Title: **#III-7. Constitution and Bylaws of the Student Government Association of West Virginia University at Parkersburg**

Date: **February 8, 2018** (replaces document dated February 15, 2017)

Constitution

ARTICLE I

Section 1: Name

The West Virginia University at Parkersburg Student Government Association will be the formally recognized name designated to this organization. An informal reference to the organization may be known as "WVU-P SGA".

Section 2: Mission Statement

The Student Government Association of West Virginia University at Parkersburg pledges to advance the interests of the student body. We will promote accountability, civic engagement, and the open-minded representation of the students while facilitating a positive relationship between the student body, the administration, and the faculty.

Section 3: General Purpose

The Student Government Association is recognized as the sole authorized agency through which student participation in college governance shall be made effective. The Student Government Association shall also be THE major organization responsible in assisting with the overall well-being of the student body. SGA will strive to act in an affirmative manner; to improve student life, maintain a high quality of shared academic success, and seek to enhance the image of West Virginia University at Parkersburg. The Student Government Association is expected to provide an honest and accurate representation of the student body throughout all areas of life.

Section 4: Rules of Law and Order

The West Virginia University at Parkersburg Student Government Association shall be governed by the most recent edition of the Student Government Association Constitution and By-Laws. All matters not covered in the Constitution or Senate Legislation shall be governed by the Executive Cabinet, the latest edition of Robert's Rules of Order, and upon review by the Parliamentarian.

Section 5: Membership

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, national origin, or any other legally protected status. Members will adhere to all official policies of West Virginia University at Parkersburg on all occasions. All current students of West Virginia University at Parkersburg shall be considered basic members of the West Virginia University at Parkersburg Student Government Association via extension. Only those who are duly elected to the Senate, including the officers, and the appointed student organization representatives shall be voting members. The elected members of West Virginia University at Parkersburg Student Government Association shall comprise of the following:

The Executive Cabinet

- President
- Vice President
- Secretary
- Treasurer
- Vice President of the Jackson County Center

Board of Directors

- Director of Student Activities
- Director of Academic and Student Services
- Director of Community Service
- Parliamentarian (Director of Constitutional Legal Order)

The aforementioned Directors will be appointed from within the Senate ranks to assist in carrying out the orders and initiatives of the Executive Cabinet.

The Student Senate

The size of the Senate will be comprised of at least 16 senators (barring low membership) and will not be based on enrollment. The number of senators may be increased or lowered by amendment to this Constitution. The composition of the Senate shall be constructed by the following constituencies:

- 9 Senators from the Parkersburg campus (Upperclassmen)
- 4 Senators from the Parkersburg campus (Freshman)
- 3 Senators from West Virginia University at Parkersburg Jackson County Center Branch

Any active and recognized student organization is required to appoint one voting member to serve on the Student Government Association. The number of total representatives serving will vary in accordance with the number of active and recognized student organizations on campus.

ARTICLE II: The Executive Cabinet

Section 1: Requirements and Duties

Executive Cabinet members must:

- Be a part-time student taking 9 or more credit hours, with documented hours of office time per week while classes are in session.
- Office time is defined as being in the Student Government Association office available for student interaction or participating in a Student Government sanctioned responsibility.

Exceptions will be granted for medical or institutional reasons. The number of hours required is at the sole discretion of the President.
- Be in good standing with West Virginia University at Parkersburg.
- Have and maintain a minimum cumulative GPA of 2.75.
- Have been a member of the Senate for at least one (1) complete semester in good standing with the college.
- Review and approve applications for new student organizations.

Section 2: President

Responsibilities of the Student Government Association President:
- Voice the thoughts/concerns of the Senate to the Campus President.
- Act as spokesperson for the Student Government Association at college related functions.
- Serving as the Student Representative on the West Virginia University at Parkersburg Board of Governors and State Advisory Council of Students.
- Form various campus committees as deemed necessary.
- Have the authority to suspend members (through due process) pending a disciplinary hearing by the Student Senate, for violations of constitutional or student conduct.
- Call emergency/special sessions when deemed necessary by the executive cabinet.
- Make recommendations to the Student Senate.
- May veto proposed bills (without a majority) of the Student Senate.
- Oversee the Student Government Association office and provide the security office with a list of individuals that are to be granted access to the office.

Section 3: Vice President

Responsibilities of the Student Government Association Vice President:
- Serve in absence of President.
- Serve in the capacity of assistant to the Student Government Association President.
- Recommend Senate members if a vacancy arises.
- Shall publicize the date, time, and location of all Student Government meetings and events in a timely fashion.
- Shall be responsible for ensuring effective communication between the Student Government Association and its constituency.
- Shall ensure that all Student Government members assigned to a committee give reports of the committee meeting minutes to Student Government.
- Distribute and publicize all meeting minutes to the members of the Student Government Association and make all minutes available to the student body.
- Co-Manage Student Government Association's website and social media platforms (along with other members of the Executive Cabinet).

Section 4: Secretary

Responsibilities of the Student Government Association Secretary:
- Keep accurate records of Senate meetings.
- Take minutes at all Student Government Association meetings.
- Make copies of the minutes readily available to the Vice President and maintain a file for the Student Government Association records.

- Process all official correspondence and ensure its delivery to the proper Student Government Association officer or member.
- Shall keep a current list of all members of Student Government Association including current contact information.
- Record attendance at all meetings.
- Maintain the Student Government Association office, including the equipment and office supplies, in an operational state.

Section 5: Treasurer

Responsibilities of the Student Government Association Treasurer:

- Maintain accurate, up to date, records of all Student Government finances; including budget, petty cash, and any other finances distributed or received by the Student Government Association.
- Shall be able to present a current financial report to the Student Government, at each scheduled Student Government Association meeting, including any expenditures or gains in excess of $50.00 (USD).
- Shall pursue, organize, and oversee legitimate revenue building enterprises for the purpose of maintaining and furthering the goals of the Student Government Association.
- Shall keep and maintain all legal documents tied to purchases made by the Student Government Association.

Section 6: Vice President of the Jackson County Center

Responsibilities of the Student Government Association Vice President of the Jackson County Center:

- Serve in the capacity of assistant to the Student Government Association President.
- Shall present a report on all Student Government Association activities occurring at the Jackson County Center to the Student Government Association at each scheduled meeting.
- Shall be responsible for ensuring effective communication between the Student Government Association and the students of the Jackson County Center.
- Voice the thoughts/concerns of the Senate to the Campus President.
- Act as spokesperson for the Student Government Association at college related functions.
- Work towards the furthering of the goals of the Student Government Association at the Jackson County Center.
- Form various campus committees as deemed necessary.
- Have the authority to suspend members (through due process) pending a disciplinary hearing by the Student Senate, for violations of constitutional or student conduct.
- Call emergency/special sessions when deemed necessary by the executive cabinet.
- Make recommendations to the Student Senate.
- May veto proposed bills (without a majority) of the Student Senate.

ARTICLE III: Directors

Section 1: Director Requirements

- Be a student enrolled at West Virginia University at Parkersburg.
- Be a student in good standing with West Virginia University at Parkersburg.

- Have and maintain a minimum cumulative GPA of 2.50.
- Be appointed by the Student Government Association President within thirty (30) days of the Student Election, and summarily confirmed by a majority vote of the Student Senate.

Section 2: Duties and Definitions

Responsibilities of the Director of Student Activities:

- Serves as President of Student Engagement and Activities at West Virginia University at Parkersburg, or the designated appointee thereof. The Director becomes appointed directly by the Student Government Association President upon becoming President of Student Engagement and Activities or is recommended for appointment by the latter organization.
- To apprise the Student Government of all issues pertaining to Student Activities.
- Act as a direct liaison between Student Engagement and Activities and the Student Government Association.

Responsibilities of the Director of Academic and Student Services:

- To apprise the Student Government of all issues pertaining to Student Services and academic matters.
- Be prepared to address student concerns pertaining to the services they receive.
- Stay up to date on major issues, discussions, and information pertaining to Student Services.
- To provide updates on major advancements and changes in the way West Virginia University at Parkersburg serves their students.
- Work with the Student Government Association and college administration to improve the quality of services offered to the students of West Virginia University at Parkersburg.
- Shall serve on the Student Success Council.

Responsibilities of the Director of Community Service:

- Shall be responsible for reviewing proposed community service projects and selecting which projects will be presented to the Student Government Association.
- Shall be responsible for advertising community service opportunities to the student body.
- Shall serve on the Social Justice Committee.

Responsibilities of the Parliamentarian:

- Shall be responsible for the upkeep and maintenance of the constitution and by-laws.
- Shall make approved amendments based on the organization's consensus (quorum).
- Must advise the Executive Cabinet of legal procedure and order.
- Maintain copies of all organization's constitutions.
- Shall assist students in the formation of new student organizations.

ARTICLE IV: The Senate

Section 1: Senator Requirements

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

Section 2: Duties and Abilities

- The ratification or rejection of all appointments made by the Student Government President by a majority vote.
- Override a Presidential Veto by a two-thirds (2/3) vote of all voting members.
- Approve, by a majority, Presidential appointments to the various campus committees.
- To request a report from any member of the Executive Cabinet of the Student Government Association, concerning any matter for which a person is responsible upon the concurrence of a majority of Senators present at a regular meeting.
- Expel an Executive Cabinet member (according to the bylaws of this constitution), as well as appointed officers previously appointed by the Senate, or a Senator of the Student Government Association upon a concurrence of a two-thirds (2/3) vote of the entire Senate.
- Approve all rules governing student or student-involved elections.
- Shall ensure proper representation of the student body on all committees to which a member of the Student Government Association has been appointed.
- Serve on at least one Student Government Association committee.
- Responsible for reporting on all committee meetings to which they are assigned.

Section 3: Organizational Representatives

Any student organization is required to appoint one (1) voting representative to the Student Government Association, given the following conditions:

- The organization is recognized by the college as an official student organization.
- The organization is active (meets at least 3 scheduled times a semester). The representative:
- Must be a student of West Virginia University at Parkersburg.
- Must be a student in good standing with the University.
- Will have the same responsibilities as a Senator and will be held to the same standards.
- Must be a member of the constituency they represent.
- Cannot be a member of the Executive Cabinet. Senators can serve in both a Senator and Organizational Representative role for only one (1) organization.

ARTICLE V: Campus Organizations

Section 1: Establishment of Oversight and Due Process

The Student Government Association shall be the student-based oversight body for West Virginia University at Parkersburg campus clubs and organizations. The office of the Vice President for Student Services shall function as the administrative-based oversight body. The Student Government Association, at the advice and consent of the college administration, may suspend the activities of, or sanction, a campus club or organization for violations of campus policy or federal, state, or local law. The Student Government Association may hold a due process hearing to determine the responsibility of a campus club or organization's alleged violation of the Student Government Association's Constitution and Bylaws, or the accused group's Constitution and Bylaws. The hearing will be chaired by the Student Government Association Executive Cabinet and have four Student Government members selected through a striking process. No member of the panel may be an officer of the accused group. If the group in question is a Jackson County Center-only group, the Vice President for the Jackson County Center may chair the due process

hearing. Any sanction administered by the Student Government Association may be appealed to the office of the Vice President for Student Services. Sanctions awarded may be up to and including loss of recognition and disenfranchisement. The Student Government Association President may not be an officer of any campus club or organization to prevent a conflict of interest, as well as their position superseding club or organization officer positions. He or she is permitted to remain an active member.

Section 2: Club and Organization Recognition

A club or organization may form at West Virginia University at Parkersburg, given the following criteria are met:

- A group must consist of West Virginia University at Parkersburg students and have a full-time faculty or staff advisor.
- A proposed group is required to elect a President, Vice President, and Treasurer.
- The group must present a Constitution and Bylaws to a Student Government Association meeting for approval. Once approved, an organization is considered recognized and entitled to benefits of such. This document must be updated and reapproved every academic year. Any amendments or revisions are required to be submitted to the Student Government Association for approval at a regular meeting. If denied, an appeal may be made in writing to the Vice President for Student Services.
- A recognized club or organization is permitted to petition the Student Government Association for funding, as well as request facility and classroom use from West Virginia University at Parkersburg.
- Club or organization officers are required to have a 2.0 cumulative grade point average during the time of their election and their term and may not be on academic or disciplinary probation unless the club or organization's Constitution and Bylaws require higher.
- The Student Government Association will not fund 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).

By-Laws

Section 1: Amendments

This document may be amended upon the motion of any member of the Student Government Association, provided that: The proposed amendment is ratified by two-thirds (2/3) of the entire Senate, or the proposed amendment is ratified by a majority of those students voting in an at-large and/or special election. Any changes or amendments must be documented and recorded by the Parliamentarian.

Section 2: Meetings

The Student Government Association shall convene a regularly scheduled meeting at least once every thirty (30) days. All meeting dates and times will be made public to encourage attendance. A meeting must have a quorum, which constitutes a simple majority of the Senate. A quorum is required to conduct official business (A meeting may be conducted without a quorum, but it must be strictly informal). One open forum meeting will be held each semester. After every meeting

with the Board of Governors or the State Advisory Council of Students, the President shall report to the Student Government Association at the next regularly scheduled meeting.

Section 3: Removal 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:

- Upon being placed on academic or disciplinary probation.
- Upon missing three (3) consecutive regularly scheduled meetings.
- Upon missing five (5) regularly scheduled meetings during a term of office.
- Institutional and medical excuses will be considered excused.
- Upon request of the absent person, the Executive Cabinet will determine if other reasons for absence can be considered excused. The absent person can appeal a decision by the Executive Cabinet to the Senate in a closed session of the Student Government Association. Majority vote will prevail.

Any member of the Student Government Association will be subject to removal:

- If they are deemed to be consistently or seriously negligent in discharging their duties.
- If they violate the Student Code of Conduct.
- If their action or behavior reflects unfavorably upon the Student Government Association, student body, any other campus clubs or organizations, or West Virginia University at Parkersburg as a whole. This also includes behavior exhibited through social media or electronic communication.

Before the Student Government Association can expel any member for either of the above reasons, it must:

- Give the member a formal written notification of its intent.
- Appraise the member of the charges or grievances against them in a closed official hearing of the Student Government Association.
- Provide the member with the opportunity for defense against the charges, and to allow discussion of such.
- Bring the motion for removal before the Senate for a vote. A two-thirds (2/3) vote of the Senate is required to remove a member. The member being considered may not vote in the proceedings. The vote will be by secret ballot.

Sub-Article 1: Hazing

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.

Section 4: Vacancies

The line of succession in the event of a vacancy in the office of the Student Government Association President is as follows:

- Vice President
- Secretary
- Treasurer

- Vice President of the Jackson County Center
- Selection of one Director by the Student Senate then confirmed via majority vote.

Any other vacancies are handled through direct appointment by the Student Government Association Executive Cabinet, then confirmed by the Student Senate. Seats must be filled within ten (10) business days following the vacancy. The exception to this rule is in the case of Senators. As an alternative, students may also attend one (1) SGA meeting, and record at least two (2) hours of volunteer time on behalf of the SGA, which must be previously approved by the acting SGA President and verified by the witness of the volunteer's supervisor, to be eligible to be voted in, by the SGA senate, as a senator of the SGA.

Section 5: Election Policies and Procedures General Information

- The Student Government Association Election will be conducted, on all campuses, the 3rd week of April on two consecutive days.
- Elections for freshmen Senators will be held during the last week in September on two consecutive days.

Elections will be held electronically through the West Virginia University at Parkersburg OLSIS system. Any student currently enrolled at West Virginia University at Parkersburg is eligible to vote. An eligible student voter may vote only once. Campaigning is prohibited within 50 feet around the office of Student Government at the Parkersburg campus. Positions will be listed on the ballot in the order of seniority: President, Vice President, Secretary, Treasurer, Vice President of the Jackson County Center, Directors, Senators. Names will be placed on the ballot at each position in the random order. Clean up must be done on all campaign materials before results are posted. In the event of a tie, a runoff 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. The unsuccessful candidates for any position above Senator shall be offered a Senator position at the end of the election process. This includes write-in candidates for Executive Cabinet positions who receive at least ten percent (10%) of the winning candidate's vote total, given that they are qualified to hold a Senator position. Any negative campaigning or deviant campaign behavior will result in, up to and including, a disqualification at the discretion of the Vice President for Student Services.

Section 6: 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 Student Senate for at least one (1) full semester, or is a recognized club or organization president that has been duly elected by their body and verified with the Vice President for Student Services effective with the 2017 Student Election.

In the event no Senator wishes to run, the position will be open to the student body at large.
Vice President of the Jackson County Center and Jackson County Senate candidates must be students at the Jackson County Center or be enrolled in courses at the Jackson County Center for the majority of their academic schedule.

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.
- The candidate must fill out the Qualifying Statement form and return it to the Vice President for Student Services during the designated filing period.
- The Registrar and the Vice President for Student Services shall certify all candidates.
- The one exception to this is when there is a tie in an equally divided Senate; the appointed President will have one (1) vote.

Section 7: Installation of New Officers and Cabinet

The official change of power will occur with the annual Student Government Awards Ceremony, which generally occurs at the end of the Spring Semester. If a Student Government Association President graduates or leaves school in the middle of the academic year, the incoming President's term begins the day after commencement for the Fall Semester. The existing officers will complete duties and assist with the transition until the day after commencement; at this date, any keys to the Student Government officer should be returned. The incoming Student Government members may begin meeting after officially installed. Terms of office for both the Student Representative to the West Virginia University at Parkersburg Board of Governors and the representative to the State Advisory Council of Students, are defined in West Virginia Code and college policy.

Section 8: Continuity

All former Constitutions, Bylaws, and Amendments previously passed, are hereby nullified upon passage of this document.

Current officers may choose to retain their job title as long as they are elected to their current office.