

# CONSTITUTION AND BYLAWS OF THE STUDENT GOVERNMENT ASSOCIATION OF WVU PARKERSBURG

(WVU at Parkersburg Answer Book #III-7, January 12, 2009)

## Constitution

### ARTICLE I - Organization

#### *Section 1*

##### NAME

The name of the organization will be the West Virginia University at Parkersburg Student Government Association.

#### *Section 2*

##### MISSION

The West Virginia University at Parkersburg Student Government Association will enhance the overall student experience by:

- Providing an outlet for student concerns
- Creating a vehicle for student initiatives
- Facilitating leadership development
- Providing opportunities for social interaction

#### *Section 3*

##### PURPOSE

The purpose of the West Virginia University at Parkersburg Student Government Association shall be to facilitate the development of a sense of joint responsibility of students, staff, faculty members, and administration for the achievement of the university's educational objectives. The Student Government Association shall act affirmatively to improve student life, maintain a high quality of academic instruction, and enhance the image of West Virginia University at Parkersburg. The Student Government Association shall maintain an active relationship with the West Virginia University at Parkersburg Alumni Association, the WVU at Parkersburg Foundation, West Virginia University at Parkersburg Board of Governors, the West Virginia Higher Education Policy Commission, the Governor, the Legislature, the community, et al. The Student Government Association shall develop and maintain a network of communication with other colleges and universities, particularly those in the State, in order to share, identify, and act upon areas of common concern. The Student Government Association shall be recognized as the sole authorized agency through which student participation in university governance shall be made effective. The Student Government Association shall be the major body in assisting in the overall well being of the students of West Virginia University at Parkersburg.

#### *Section 4*

##### RULES OF ORDER

All matters not covered by this constitution or Senate legislation shall be governed by the latest edition of Robert's Rules of Order.

#### *Section 5*

##### LAW

The West Virginia University at Parkersburg Student Government Association shall be governed by the latest copy of this constitution and all laws enacted pursuant thereto.

#### *Section 6*

##### MEMBERSHIP

All students of West Virginia University at Parkersburg shall be members of the West Virginia University at Parkersburg Student Government Association.

- Membership is open to all students. West Virginia University at Parkersburg does not discriminate on the basis of race, sex, age, disability, veteran status, religion, sexual orientation, color, or national origin.
- In accordance with the policies of West Virginia University at Parkersburg and all organizations represented on our campus, hazing will not be permitted. All acts of hazing by any organizational member are forbidden.
- Only those duly elected to the Senate, including Vice-President and Secretary/Treasurer shall be voting members. (Exception: President has one (1) vote in an equally divided Senate)

The elected members of West Virginia University at Parkersburg's Student Government Association shall comprise the executive cabinet and the senate.

The Executive Cabinet shall include:

- President
- Vice-President
- Secretary/Treasurer

The size of the Senate will be comprised of 14 senators and will not be based on enrollment. However, the number of senators may be revisited in the future if SGA deems it necessary.

The composition of the Senate shall be constructed by the following constituencies:

- 6 Senators from West Virginia University at Parkersburg's Parkersburg campus.
- 2 freshman Senators
- 2 sophomore Senators
- 1 junior Senator
- 1 senior Senator
- 2 Senators from West Virginia University at Parkersburg's Jackson County campus.
- 6 at large Senators

### ***Section 7***

#### **CONTINUITY**

This document may be amended upon the motion of any member of the Student Government Association, the faculty, or administration provided that:

1. The proposed amendment is ratified by two-thirds (2/3) of the entire Senate, or
2. The proposed amendment is ratified by a majority of those students voting in an at large and/or special election.

### Article II – The Executive Cabinet

#### **Section 1**

Executive Cabinet members must:

1. Be a full-time student enrolled at West Virginia University at Parkersburg.
2. Have and maintain a minimum cumulative GPA of 2.75.
3. Have been a member of the Senate for at least one (1) complete semester in good standing with the university.
  - In the event no Senator wishes to run, the position will be open to the student body at large.

#### ***Section 2***

Responsibilities of the Student Government Association President:

1. Voice recommendations of the Senate to the Campus President.
2. Act as spokesperson for the Student Government Association at college related functions.
3. Shall serve as the student representative on the West Virginia University at Parkersburg Board of Governors and State Advisory

Council of Students.

4. Make all appointments to the various campus committees.
5. Create or appoint executive positions.
6. Establish such subordinate offices and committees as deemed necessary.
7. Recommend removal of elected members for incompetence or neglect of duty.
8. Can serve as ex-officio member of all Senate committees.
9. Enforce the decisions of the Senate.
10. Call special sessions when it shall be deemed necessary.
11. Determine and recommend to the Senate finance committee the Student Government Association budget.
12. Make recommendations to the Student Senate as deemed necessary.
13. Have the power to veto bills of the Student Senate.
14. Serve as chair of the Student Senate and will only have a vote in an equally divided Senate.

#### ***Section 3***

Responsibilities of the Student Government Association Vice-President:

1. Serve as chair in the absence of President.
2. Serve in the capacity of assistant to the Student Government Association President.
3. Recommend Senate members if a vacancy arises.
4. Can serve as ex-officio member of all committees.
5. Call additional meetings if deemed necessary.
6. Shall preside over all Student Government Association elections.

#### **Section 4**

##### **Responsibilities of the Student Government Association Secretary:**

1. Keep accurate records of Senate meetings.
2. Make copies of the minutes readily available to the student body and maintain a file for the Student Government Association records
3. Process all official correspondence.
4. Keep a list of all members of Student Government Association, and record attendance at all meetings.
5. Publicize the date, time, and location of Student Government Association meetings

#### **ARTICLE III – The Senate**

##### **Section 1**

Senate members must:

1. Be a student enrolled at West Virginia University at Parkersburg.
2. Be a student in good standing with the University.
3. Have and maintain a minimum cumulative GPA of 2.25.
4. Be a member of the constituency that they represent.

##### **Section 2**

The Student Senate shall be responsible for and have the authority to:

1. Elect from the ranks of the Senate a Student Senate Pro-Tempore to serve as parliamentarian.
2. The appropriation of funds to all agencies of the Student Government Association and to such other activities compatible with the general welfare of the students.
3. The ratification or rejection of all appointments made by the Student Body President or Vice-president by a majority vote.
4. Override a Presidential Veto by a two-thirds (2/3) vote of the entire Senate.
5. Approve, by majority, Presidential appointments to the various campus committees.
6. To request a report from any member of the Executive Branch of the Student Government Association concerning any matter for which said person is responsible upon concurrence of a majority of Senators present at a regular meeting.
7. Expel an Executive officer (according to the by laws of this constitution), as well as appointed officers previously approved by the Senate, or a Senator of the Student Government Association upon concurrence of a two-thirds (2/3) vote of the entire Senate.
8. Approve all rules governing student elections.
9. Require reports from all organizations receiving appropriations from the SGA.
10. Review and approve applications for new student organizations.
  - a. Require all approved student organizations to have at least one representative to attend on Student Government Association meeting per semester.
  - b. Failure to comply will result in not being allowed to apply for student initiatives for two consecutive semesters.
11. Engage in legitimate enterprise for the purpose of gaining revenue for the maintenance of the Student Government Association.
12. Establish subordinate offices and committees of the Senate as deemed appropriate
13. Call a special meeting if deemed necessary.
14. Serve on at least one Student Government Association committee.

##### **Section 3**

The Senate Pro-temp will be responsible for:

1. Serving as Senate Parliamentarian and ensuring Robert's Rules of Order are adhered to at all Student Government Association meetings.
2. Continue to fulfill responsibility as a voting member of the Senate.

##### **Section 4**

##### **SENATE COMMITTEES**

The standing committees shall be the Community Service Committee, Finance Committee, Fundraiser Committee, Leadership Committee, and the Social Activities Committee. Each senator must serve and be active on at least one standing committee. Chairs of each committee and /or subcommittee will be elected by a majority vote of the Senate.

- Community Service Committee

The Community Service Committee shall be responsible for reviewing proposed community service projects and selecting which projects will be completed by the SGA.

- Finance Committee

The Finance Committee shall be responsible for recommending expenditures to the Senate, maintaining accurate records of all official transactions taking place, and must provide a written report of all official transactions, including the exact condition of the SGA budget at the end of each semester.

The SGA will not fund any of the following:

Projects and/or equipment of any individual department unless such projects are open to and/or benefit the entire student body (i.e., special events).

At the end of the fiscal, any unspent monies from the organizations receiving SGA allocations shall be allocated to the SGA Reserve Account.

- Fundraiser Committee

The Fundraiser Committee shall develop/implement suitable projects in order to secure additional revenues for the SGA.

- Leadership Committee

The Leadership Committee shall pursue the opportunity to promote leadership on and around campus by inviting leaders to speak on campus, and planning/implementing leadership exercises or events.

- Social Activities Committee

The Social Activities Committee shall be responsible for developing/implementing events for SGA social activities on campus in order to promote a positive image of the SGA and its members.

## **By Laws**

### **Section 1**

## **AMMENDMENTS**

**Any changes or amendments to the By Laws must be approved by a two-thirds (2/3) vote of the Senate.**

### **Section 2**

## **MEETINGS**

1. The Student Government Association shall convene a regularly scheduled meeting at least once every thirty (30) days.
2. The frequency and dates of such meetings shall be established by a majority vote of the Senate.
3. These meeting dates will be determined during the Student Government Association retreat at the beginning of each semester. A Student Government Association retreat shall be held prior to the beginning of each semester to focus on familiarizing individuals with Robert's Rules of order, building group cohesiveness, defining an agenda for the semester and establishing meeting dates and times.  
All Senate members are encouraged to attend Student Government Association retreats.  
Executive cabinet members are required to attend Student Government Association retreats.
4. All meeting dates and times will be made public to encourage attendance.
5. A meeting must have quorum, which constitutes majority of the Senate in attendance to conduct official business unless when voting to change constitution or bylaws as stated before.
6. One open forum meeting will be held each semester.
7. After every meeting of the Board of Governors or after meeting with the Advisory Council of Students the student serving shall report to the Student Government Association at the next regularly scheduled meeting.
8. Committee chairs will report at every regularly scheduled meeting. In the event of their absence arrangements should be made for a committee member to report on the committee's progress.

### **Section 3**

## **Expulsion of Elected Officials**

- Any member of the Student Government Association Executive Cabinet will be automatically removed from office if they fail to maintain the required 2.75 cumulative GPA.
- Any member of the Student Government Association will be automatically removed from office:
  1. Upon being placed on academic or disciplinary probation.
  2. Upon missing three (3) consecutive meetings due to un-excused absences from Senate meetings.
  3. Upon missing five (5) Senate meetings during his/her elected term of office due to unexcused absences
  4. Institutional and Medical excuses will be excused absences.  
Upon request of the absent person, the President and/or Vice-President and/or Secretary/Treasurer will determine if other reasons for absence can be considered excused.  
The absent person can appeal a decision made by the President and/or Vice-President concerning his absence to the Senate. Majority vote will prevail.
- Any member of the Student Government Association will be subject to expulsion:
  - If he/she is deemed to have been consistently or seriously negligent in discharging his/her duties
  - If his/her action or behavior reflects unfavorably upon the Student Government Association and the student body as a whole.

- Before the Student Government Association may expel a member for either of the above mentioned reasons, it must:
- Give the member formal written notification of its intent.
- Apprise the member of the charges or grievances against him/her in a closed official hearing of the Student Government Association.
- Provide the member with the opportunity for defense against and discussion of the charges.
- Bring the motion for expulsion before the Senate for a vote. A two-thirds (2/3) vote of the Senate is needed to expel a member. The member being considered may not vote in the proceedings. The vote will be by secret ballot.

#### **Section 4**

##### **Vacancies of the Student Government Association**

1. If a vacancy shall arise in the office of Student Government Association President the Student Body Vice-President will move into the position.
2. If a vacancy shall arise in the office of the Student Body Vice-President the Senate President Pro-Tempore will move into the position.
3. If a vacancy shall arise in the office of the Student Senate President Pro-Tempore, the Senate shall convene in Regular Session and elect from its members a replacement.
4. If a vacancy shall arise in the office of the Secretary the Student Government Association President will appoint a replacement. Senate must approve this appointment by majority vote.
5. If a vacancy shall arise in the office of the Senate:

Step 1. The position must be publicly announced and a sincere effort made to inform all members and the student body of the vacancy.

Step 2. Individual students may express their desire to fill the position at the next regularly scheduled meeting or at a special meeting called for the purpose of filling the position.

Step 3. The Vice-President will recommend candidates for the position at the next regularly scheduled meeting or at a special meeting called for the purpose of filling the position.

Step 4. Candidates should be members of the constituency of the vacated position. If no candidate is available from the constituency represented by the vacated seat, another candidate can be considered.

Step 5. The Senate majority vote will determine who will fill the position.

Step 6. In the event of a lack of quorum, the Dean of Students can opt to allow appointment by the executive cabinet for vacant positions.

#### **Section 5**

##### **Election Policies and Procedures**

###### **General Information**

1. The Student Government Association election will be conducted, on all campuses, the 3<sup>rd</sup> week of April on two consecutive days.
2. Elections for freshmen Senators will be held during the last week in September on two consecutive days.
3. Official voting hours will be 9:00 a.m. – 2:00p.m. and 5:00 p.m. – 7:00 p.m.
4. Any student currently enrolled at West Virginia University at Parkersburg is eligible to vote.
5. An eligible student voter may vote only once.
6. Campaigning inside university buildings during Student Government Association elections shall be limited to 50 feet around polling places at the Parkersburg campus and 10 feet at the Jackson County campus.
7. Positions will be listed on the ballot in the following order; President, Vice-President, Secretary, Senators.
8. Names will be placed on the ballot in alphabetical order by last name within the position the candidate seeks.
9. Clean up must be done of all campaign materials before results are posted.
10. In the event of a tie, a run-off election will be held:
  - The placement of each candidate's name on the ballot will be identical to the original ballot.
  - The names of candidates not involved in the run-off will be deleted.

###### **Definitions**

1. Campaign material – Campaign materials for the purposes of the Student Government Association elections shall be defined as but not limited to banners, posters, flyers, literature, pamphlets, buttons, clothing, and advertisements.
2. Campaigning - Campaigning for the purposes of the Student Government Association elections is defined as but not limited to any statement (written, electronic, spoken, etc.) webpage, display, or distribution of any campaign material and/or activity that is intended to promote a candidate.
3. Candidate – Any student that has met the qualifications and has completed the requirements for the Student Government Association position that he/she is running for as stated in these by laws.
4. Eligible Voters -For purposes of the Student Government elections any currently enrolled student who is taking one (1) or more credit hours, is eligible to vote.

## **Candidate Eligibility**

### **Executive Cabinet candidates must:**

- Be a student enrolled at West Virginia University at Parkersburg.
- Be a student in good standing with the University.
- Have and maintain a minimum cumulative GPA of 2.75.
- Have been a member of the Senate.
- In the event no Senator wishes to run, the position will be open to the student body at large.

### **Senate Candidates must:**

- Be a student enrolled at West Virginia University at Parkersburg.
- Be a student in good standing with the University.
- Have and maintain a minimum cumulative GPA of 2.25.
- Be a member of the constituency that they represent.

The candidate's constituency will be determined by their class rank. Class rank is determined by the number of hours completed plus currently enrolled credit hours at the time of the elections.

0 – 32 credit hours	Freshman
26 – 64 credit hours	Sophomore
59 – 96 credit hours	Junior
91 + credit hours	Senior

Jackson County Senate candidates must be students at the Jackson County Center.

All Student Government Association candidates must adhere to the following:

- A student cannot be a candidate for more than one Student Government Association elected office in any one election.
- Must fill out the Qualifying Statement form and return it to the Dean of Students a minimum of one week prior to election.
- The Registrar and the Dean of Students shall certify all candidates.

## **Section 6**

### **Installation of New Officers and Cabinet**

1. The official changes of power will occur with the annual Student Government Banquet, which generally occurs at the end of the Spring Semester.
2. The existing officers will complete duties until day after commencement; at this date, any keys to the Student Government office should be returned.
3. The incoming Student Government members may begin meeting after officially installed.

Student Government Association Candidate Qualifying Statement

Candidate requirements:

Executive Cabinet candidates must:

- Be a student enrolled at West Virginia University at Parkersburg.
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The candidate's constituency will be determined by their class rank. Class rank is determined by the number of hours completed plus currently enrolled credit hours at the time of the elections.

0 – 32 credit hours	Freshman
26 – 64 credit hours	Sophomore
59 – 96 credit hours	Junior
91+ credit hours	Senior

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Jackson County Senate candidates must be students at the Jackson County Center.

I, \_\_\_\_\_, meet the requirements of the position I wish to be candidate for.

I fully understand that removal and/or defacing my opponent's campaign materials and/or defacing University property are grounds for disqualification from this election and/or forfeiture of office.

I have read and thoroughly understand all of the election rules and procedures. Furthermore, I fully understand that ignorance of the election rules and procedures shall not be an acceptable defense in response to any offense committed under these election rules and procedure. In addition, my responsibility for the adherence to all of the election rules and procedures shall encompass not only my own, but also the actions of workers campaigning on my behalf.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please print the following information:

CANDIDATE'S FULL LEGAL NAME \_\_\_\_\_

CANDIDATE'S NAME AS IT WILL APPEAR ON THE BALLOT \_\_\_\_\_

CANDIDATE FOR (CHECK ONE):

<input type="checkbox"/> PRESIDENT	<input type="checkbox"/> SOPHOMORE SENATOR
<input type="checkbox"/> VICE-PRESIDENT	<input type="checkbox"/> JUNIOR SENATOR
<input type="checkbox"/> SECRETARY/TREASURER	<input type="checkbox"/> SENIOR SENATOR
<input type="checkbox"/> FRESHMAN SENATOR	<input type="checkbox"/> JACKSON CO. SENATOR