Assistant Judicial Justice, and the Judicial Clerk of Court, the Judicial Branch shall be comprised of four additional Judicial Justices.
- II. Each Judicial Justice shall:
- a. Assist the Chief Judicial Justice in the interpretation of any provision of the constitution, bylaws and/or any law.
  - b. Provide assistance to the Chief Justice as needed.
  - c. Attend weekly assemblies of Traffic Court and serve as voting members in the appeal process.
  - d. Complete weekly office hours as outlined in their contracts.

#### **Section 4.3: Meetings**

- I. The Chief Judicial Justice and Assistant Judicial Justice shall meet once weekly to discuss the business of the Judicial Branch with the SGA Advisor.
- II. Traffic Court shall be held on a weekly basis unless other circumstances shall arise.

#### **Section 4.4: Office Hours**

- I. Office hours should be submitted to the Chief Justice by the end of the first full week of classes each semester.
- II. Office hours are defined as being physically in the SGA office, or otherwise approved by the Chief Justice or SGA Advisor.
- III. All Judicial Branch employees must maintain the minimum number of office hours per week that is specified in their contract.

#### **Section 4.5: Judiciary Selection Process**

- I. Applications for the Chief Justice position will be available no later than February 15th of the designated year;
- II. Applications will be due to the Chief Justice the Friday before Spring Break;
- III. Once all applications are received and reviewed, the current Chief Justice will set-up interview slots for all candidates;
- IV. Candidates will be interviewed by the current Chief Justice, Justices (4), and the SGA Advisor;
- V. The Chief Justice will make a recommendation to the President by a chosen time at the end of March;
- VI. Once the Student Body President approves the candidate, the name is sent to the Student Senate for approval;
- VII. Once approval is gained from the Student Senate, the candidate is the Chief Justice Appoint;
- VIII. The Chief Justice and Judicial Justices do not become active until being sworn in with the Oath of Office.

### **ARTICLE V Elections**

#### **Section 5.1: Elections Committee Composition**

- I. The Elections Committee shall be comprised of the Chief Judicial Justice, Elections Committee Senator, the Vice Chairman of the Elections Committee, three appointed Elections Committee general members, and the SGA Advisor.
- II. The Elections Committee Senator shall:
  - a. Serve as the chief officer for the Elections Committee.

- b. Appoint the Elections Committee Vice-Chairman.
  - c. Select the members of the Elections Committee and serve as the first point of contact for all SGA elections.
  - d. Preside over all meetings of the Elections Committee.
  - e. Ensure that all elections rules are being upheld.
  - f. Preside over the compulsory meeting before the election.
  - g. Monitor the online and on campus voting sites (polls).
- III. The Chief Judicial Justice shall:
- a. Enforce campaigning penalties.
  - b. Hear campaigning appeals.
- IV. All Elections Committee members will be appointed at least one-month prior by the Elections Senator and approved by the President of the Senate.
- V. The Chairman shall appoint a Vice Chairman with the approval of the President of the Senate. The Vice-Chairman shall assume the position of the Chairman if the Chairman resigns office, becomes unable or unwilling to fulfill the office, or during the temporary absence of the Chairman.
- VI. In the event that both the Chairman and Vice Chairman are unable to serve the duration of the term of office, the Chief Judicial Justice shall assume the Chairmanship until such a time as a new Elections Senator assumes office.
- VII. If any member of the Student Senate deems the performance or conduct of the Chairman or Vice Chairman unacceptable, he or she reserves the right to petition Student Senate to take actions and begin the censure and/or the removal process.
- VIII. If the Chairman deems the performance or conduct of an Elections Committee member unacceptable, he or she reserves the right remove that member from the Committee.
- IX. The Elections Committee shall meet to discuss any elections as needed with the SGA Advisor.

## **Section 5.2: Candidacy and Filing Procedures**

- I. All students seeking to hold an elected Student Government Association position must complete the filing process.
- II. All candidates must file for offices during the designated filing times and dates advertised by the Elections Committee.
- III. All candidates must meet the necessary requirements for their position as listed in the Student Government Association Constitution and Bylaws prior to filing.

- IV. 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.
- V. Candidates cannot campaign for any office other than that for which they have filed.
- VI. Candidates may only file to run for one position.
- VII. There must be at least one (1) representative from the Elections Committee present to collect all filing packets.
- VIII. Once submitted, packets must bear the time, date and signature of the Elections Committee representative.
- IX. All packets must be submitted to the Clerk of the Senate at the end of the filing period.
- X. When a candidate agrees to run, they are agreeing to uphold all duties and responsibilities of the position they are running for.
- XI. 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 for.

### **Section 5.3: Compulsory Meeting**

- I. There shall be a compulsory meeting at the conclusion of the filling period which shall convene according to the following guidelines:
  - a. All candidates must attend the compulsory meeting for the purpose of explaining the rules, providing a clear understanding of the election process, and the guidelines for the elections process.
  - b. The date of the compulsory meeting shall be determined prior to the filing period.
  - c. Any candidate who is unable to attend the compulsory meeting must have a representative unaffiliated with the Student Government Association in attendance on their behalf or have an accepted excuse reported to the Elections Committee at least 48 hours in advance.
  - d. Acceptable excuses include:
    - i. University excused absences.
    - ii. A conflicting class schedule.
  - e. Any unexcused absence from the compulsory meeting will result in immediate disqualification from the election.
  - f. A current list of the candidates and the positions for which they are campaigning shall be presented at the compulsory meeting.

- g. Attendance shall be taken at the compulsory meeting.
- h. A recent photograph must be digitally submitted to the Elections Committee by a date to be prescribed by the Elections Committee

#### **Section 5.4: Conduct of the Campaign**

- I. There shall be no campaigning by any student, candidate, or campaign worker prior to the conclusion of the compulsory meeting.
- II. Campaigning shall be defined as follows: public events for the purpose of election, public displays of campaign material, the use of technology/media outlets, or any public display of a candidate's name for the purpose of gaining support.
- III. The following campaigning methods shall be prohibited: the use of any Western Carolina list-serve containing student names and email addresses, any use of public broadcasting not authorized by the Elections Committee, and campaigning that in any way violates campus policies.
- IV. 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.
- V. 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.

#### **Section 5.5: Campaigning Materials**

- I. Banners are printed materials larger than thirty (30) inches on any dimension. The Director of Public Relations and Marketing must approve banners. A maximum of five (5) banners per candidate are permitted. The Elections Chairman must be notified in writing of the location of the banner no later than twenty-four (24) hours prior to placement of the banner.
- II. Material displayed upon websites must be pre-approved by the Elections Committee through a simple majority vote. The Elections Chairman reserves the right to force candidates to remove or take down any websites in the event that rules and conditions are not followed.
- III. Materials may not contain any slanderous remarks about fellow candidates nor false information about the campaigning candidate.

#### **Section 5.6: Campaigning Expenses**

- I. Candidates shall not exceed the following personal campaign expenditure caps:
  - a. Executive Offices \$200.00

- b. Senate Positions \$100.00
- II. Expense Account Report and Campaign Worker List
- a. 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.
  - b. If a candidate has no expenditures, he or she shall be required to submit a report of “none.”
  - c. Expense reports must be itemized and include original receipts of any and all materials used during the election.
  - d. 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.
  - e. Expense reports must be formatted according to the template distributed to candidates by the Elections Committee representative at the compulsory meeting.

### **Section 5.7: Polling Stations and Balloting**

- I. The use of polling stations for elections is left to the discretion of the Elections Committee.
- II. Should polling stations be used, the Elections Committee shall designate polling station hours of operation for Election Day. The location and hours of operation for polling sites shall be announced and publicized to the Student Body at least three (3) business days prior to Election Day.
- III. The physical boundaries of all polling stations must be clearly marked.
- IV. Each polling station must contain a minimum of one (1) University-provided computer with internet access and two (2) members of the Election Committee.
  - a. Only Elections Committee members may operate polling stations.
  - b. Only University-provided computers may be used for voting within the boundaries of polling stations.
- V. Voting shall be done on a secure webpage provided by the WCU Information Technology and Computing Services.
- VI. To be elected, a candidate must receive a plurality of the votes cast for the office, which they have filed for. Voters shall vote for only one candidate per office.
- VII. The access password will be given only to the Elections Committee Chairman, Chief Judicial Justice and SGA Advisor. This password shall be used to monitor

the election results and to ensure the accuracy of the election. The vote totals shall be kept secret until the results are officially announced.

- VIII. 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.
- IX. 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.

### **Section 5.8: Run-Offs and New Elections**

- I. A run-off election shall be held if the final vote count results in a tie between candidates for a given office.
- II. 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.
- III. Should the run-off election also result in a tie, the Student Senate shall decide the winner through a plurality vote at their next regularly scheduled meeting.

### **Section 5.9: Election Violation, Penalties, and Appeal Process**

- I. 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.
- II. The Chief Judicial Justice shall be responsible for issuing and enforcing penalties.
- III. All fines originating from the Student Government Association shall be capped at fifty votes per violation. Vote fines shall be levied against the violating candidate.
- IV. The following violations and penalties shall be observed by the Elections Committee:
  - a. Failure to receive prior approval from the Elections Chairman for any campaign material that requires it will result in a minimum fine of two votes per violation.
  - b. 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 votes per violation.
  - c. Early campaigning will result in the loss of two (2) campaigning days for every one (1) day of early campaigning. All campaign materials

associated with the violator must be removed for the duration of the lost campaigning days.

- d. Failure to submit an expense report by the specified time shall result in a minimum fine of ten votes per violation.
  - e. Failure to adhere to expenditure caps of the Election Expenditure Rules shall result in a minimum fine of fifty votes per violation.
  - f. Falsifying reports given within the expense report shall result in a minimum fine of fifty votes per violation
  - g. 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.
- V. 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.
- VI. The Elections Committee shall review all complaints in a timely manner and open an investigation if deemed necessary by the Committee.
- VII. 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.
- VIII. 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.
- IX. 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.
- X. Any individual directly affected by the Election Committee's decision may file an appeal.
- a. 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.
  - b. The individual filing the appeal has the right to present his or her case in person before the Judiciary.
  - c. The decision of the Judiciary will be final.
  - d. These appeal proceedings shall not extend beyond thirty (30) calendar days of the initial complaint.
- XI. In the event that the complaint is against the Elections Committee, the Elections Chairman or the Elections Vice Chairman, the complaint shall be heard initially by the Chief Judicial Justice and Judicial Justices and the subsequent decision shall be final.

### **Section 5.10: Final Elections Report**

- I. 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.
- II. The Election Report shall include the following:
  - a. A schedule of all election deadlines and events; including rallies, promotions, and other pertinent information regarding public awareness of the SGA election.
  - b. An itemized list of all the Election Committee expenses along with a copy of the approved budget.
  - c. Total number of votes cast in the election or run-off election.
  - d. Number of votes cast for each candidate.
  - e. Summary of any election problems, complaints and actions taken to resolve the matters.
  - f. Recommendations to the Student Senate for improvements towards future elections.
- III. Copies of the Election Report shall be given to the Chief Judicial Justice, the Chief of Staff, and the SGA Advisor.

## **ARTICLE VI Finances**

### **Section 6.1: Authority**

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

### **Section 6.2: Supplemental Funding**

- I. In order for a club or organization to receive Supplemental Funding it has to be registered through the Office of Leadership and Student Involvement.
- II. 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.
- III. All information, including all names, signatures, requested amount, and reasoning's must be filled in before the form will be processed.
- IV. All Purchase Order processes must follow the policies in place from the UC Administration if granted.

- V. 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.

### **Section 6.3: Procedures of Drafting the Student Government Association Budget**

- I. 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.
  - a. 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.
  - b. The President-Elect will then work with the Director of Finance to develop a budget for their term.
  - c. Upon completion of the budget they will submit a budget proposal to the Vice Chancellor for Student Affairs.
  - d. The Vice Chancellor for Student Affairs will determine an appropriate amount to be allocated to SGA.
  - e. The budget is then finalized and presented to the Senate at the first Senate meeting of the school year.
  - f. The Senate will vote to approve or deny the budget by a simple majority.
  - g. 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.

### **Section 6.4: Funding Process**

- I. The Director of Finance and the Finance Committee shall deliberate and decide on all matters financial as it pertains to the SGA.
- II. Once the budget has been finalized and the 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.
  - a. Organizations seeking funds will submit Supplemental Funding Requests to the SGA Director of Finance.
  - b. After review of the budget, the SGA Director of Finance submits packets to the Finance Committee with his/her recommendations.
  - c. All funding decisions by the Director of Finance must be submitted to the Student Government Association President for approval or veto. Should the President veto, the request will then be sent back to the Director of Finance for reevaluation. The Director of Finance may reevaluate and then resubmit to the President or bring it before the Student Government Senate.
  - d. 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.

- e. The Student Senate can overrule the decision reached by the Director of Finance with a two-thirds majority vote.
- f. 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.
- g. Any approved funding request by the Student Senate will be invalid without the signature of the President of the Senate.

### **Section 6.5: Disbursements**

- I. 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.
- II. All disbursements shall have the approval by signature of the Finance Committee Chair, Student Body President, and SGA Advisor.
- III. 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.
- IV. Monthly financial reports shall be made available to the funded organizations, President, SGA Advisor as well as one copy for the Senate to review, detailing any disbursements and money transfers.

## **ARTICLE VII Membership Compensation**

### **Section 7.1: Compensation of SGA Officers**

- I. The Student Body President, Student Body Vice President, Chief of Staff, Chief Justice, all Executive Directors, all Senators, and members of Judicial Branch shall be eligible for payment to be processed at the conclusion of each semester.
- II. The Student Senate will vote salary changes on in the fall during the previous year in which they will take effect. The Student Body President may provide recommendations to the Student Senate on salary increases or decreases.
- III. Students can only receive compensation from holding one SGA position.
- IV. Students are responsible for making sure their SGA Contracts are completed and given to the Student Body Vice President, Chief of Staff, and Advisor.

- V. After approval by the Student Senate all salary increases must be approved by a majority vote of an axillary committee comprised of the Student Government Association Advisor, the Director of Finance, and a representative from the Department of Student Affairs.
  
- VI. Each position on the Student Government Association shall observe the following office hour requirements per week:
  - a. Executive Branch
    - i. Student Body President: 13
    - ii. Executive Cabinet Members: 8
  - b. Legislative Branch
    - i. Student Body Vice President: 13
    - ii. Student Senators: 3
  - c. Judicial Branch
    - i. Chief Judicial Justice: 14
    - ii. Assistant Judicial Justice: 8
    - iii. Clerk of Court: 6
    - iv. Justices: 3

## **ARTICLE VIII Termination**

### **Section 8.1: Cause of Termination**

- I. All members of the Student Government Association shall be subject to immediate termination by their direct superior with approval of the Student Senate for the following reason:
  - a. Failing to uphold the duties and responsibilities outlined in their employment contract and duties outlined in the Student Government Association Constitution and Bylaws.
  
- II. For other reasons other than those listed above, the Student Senate shall bring each candidate up for impeachment.
  - a. If a person wishes to submit a complaint to bring a Student Government Association employee up for impeachment, he or she shall submit the complaint to the Student Body President.
  - b. The person who the complaint is being submitted against will be notified of the issue at hand and will be asked to leave the Student Senate on the date and time of which their impeachment agenda item appears. They will not have a vote in their impeachment process.
  
- III. The Student Government Association Advisor has the final say in terms of issues over employment excluding failing to uphold the duties and responsibilities outlined in their employment contract and duties outlined in the Student Government Association Constitution and Bylaws.

## **Section 8.2: Appeal Process**

- I. In the event that a Student Government employee is fired, he or she has the right to file an appeal to the Judicial Branch within one week of the Student Senate decision. The Chief Justice shall be responsible for assembling a special review committee of no less than three Judicial Branch Members to hear, review, and decide the case. The case must be decided within two weeks of the submitted appeal.
  - a. If the appeal is submitted directly before a break, the committee must meet to make a decision within two weeks of school resuming.
- II. If the Judicial Appellate Committee finds that the termination was unjust, the Student Senate has the power to overrule the decision by a 2/3-majority vote.

## **ARTICLE IX Clubs and Organizations**

### **Section 9.1: Recognition**

- 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, and hereinafter may be referred to as RSO. RSO's will gain full expectations and follow all policy's as documented by the RSO Manual and Student Code of Conduct, as well as gain all listed Benefits for gaining recognition. Funding to RSO's is available only by club fundraisers, supplemental funding through SGA, or membership dues.
  - a. The Office of Leadership and Student Involvement shall be held responsible for maintaining an updated list of SGA recognized student organizations.
- II. All organizations must re-charter as defined by the Office of Leadership and Student Involvement. Annual renewal of recognition will depend on an organization's demonstration of compliance with the following:
  - a. Adhering to all requirements set forth in this document.
  - b. Submitting all changes in its Constitution for the Director of Inter-Club Council's approval.
  - c. Complying with all WCU regulations concerning the use of the college facilities.
  - d. Complying with all WCU policies and State Legislation that governs student organizations.
  - e. Complying with any Student Government Association Inter-Club Council policies and procedures.

- III. All organizations must have a full-time Faculty or Staff Advisor.
- IV. All organizations must abide by all policies, rules, and regulations of the Student Code of Conduct, Student Government Association requirements, Registered Student Organization Manual, and the Student Guide Book.
- V. New organizations are required to have at least ten students, an Advisor as stated above, a Constitution, and have completed the “Register New Organization” form on OrgSync.
  - a. The student group’s Constitution must reflect democratic procedures for the election of officers; it must conduct an annual election for these positions and shall be limited to WCU students.
  - b. Each constitution must include information about general membership and elections.
- VI. A Potential RSO is defined as a group of students who have submitted the “Register New Organization” form through OrgSync for RSO status in which lies pending until review by....
- VII. A departmental sponsored organization is defined as an organization or unit that is a direct affiliate of the University. These organizations are solely supported by departments providing funds and are not considered to be a registered student organization listed Benefit as defined by the RSO Manual. Departmental sponsored organizations may or may not be managed by students.
- VIII. An unrecognized RSO is defined as a group of students who have not completed a charter through the Office of Leadership and Student Involvement for RSO status, or have had their recognition removed by the Office of Leadership and Student Involvement. These organizations also do not receive any on-campus funding, or receive any benefits as defined by the RSO Manual.

**Section 9.2: Regulations of a Registered Student Organization**

- I. A student group cannot discriminate on the basis of sex, race, creed, national origin, age, religion, physical disability, or sexual orientation unless otherwise documented by NC Legislation; this information is located in the RSO Manual.
- II. A student group must not:
  - a. Have illegal aims or goals;
  - b. Participate in an attempt to physically overthrow the United States Government or be affiliated with any organization which plans or participates in an attempt to physically overthrow the United States Government;
  - c. Propose or participate in activities which would violate Regulations of the North Carolina Board of Regents or the College, Federal, State and/or

- Local Laws and Regulations, or materially and substantially disrupt the work and discipline of the College;
- d. Advocate incitement of imminent lawless action which is likely to produce such action. The purpose, policies, and objectives of an organization must not conflict with the educational goals and functions of the College.
- III. A pending organization's mission and purpose must not be identical to a currently- recognized student organization. An organization may not use a name which is misleading nor one that is the same or similar to that of a currently- recognized campus student organization.
  - IV. Recognition of student organizations is a privilege that has with it sufficient responsibilities. Any organization found to be in non-compliance with any of the criteria or procedures for procuring and maintaining recognition status will be subject to probation or suspension of recognition.
    - a. To accuse an organization of non-compliance with any regulation or regulations, one must file a complaint with the Judicial Court and Office of Leadership and Student Involvement.
    - b. An organization has the right to appeal after a decision of probation or suspension. The organization shall follow procedures set forth in SGA Constitution and this document.
  - V. An organization may not use a name which begins with 'Western Carolina University' or 'WCU'. 'WCU' may be at the end of a club name but not at the beginning due to branding restraints within the university.

### **Section 9.3: Regulations of an RSO's Student Club Officer**

- I. A student club officer must:
  - a. Be a full or part-time enrolled WCU student
  - b. Be in good academic standing, as defined by the WCU's Registrar's Office.
  - c. Not be in any judicial violations, as defined by the Department of Student Community Ethics, Student Code of Conduct, and the UNC Board of Governors' Policy Manual.
- II. Any student club officer that is not full or part-time enrolled or in good academic standing, or has any judicial violations will be removed from officer standing.
- III. Officers must abide by their approved RSO Constitution on required grade point average. Ineligible grade point average, as defined in the approved Constitution, will result in removal of office status. Grade point averages are checked by the RSO Advisor.

### **Section 9.4: Probation of Recognition**

- I. Probation is defined as a period of review during which the organization must demonstrate the ability to comply with the Office of Leadership and Student Involvement and university rules, regulations, and all other stipulated requirements.
- II. An organization will be subject to be placed on probation for any of the following reasons:
  - a. The organization fails to comply with any requirements set forth in these Bylaws, and the guidelines set forth by the Office of Leadership and Student Involvement.
  - b. The organization fails to comply with any future provisions set forth which govern student organizations.
- III. Any organization which is placed on probation may:
  - a. Continue to hold campus meetings.
  - b. Not sponsor any activity or program.
  - c. Not request funding through the Student Government Association.

### **Section 9.5: Suspension of Recognition**

- I. Suspension is defined as a period of review during which the organization must demonstrate an ability to comply with University rules, regulations, and other stipulated requirements.
  - a. If, during the period of the deferred suspension, the organization is again found responsible for violating any University rule, the organization and its registration, privileges, and chapter status, will be immediately suspended.
- II. The Student Government Association and Office of Leadership and Student Involvement reserve the right to formally place any RSO on suspension and define the duration of suspension.
- III. If placed under suspension, notification will be sent to the club President and Advisor by formal letter via email, as well as asked to meet with the Office of Leadership and Student Involvement personnel to review terms of status and regulations.
- IV. An organization which is under suspension may not:
  - a. Engage in or sponsor any activity or program.
  - b. Use any campus facility.
  - c. Request funding through the Student Government Association.

### **Section 9.6: Recognized Student Organization Advisors**

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

### **Section 9.7: Funding**

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

## **ARTICLE X SGA Advisor**

### **Section 10.1: Responsibilities**

- 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. Calling meetings when he/she deems as necessary.
  - 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 XI**

### **University Committees**

#### **Section 11.1: Representation**

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

#### **Section 11.2: Designees**

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

## **ARTICLE XII**

### **Summer Session**

#### **Section 12.1: Officers**

- I. The following officers are required to fulfill active responsibilities (as outlined in this Article) during the summer:
  - a. Student Body President
  - b. Student Body Vice President
  - c. Chief Justice
  - d. Chief of Staff

### **Section 12.2: Expectations**

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

### **Section 12.3: Compensation**

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

## **ARTICLE XIII Officer Training**

### **Section 13.1: Transition 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 a elected/appointed and transition meeting with their current officer counterpart and the SGA Advisor.
- IV. Any officer that does not participate in transitional training will be sanctioned by the Judicial Branch.

### **Section 13.2: Leadership Retreat**

- I. All SGA Executives and Senators are expected to attend the SGA leadership retreat. If an Executive member is unable to go, they must submit a letter in writing to the SGA President for further communication. If a Senator is unable to go, they must submit a letter in writing to the SGA Vice-President for further communication.
- II. The SGA Advisor, Vice President, and any others that may be designated by the Advisor will handle planning for the SGA retreat.

- III. The SGA Leadership retreat shall occur every semester no later than the third week of SGA Senate meeting of that semester.

**ARTICLE XIV**  
**Oath of Office**

**Section 14.1: Oath**

- I. All elected and appointed officials of the SGA shall be installed by the Vice Chancellor or a designee, who shall administer the following oath:
  - 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 XV**  
**Amendments of the Bylaws**

**Section 15.1: Amendments**

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