

**Bylaws of the West  
Chester University  
Student Government  
Association**



(Revised August 2024)

### **Article I: Name**

The name of the organization will be the West Chester University Student Government Association, herein known as the SGA.

### **Article II: Purpose**

The purpose of the SGA is to provide a unified and responsible government that will promote the welfare and growth of the student body and continuously work for the benefit of all students. The SGA will work to ensure that equal rights and privileges are shared by all. The SGA will make sure that the concerns of students will be heard and acted upon.

### **Article III: Meetings**

#### *Section A: General Senate*

- 1) The general senate assembly will consist of the SGA senators that were elected to their respective seat. The general senate assembly will meet at least once a week on Tuesdays at 7:15pm unless otherwise deemed by the president.

#### *Section B: Conduct of Meetings*

- 1) All meetings of the senate will be conducted according to the current edition of Robert's Rules of Order, Newly Revised, as interpreted by the parliamentarian.

#### *Section C: Quorum*

- 1) A quorum of the senate will be a simple majority of the members holding seats.

#### *Section D: Open Meetings*

- 1) All meetings of the senate will be open, except during impeachment trials and removals proceedings.

#### *Section E: Special Meetings*

- 1) Special meetings may be called, with due notice, at the discretion of the president or by a written petition calling for a special meeting signed by one-fifth of the current senators.
  - a) Due notice will be defined as 24 hours when school is in session and 48 hours during the summer and winter breaks.
  - b) The purpose of the meeting will be stated in the call.

#### *Section F: Attire for Senators*

- 1) All members of the SGA senate shall attend meetings dressed in appropriate attire befitting the situation. Business casual is required for most meetings unless deemed otherwise by the president.

## **Article IV: Membership**

#### *Section A: General Membership*

- 1) Any full-time or part-time undergraduate student who pays the Student Services Inc. (SSI) activity fee while enrolled at West Chester University will be eligible to run for general senate seat positions.
  - a) Those who meet the above eligibility requirements will be able to vote in the general senate seat elections held at the end of each academic year.
- 2) Members of the general senate may elect students to the general senate throughout the senate year if vacancies occur.
- 3) If a senator is removed, this senator will not be eligible to be re-elected to any senate position until the next academic year.

#### *Section B: Senate Composition*

- 1) Academic - 8
  - a) College of Arts and Humanities Senator
  - b) College of Business and Public Management Senator
  - c) College of Education and Social Work Senator

- d) College of Health Sciences Senator
  - e) College of the Sciences and Mathematics Senator
  - f) Honors College Senator
  - g) University College Senator
  - h) Wells School of Music Senator
- 2) Administrative - 7
- a) Alumni Relations Senator
  - b) Curriculum and Academic Policies (CAPC) Senator
  - c) Facilities Senator
  - d) Faculty Relations Senator
  - e) Sustainability Senator
  - f) Technology Senator
  - g) Legislative Affairs Senator
- 3) Special Assignment Senators - Will be determined by the Executive Committee of the SGA
- 4) Student Life - 22
- a) Athletics Senator
  - b) Campus Health and Wellness Senator
  - c) Career Development Senator
  - d) Community Service Senator
  - e) Dining Services Senator
  - f) Diversity and Multicultural Affairs Senator
  - g) First-Generation Senator
  - h) Gender Equity Senator
  - i) Interfraternal Council (IFC) Senator
  - j) International Affairs Senator
  - k) Multicultural Greek Council (MGC) Senator
  - l) National PanHellenic Council (NPHC) Senator
  - m) New Student and Admissions Senator
  - n) Off-Campus and Commuter Senator
  - o) On-Campus Housing Senator
  - p) Panhellenic Council Senator
  - q) Parking and Public Safety Senator
  - r) Recreation Senator
  - s) Sexuality Equity Senator
  - t) Student Leadership and Involvement Senator
  - u) University Libraries Senator
  - v) West Chester Community Senator

*Section C: Qualifications for those running for or holding seats in the SGA Senate*

- 1) Students seeking senate seats as outlined in Article IV, Section B, shall be elected by the general senate.

- 2) Students seeking senate seats as outlined in Article IV, Section B, Part 2, with the exception of the University College seat, shall be a student of that college unless deemed otherwise qualified by a simple majority of the SGA senate.
- 3) Students seeking senate seats as outlined in Article IV, Section B, will have the SSI activity fee paid in full by the end of the fourth full week of each semester.
- 4) Students seeking senate seats as outlined in Article IV, Section B, will have received and understood the SGA bylaws.
- 5) Students seeking senate seats as outlined in Article IV, Section B, must have a cumulative GPA of 2.0 or better at West Chester University at the time of election and throughout the senate year.
  - a) All first-year students will be eligible to run in the general senate seat elections. The GPAs of these students will be checked at the end of their first semester.
- 6) Students seeking senate seats that are appointed to the position of a committee chair as outlined in the written duties of the seat in Article IV, Section E, will be required to serve in said seat for the full academic year. Should a student seeking one such seat be aware of any complications or potential developments that would prevent their serving in the seat for the full academic year, they will not be permitted to hold the seat.
  - a) Seats that fall under this category include the Legislative Affairs Senator and West Chester Community Senator.
- 7) Senator elections are held at the end of every general senate meeting. At the first meeting of each semester, any students interested in running for a senate seat must be in attendance for the duration of the meeting prior to the opening of the election. Students interested in running for a senate seat at all subsequent meetings of a semester must additionally attend one full general senate meeting prior to the meeting at which they are seeking election.
- 8) Prospective senators will give a brief speech on their qualifications and why they deem themselves fit for the senate seat. They will answer questions posed by the Executive Committee and the general senate.

#### *Section D: Responsibilities of Senators*

- 1) Senators will be responsible for communicating with the students, faculty, and offices that they represent for the duration of the senate year.
- 2) Senators will act as a liaison between SGA and the students, faculty, and offices that they represent for the duration of the senate year.
- 3) Senators will have the ability to recommend all necessary rules and regulations for the administration of the activities of SGA.
- 4) Senators will serve for a term of one senate year, made up of two academic semesters.
- 5) Senators may serve for more than one term if so elected.
- 6) Senators will be required to serve on one SGA standing committee and attend each meeting of their respective committee, unless otherwise deemed excused by the committee chair.
- 7) Senators will attend all scheduled meetings, including special, unless otherwise deemed excused by the secretary.
- 8) Senators will be voting members of the senate.

- 9) Senators will have received and understood the SGA bylaws by the first general assembly meeting they attend.
- 10) Senators will meet with the SGA vice president within one week of their acclimation in order to discuss shared expectations, goals, and responsibilities.
- 11) Senators will attend three SGA sponsored events per semester.
  - a) These events will be termed as senator events and will consist of those events relating to the duties and missions of senate seats and University initiatives and programs that the Executive Committee and senate deem relevant the goals of SGA.
  - b) All events will have been completed prior to the last meeting of the semester.
- 12) Senators are responsible for giving at least three oral reports per semester; reports must be submitted through RamConnect. The deadline for submitting a report will be left to the discretion of the secretary.
  - a) Reports must be substantial in nature and should detail any meetings or projects senators have been working on in relation to their position.
- 13) Senators will meet monthly with their position's advisors or respective designee unless stated otherwise.

### *Section E: Duties of Senator Positions*

- 1) Senators will note that the following listed duties are the base responsibilities of their respective seat. Elected senators should be committed to the representation of the entire student body, as well as the specific representation of the designated student group that falls under the constituency of their respective seat. The true duty of all senators is to forge a connection with their fellow students and hear their concerns.

### **Academic**

- 1) **College of Arts and Humanities Senator** duties will consist of:
  - a) Meeting with the dean of the College of Arts and Humanities.
  - b) Establishing means of communication with students in the College of Arts and Humanities at least once a semester to address their concerns and needs.
  - c) Actively being a member of the College of Arts and Humanities.
- 2) **College of Business and Public Management Senator** duties will consist of:
  - a) Meeting with the dean of the College of Business and Public Management.
  - b) Establishing means of communication with students in the College of Business and Public Management at least once a semester to address their concerns and needs.
  - c) Actively being a member of the College of Business and Public Management.
- 3) **College of Education and Social Work Senator** duties will consist of:
  - a) Meeting with the dean of the College of Education and Social Work.
  - b) Establishing means of communication with students in the College of Education and Social Work at least once a semester to address their concerns and needs.
  - c) Actively being a member of the College of Education and Social Work.

- 4) **College of Health Sciences Senator** duties will consist of:
  - a) Meeting with the associate dean or dean of the College of Health Science.
  - b) Establishing means of communication with students in the College of Health Sciences at least once a semester to address their concerns and needs.
  - c) Actively being a member of the College of Health Sciences.
  
- 5) **College of the Sciences and Mathematics Senator** duties will consist of:
  - a) Meeting with the dean of the College of the Sciences and Mathematics.
  - b) Establishing means of communication with students in the College of the Sciences and Mathematics at least once a semester to address their concerns and needs.
  - c) Actively being a member of the College of the Sciences and Mathematics.
  
- 6) **Honors College Senator** duties will consist of:
  - a) Meeting with the dean of the Honors College.
  - b) Establishing means of communication with students in the Honors College at least once a semester to address their concerns and needs.
  - c) Actively being a member of the Honors College.
  
- 7) **University College Senator** duties will consist of:
  - a) Meeting with the dean of University College.
  - b) Establishing means of communication with students at least once a semester to address their concerns and needs and to provide answers to questions regarding the support services provided by University College.
  - c) Meeting with representatives from the LARC, Writing Center, Interdisciplinary and Exploratory Studies, and ROTC at least once in the semester.
  - d) Hosting at least one tabling event per semester to raise awareness of campus resources.
  
- 8) **Wells School of Music Senator** duties will consist of:
  - a) Meeting with the dean of the Wells School of Music.
  - b) Establishing means of communication with students in the Wells School of Music at least once a semester to address their concerns and needs.
  - c) Actively being a member of the Wells School of Music.

### **Administrative**

- 1) **Alumni Affairs Senator** duties will consist of:
  - a) Meeting with the director of Alumni Relations.
  - b) Attending all Alumni Association's Board of Directors meetings.
  
- 2) **Curriculum & Academic Policy Council (CAPC) Senator** duties will consist of:
  - a) Attending all meetings of the Curriculum & Academic Policy Council.
  - b) Serving as a student representative on one or more of the following CAPC committees:
    - i) Undergraduate Programs
    - ii) Undergraduate Policies

iii) **General Education**

- 3) **Facilities Senator** duties will consist of:
  - a) Meeting with the executive director of Facilities Administration.
  - b) Attending all Council of Trustees Facilities Committee meetings.
- 4) **Faculty Relations Senator** duties will consist of:
  - a) Meeting with the president of the Faculty Senate.
  - b) Attending all Faculty Senate meetings.
  - c) Establishing a means of communication with students regarding issues surrounding faculty members.
- 5) **Sustainability Senator** duties will consist of:
  - a) Meeting with the director of the Office of Sustainability.
  - b) Attending all Sustainability Council meetings.
- 6) **Technology Senator** duties will consist of:
  - a) Meeting every month with Information Services and Technology. Members involved in the meeting should include:
    - i) Senior associate vice president and CIO of Information Services & Technology
    - ii) Executive director of IT Infrastructure Services
    - iii) Director of EdTech & User Services
    - iv) Assistant director of EdTech & User Services
- 7) **Legislative Affairs Senator** duties will consist of:
  - a) Meeting with the executive director for External Relations.
  - b) Serving as co-chair of the Outreach Committee

### **Special Assignments**

- 1) Special Assignment Senator duties will consist of:
  - a) Serving on special university committees or special assignment tasks needing student members, by appointment of the SGA president.
- 2) The total number of special assignment seats will be deemed by the SGA president.

### **Student Life**

- 1) **Athletics Senator** duties will consist of:
  - a) Meeting with the director of Athletics.
  - b) Attending all Athletic Advisory Board meetings.
  - c) Promoting student attendance at WCU athletic games.
  - d) Actively being a member of an NCAA recognized team.
- 2) **Campus Wellness Senator** duties will consist of:



- a) Meeting with the director of Student Health Services.
  - b) Meeting with the director of Wellness Promotion.
  - c) Meeting with the director of the Counseling Center.
- 3) **Career Development Senator** duties will consist of:
- a) Meeting with the director of the Career Development Center.
  - b) Attending Career Development programs and relaying information back to the senate.
  - c) Aid in developing professionalism and career readiness among senators.
  - d) Manage SGA's LinkedIn page in collaboration with the public relations officer.
- 4) **Community Service Senator** duties will consist of:
- a) Meeting with the director of the Center for Civic Engagement and Social Impact.
  - b) Manage adopt-a-spot participation for SGA.
  - c) Promoting a minimum of five community service activities per semester amongst the SGA and other student organizations.
- 5) **Dining Services Senator** duties will consist of:
- a) Possessing a campus meal plan.
  - b) Meeting with the director of Dining Services.
  - c) Attending all Dining Advisory Board meetings.
- 6) **Diversity and Multicultural Affairs Senator** duties will consist of:
- a) Meeting with the director of the Dowdy Multicultural Center.
  - b) Meeting with the vice president of the office of Diversity, Equity, and Inclusion.
  - c) Interfacing with multicultural student organizations and promoting a minimum of five diversity-centric events per semester amongst the SGA and other student organizations.
- 7) **First-Generation Senator** duties will consist of:
- a) Meeting with the co-chairs of the West Chester's First Initiative once per semester.
  - b) Attending all West Chester's First full committee meetings.
  - c) Attending at least one West Chester's First or First-Gen Rams event per month.
  - d) Actively being a first-generation student as defined by West Chester University.
- 8) **Gender Equity Senator** duties will consist of:
- a) Meeting with the director of the Center for Women and Gender Equity.
  - b) Meeting with the president of the Sexuality and Gender Alliance (SAGA).
    - i) Attending at least one SAGA meeting per month.
  - c) Serving as a student representative on the Women's Commission.
  - d) Meeting with the sexuality equity senator at least once a semester.
- 9) **Interfraternity Council (IFC) Senator** duties will consist of:
- a) Meeting with the Office of Fraternity and Sorority Life, once a semester.
  - b) Meeting with the president of Interfraternity Council (IFC).
  - c) Attending Interfraternity Council meetings.

- 10) **International Affairs Senator** duties will consist of:
  - a) Meeting with the assistant director of the Center for International Programs once per month.
  - b) Attending at least two meetings of the International Students Association per month.
  - c) Serving on the SGA Multicultural Affairs Committee.
  - d) Helping plan SGA inclusion for the International Education Week event.
  - e) Actively being an international student of WCU and/or a student employee of the Center for International Programs.
  
- 11) **Leadership and Involvement Senator** duties will consist of:
  - a) Meeting at least twice a month with the director of the Office of Student Leadership and Involvement.
  - b) Promote programming offered by the Office of Student Leadership and Involvement and other student organizations.
  
- 12) **Multicultural Greek Council (MGC) Senator** duties will consist of:
  - a) Meeting with the Office of Fraternity and Sorority Life once a semester.
  - b) Meeting with the president of MGC.
  - c) Attending Board of Delegates meetings.
  - d) Actively being a current member of an MGC chapter.
  
- 13) **National Pan-Hellenic Council (NPHC) Senator** duties will consist of:
  - a) Meeting with the Office of Fraternity and Sorority Life once a semester.
  - b) Meeting with the president of NPHC.
  - c) Attending Board of Delegates meetings.
  - d) Actively being a current member of an NPHC chapter.
  
- 14) **New Students and Admissions Senator** duties will consist of:
  - a) Meeting with the director of New Student Programs.
  - b) Meeting with the director of Admissions.
  
- 15) **Off-Campus Commuter Senator** duties will consist of:
  - a) Residing in an off-campus location for the senate term.
  - b) Meeting with the director of Off-Campus and Commuter Services.
  - c) Meeting with the president of the Off-Campus and Commuter Association (OCCA).
    - i) Attending at least one meeting of OCCA monthly.
  
- 16) **On-Campus Housing Senator** duties will consist of:
  - a) Residing in an on-campus location for the senate term.
  - b) Meeting with the president and/or the executive director of the Residence Assistant Advisory Board.
    - i) Attending at least one meeting of the Residence Assistant Advisory Board monthly.
  - c) Meeting with the director of Residence Life and Housing Services.
  - d) Collaborating with Residence Life to mediate communication regarding housing concerns with all students.

- 17) **Panhellenic Senator** duties will consist of:
  - a) Meeting with the director of the Office of Fraternity and Sorority Life once a semester.
  - b) Meeting with the president of Panhellenic Council (PHC).
  - c) Attending Panhellenic Council (PHC) meetings.
  
- 18) **Parking and Public Safety Senator** duties will consist of:
  - a) Meeting with the director of WCU Public Safety.
  - b) Attending all Parking and Transportation Committee meetings.
  - c) Organizing a parking and public safety open forum at least once per semester.
  
- 19) **Recreation Senator** duties will consist of:
  - a) Meeting with the director of Campus Recreation.
  - b) Meeting with the president of the Sports Club Council (SCC).
  - c) Organizing SGA participation in campus recreation teams.
  
- 20) **Sexuality Equity Senator** duties will consist of:
  - a) Meeting with the director of the Center for Trans and Queer Advocacy (CTQA).
  - b) Meeting with the president of the Sexuality and Gender Alliance (SAGA).
    - i) Attending at least one SAGA meeting per month.
  - c) Meeting with the Gender Equity Senator at least once a semester.
  
- 21) **University Libraries Senator** duties will consist of:
  - a) Meeting with the dean of the University Libraries.
  - b) Maintaining the Student Library Advisory Board.
  - c) Attending all Library Advisory Board meetings.
  
- 22) **West Chester Community Senator** duties will consist of:
  - a) Meeting at least once a semester with the mayor of West Chester and the West Chester Borough Council president.
  - b) Attending all West Chester Borough Council meetings.
  - c) Serving as a member of the Community Campus Committee and attending all meetings.
  - d) Serving as the co-chair of the Outreach Committee.

### *Section H: Use of a Proxy*

- 1) The use of a permanent proxy by a senator will not be permitted.
  - a) Proxies shall not be used more than twice in any semester.
- 2) When using a proxy, the senator will email the secretary and carbon copy (cc) the president and vice president.
  - a) If a proxy is a student who is not a current member of the senate, the senator must include whether the proxy will have voting privileges granted or denied for the general assembly meeting.
  - b) If a proxy is a current member of the senate, they may read a report for the senator, but will not be permitted to vote.

- 3) The senator will submit an excuse to the secretary no later than the commencement of the next senate meeting.
- 4) A proxy will meet the same standards as a senator.

## **Article V: Officers of the Senate**

### *Section A: The Executive Officers*

- 1) The Executive Officers will be:
  - a) President
  - b) Vice President
  - c) Treasurer
  - d) Secretary
  - e) Parliamentarian
  - f) Public Relations Officer
  - g) Student Trustee (appointed by the governor of the Commonwealth of Pennsylvania)
    - i) This position may be held in conjunction with another SGA Executive Committee office.

### *Section B: Terms*

- 1) Elected officers will serve for a term of one senate year, or until their successors have been sworn in. They may serve for more than one term.

### *Section C: Qualifications for Executive Officers:*

- 1) Each officer will:
  - a) Be a member of the SGA.
  - b) Have the SSI activity fee paid in full by the end of the fourth full week of each semester.
  - c) Be enrolled with a minimum of 12 academic credits throughout each semester of the senate year.
  - d) Have received and understood the SGA bylaws.
  - e) Be a student at West Chester University for at least one year at the time of their election.
  - f) Have verified attendance to the following number of meetings within the past senate year:
    - i) President: four senate meetings.
    - ii) Vice President: four senate meetings.
    - iii) Treasurer: four senate meetings and two Finance Committee meetings.
    - iv) Secretary: four senate meetings.
    - v) Parliamentarian: four Senate meetings and two Bylaw Review Committee meetings.
    - vi) Public Relations Officer: four Senate meetings and two Public Relations Committee meetings.
  - g) Have a cumulative grade point average of 2.0 or better at the time of election and throughout the term.
  - h) Refrain from being an officer of another organization that receives a stipend from SSI due to office hours.

## *Section D: Duties of the Officers*

### **1) The President will:**

- a) Not be a voting member of the senate, except in the event of a tie.
- b) Preside over all meetings of the senate.
- c) Serve as chair of the Executive Committee.
- d) Have the power to appoint and remove committee chairpersons with the consent of the Executive Committee and voted approval of the senate.
- e) Be recognized as the official representative of the SGA and of the senate.
- f) Act as a liaison between the SGA and the vice president of Student Affairs of West Chester University by meeting with them at least once per week.
- g) Act as a liaison between the SGA and the president of West Chester University by meeting with them at least once per month.
- h) Call special meetings of the senate with due notice, as defined in Article III, Section F, Subsection 1 of these bylaws.
- i) Carry on those privileges afforded the president in the current edition of Robert's Rules of Order, Newly Revised.
- j) Be available to the campus community during the summer and winter breaks, in order to plan for the upcoming term.
- k) Attend all Board of Student Government Presidents (BSGP) meetings or appoint another member of the Executive Committee in case of absence.
- ~~l) Ensure that a member of the Executive Committee or Senate speaks as a representative of the SGA at all new student orientations.~~
- m) Attend one West Chester University Council of Trustees meeting per semester.
- n) Provide, at least twice a semester, an open forum to address the concerns of the student body.
- o) Determine which events will count towards the senator event requirement.
- p) Be an ex-officio member of all SGA committees, both standing and ad hoc.
- q) Be responsible for the training of their successor.
- r) Meet a minimum of five working hours per week exceeding no more than ten working hours per week. A person may exceed the maximum ten working hours during a given week with advisor approval.

### **2) The Vice President will:**

- a) Be a voting member of the senate.
- b) Assume all duties of the president in the case of the president's absence.
- c) Accept all official responsibilities deemed necessary by the senate and/or the president.
- d) Serve as a liaison between the SGA and the senior vice provost.
- e) Meet with the senior vice provost once a month.
- f) Ensure that each senator has attended the required three SGA-sponsored events per semester and determine which events will count towards the requirement.
- g) Advise all committee chairs as to their duties and those of their committee.
- h) Meet with all newly elected senators within one week of their acclimation in order to discuss shared expectations, goals, and responsibilities.

- i) Be an ex-officio member of all the SGA committees, both standing and ad hoc.
- j) Be responsible for the training of their successor.
- k) Meet a minimum of five working hours per week exceeding no more than ten working hours per week. A person may exceed the maximum ten working hours during a given week with advisor approval..

3) **The Treasurer will:**

- a) Be a voting member of the senate.
- b) Preside over meetings of the Senate in the absence of the president and vice president.
- c) Serve as chair of the Finance Committee.
- d) Keep an accurate record of all SGA funds.
- e) Give a weekly oral report to the senate on the financial status of the general and auxiliary accounts, and on any motions passed by the SGA Finance Committee.
- f) Serve as a student representative on the SSI Board of Directors, unless deemed otherwise.
- g) Act as a liaison between the SGA and the executive director of SSI by staying in contact throughout the semester whether in-person or through other means.
- h) Publish, on the SGA website and RamConnect, the budgeting seminar schedule for the fall semester by the last day of August.
- i) Propose, in conjunction with the SGA Finance Committee, the budget for the next academic year.
- j) Publish on the SGA website, during the spring semester, the proposed organizational budgets for the next academic year.
- k) Update the budget analysis document with the newly approved budget allocations upon completion and approval by the senate of the budget for the next academic year and upload the document to RamConnect.
- l) Present the newly updated budget analysis document to the SSI Board at the last SSI Board meeting of the spring semester.
- m) In consultation with the SGA Finance Committee and the SGA Bylaw Review Committee, periodically review and recommend changes to the SGA Financial Policies and Procedures.
- n) Determine which events will count towards the senator event requirement.
- o) Be responsible for the training of their successor.
- p) Meet a minimum of five working hours per week exceeding no more than ten working hours per week. A person may exceed the maximum ten working hours during a given week with advisor approval..

4) **The Secretary will:**

- a) Be a voting member of the senate.
- b) Preside over the meetings of the senate in the absence of the president, vice president, and treasurer.
- c) Serve as chair of the Elections Committee unless they are seeking office, in which case the chair will be appointed by the president.
- d) Keep a record of all senate proceedings.
- e) Maintain all non-financial records of the SGA.

- f) Receive correspondence and distribute it to the designated addresses.
- g) Act as a web manager of the SGA website.
- h) Ensure that the minutes will appear on the SGA website.
- i) Be responsible for the distribution of the typed, proposed minutes within 72 hours after any regularly scheduled senate meeting.
- j) Be responsible for the distribution of the approved minutes at least 48 hours before the next regularly scheduled senate meeting if corrections were made.
- k) Be responsible for the distribution and creation of the typed agenda with the consultation of the Executive Committee.
- l) Be responsible for the attendance records of the SGA senate.
- m) Be responsible for notifying senators of their attendance status.
- n) Issue sanctions in relation to senators' attendance at general senate and committee meetings.
- o) Issue sanctions in relation to the duties and conduct of senators.
- p) Determine which events will count towards the senator event requirement.
- q) Be responsible for the training of their successor.
- r) Meet a minimum of five working hours per week exceeding no more than ten working hours per week. A person may exceed the maximum ten working hours during a given week with advisor approval..

5) **The Parliamentarian will:**

- a) Not be a voting member of the senate.
- b) Preside over the meetings of the senate in the absence of the president, vice president, treasurer, and secretary.
- c) Serve as chair of the Bylaw Review Committee.
- d) Uphold and maintain all rules and regulations stated in the bylaws of the SGA.
- e) Uphold and maintain the rules contained in the current edition of Robert's Rules of Order, Newly Revised, to govern the senate in all cases to which they are applicable and not inconsistent with these bylaws.
- f) Be responsible for maintaining and reviewing these bylaws at least once per senate term, making revisions if necessary.
- g) Enforce the Student Organization Policies and Procedures Manual among constituent student organizations.
- h) Be responsible for maintaining and reviewing the Student Organization Policies and Procedures Manual at least once per senate term, making revisions of necessary.
- i) Enforce a time limit for all general board meeting guest speakers and forming clubs.
- j) Meet with the director of Student Leadership and Involvement (SLI) and the New and Forming Organizations leadership consultant(s) monthly.
- k) Determine which events will count towards the senator event requirement.
- l) Be an ex-officio member of all SGA committees, both standing and ad hoc.
- m) Be responsible for the training of their successor.
- n) Meet a minimum of five working hours per week exceeding no more than ten working hours per week. A person may exceed the maximum ten working hours during a given week with advisor approval..

- 6) **The Public Relations Officer will:**
- a) Be a voting member of the senate.
  - b) Preside over the meetings of the senate in the absence of the president, vice president, treasurer, secretary, and parliamentarian.
  - c) Serve as chair of the Public Relations Committee.
  - d) Seve on the Council of Committee as chair of the Public Relations Committee.
  - e) Manage all SGA social media accounts.
  - f) Approve and edit all posts proposed by the Public Relations Committee.
  - g) Maintain a minimum of four posts per week on all social media platforms.
  - h) Create and maintain a plan per semester for social media engagement that communicates the mission, purpose, and actions of SGA.
  - i) Create a mid-year and end of year report that clearly exemplifies the work of the organization.
    - i) After being presented to the senate and university cabinet members, both reports must be published for public knowledge.
  - j) Act as a liaison between university media outlets (ex. The Quad, WCU Weekly, WCUR, etc.)
  - k) Contribute content as needed to the SGA segment in the Ram Roundup newsletter.
  - l) Write press releases about upcoming SGA events and issues.
  - m) Report weekly on any public relations issues to the senate.
  - n) Collaborate with the secretary to maintain the SGA website and RamConnect.
  - o) Create and order apparel and merchandise.
  - p) Meet with the executive director of the Office of Communications.
  - q) Meet with the director of Communications and Marketing for Student Affairs.
  - r) Determine which events will count towards the senator event requirement.
  - s) Be responsible for the training of their successor.
  - t) Meet a minimum of five working hours per week exceeding no more than ten working hours per week. A person may exceed the maximum ten working hours during a given week with advisor approval..
- 7) **The Student Trustee will:**
- a) Not be a voting member of the senate.
  - b) Preside over the meetings of the senate in the absence of the president, vice president, treasurer, secretary, public relations officer, and parliamentarian.
  - c) Serve as a liaison between the SGA and the Council of Trustees.
  - d) Attend all West Chester University Council of Trustees' meetings.
  - e) Determine which events will count towards the senator event requirement.
  - f) Be responsible for coordinating the selection process for and the training of their successor.
  - g) Hold one office hour a week.

## **Article VI: Elections and Successions**

### *Section A: SGA General Elections*



- 1) General elections for officers will take place on the specific date which will be proposed by the Elections Committee and approved by the senate.
- 2) General elections for senator seats will take place by the end of the second week of the fall semester.

### *Section B: Elections Committee*

- 1) Elections Committee
  - a) Only senators may apply for the Elections Committee.
  - b) There will be a maximum of 14 senators on the committee plus one chair.
  - c) The secretary will chair the elections committee, and only have a vote in the case of a tie.
    - i) In the event that the secretary is running for office in the general election, a chair will be appointed by the president.
  - d) Senators will inform the secretary of their intent to join the Elections Committee.
    - i) Senators must have attended five general assembly meetings throughout the current academic year to qualify for the Elections Committee.
  - e) The Secretary will then nominate to the senate up to 14 senators for the Elections Committee with a simple majority of the senate required for approval.
  - f) All voting done in the Elections Committee will be done at an official Elections Committee meeting. All Elections Committee members will be given 48 hours' notice of committee meetings.
  - g) If a member of the Elections Committee is absent for two meetings, that member is automatically removed from the committee.
  - h) If a senator on the Elections Committee is found guilty of campaigning by the Elections Committee, the senator in question will be instantly removed from the committee.
  - i) All members of the Elections Committee will remain unbiased.
  - j) Vacancies will be filled by a nomination of the secretary and a two-thirds approval of the senate.
- 2) All candidates for officer positions that wish to participate in the official debates will submit applications to the Elections Committee.
  - a) These applications will be submitted within the allotted period to be no shorter than 14 days from the date of application. The applications will be distributed by the Elections Committee at a general assembly meeting.
  - b) Each candidate will meet the qualifications for the position in these bylaws.
  - c) A digital copy of the application must be submitted to the elections chair in the allotted time.
- 3) Election protests:
  - a) All election protests will be filed in writing with the Elections Committee no later than 48 hours after the announcement of the general election results.
  - b) The Elections Committee may solicit the advice of the vice president of Student Affairs and/or the dean of students prior to ruling on a protest.
  - c) The decision on a protest will be made by the Elections Committee through a vote of a simple majority of that body.

- d) Appeals may be taken to the current senate; such appeals must be made in writing within 48 hours of the Election Committee's decision.
- 4) Election rules:
  - a) Rules relating to the general conduct of general elections will be established by the Elections Committee with the approval of the senate; no rules will be in conflict with other provisions of these bylaws.
  - b) All election rules will be followed by the candidates; failure to comply with these rules may result in disciplinary action by the Elections Committee, up to and including the disqualification of the candidates involved.
    - i) Disqualification of a candidate from the election process requires a two-thirds blind vote of approval from the senate.
  - c) In the event that there is only one candidate running for each officer position, there can be a motion to accept all candidates by a two-thirds vote. The candidates will then be the SGA officers elect.
- 5) New senators will officially take office after taking their oath of office, which will be held by the second week of the fall semester.
  - a) New officers will officially take office after taking their oath of office, which will be held at the Transition Dinner in the spring semester.
  - b) No senate of the SGA, or its officers, will be dissolved until the new officers has been sworn in.

### *Section C: Succession of Officers*

- 1) Vacancies, except presidential vacancy, in the Executive Committee will be filled for the remainder of the unexpired term by a member of the SGA senate, nominated by the senate and elected by that body in a secret ballot.
- 2) A presidential vacancy will be filled for the remainder of the unexpired term by the vice president of SGA.
- 3) In the event of both a presidential and vice presidential vacancy, a member of the SGA senate will be nominated by the senate and elected by that body in a secret ballot in accordance with the election procedure outlined in the Student Organization Policies and Procedures Manual as interpreted by the parliamentarian.
  - a) Prior to the elections to fill a vacancy, nominees will be reviewed by the parliamentarian and Elections Committee to ensure they meet the qualifications of the office.

## **Article VII: Removal**

### *Section A: Reasons for Senator Removal*

- 1) A senator may be removed for one or more of the following:
  - a) Verifiable nonfeasance, misfeasance, or malfeasance of the duties of a senator.
  - b) Three absences in any one semester.
    - i) An absence will be considered excused and not counted towards a senator's total absences only if that senator has submitted a written excuse to the secretary

providing evidence that the absence was in some verifiable way related to the duties of their senate seat.

- ii) If a senator is late beyond 15 minutes of the call to order without submitting an excuse in writing to the secretary, then the senator will be considered “late.”
  - iii) Leaving any meeting more than 15 minutes early without submitting an excuse in writing to the secretary will constitute a “late.”
    - (1) Three “lates” will constitute one absence.
  - c) Failure to attend three SGA sponsored events per semester.
  - d) Failure to provide at least one oral reports per month or at least three reports total in the semester.
- 2) If any of the above criteria are met by a senator, they will be brought up for removal from the senate or committee for the duration of that current semester.
- a) If a senator is to be removed, they will be unable to reapply for a senate seat until a full academic semester has passed from their removal.
    - i) Failure to complete all necessary requirements-during the semester.
- 3) The removal proceedings of a senator will follow the guidelines established in Article VII, Section C of these bylaws.

### *Section B: Reasons for Committee Member Removal*

- 1) A committee member may be removed for one or more of the following:
- a) The accumulation of three absences in one semester or five in one year
  - b) Unexcused continual tardiness or leaving before the committee adjournment.
- 2) If any the above criteria are met by a committee member, they will be removed from the committee for the duration of that current semester.
- a) The committee chair will be responsible for reporting the removal at the next scheduled general senate meeting.
  - b) If a committee member is to be removed, they will be unable to reapply for a committee until a full academic semester has passed from their removal.
- 3) The removal proceedings of a committee member will follow the guidelines established in Article VII, Section C of these bylaws.

### *Section C: Removal Proceeding Senators and Committee Members*

- 1) Any accused senator must be informed in writing at least two days prior to the trial via email.
- 2) A two-thirds majority vote by the senate is required to remove any senator from their assigned senate seat.
- 3) The agenda for trial proceedings will be as follows:
- a) Call to order.
  - b) Presentation of charges by the Executive Committee.
    - i) The accused will be permitted a maximum of 15 minutes speaking time to answer the charges.
  - c) The floor will be open for questions.
  - d) The accused senator will leave the meeting.

- e) The floor opens for debate amongst the Senate.
- f) Senate vote.
- g) Recess.
- h) Presentation of results to the senate.
  - i) The accused senator will be informed of the results no later than 24 hours after the trial.
- i) Continuance of regularly scheduled senate meeting.

*Section D: Reasons for Officer Removal*

- 1) Verifiable nonfeasance, misfeasance, malfeasance of the duties of an officer or those duties as specified for that individual office.
- 2) Failure to meet the qualifications for the office as specified.
- 3) Absence of three or more Senate meetings in a single semester or five or more meetings in a senate year.
- 4) Malfeasance of student funds.

*Section E: Impeachment and Removal of Officers*

- 1) Two members of the senate may file written impeachment charges against any one officer at any regular meeting of the general senate during new business.
- 2) The highest officer in the order of precedence not being impeached will read the charges and appoint the chair of an ad hoc committee from the senate to investigate the charges against the accused.
  - a) The committee shall consist of a total of five senators.
  - b) The remaining four members of the committee shall be elected by a majority of the SGA senate.
- 3) The chair will convene the committee within two days of the receipt of the charges.
- 4) Any member of the Executive Committee under consideration of impeachment will be excluded from all the decisions on the appointment of ad hoc committee membership.
- 5) The committee will investigate the charges and give recommendations in writing.
  - a) If the committee finds that the charges are invalid, they retain the right to drop them automatically.
  - b) If the committee finds the charges to be valid, they will inform the accusers and the highest officer not being impeached within two days of convening the ad hoc committee.
    - i) If the committee finds the charges to be valid, and the accusers would not like to move forward, the accused must be informed in writing at least two days prior to the next regularly scheduled meeting.
    - ii) If the committee finds the charges to be valid and the accusers would like to move forward, the accused must be informed in writing at least two days prior to the trial.
- 6) The trial will take place at the next regularly scheduled senate meeting.
- 7) Neither the accusers nor the accused will preside at the trial; subject to that stipulation; the following will be the rank for determining who will preside:
  - a) President

- b) Vice President
  - c) Treasurer
  - d) Secretary
  - e) Parliamentarian
  - f) Public Relations Officer
  - g) Student Trustee
- 8) A two-thirds majority vote is required to remove any officer.
- 9) The agenda for trial proceedings will be as follows:
- a) Call to order.
  - b) Presentation of charges by the accusers.
    - i) The accusers will appoint a spokesperson who will be permitted a maximum of fifteen 15 minutes speaking time to answer the charges.
    - ii) The accused will be permitted a maximum of 15 minutes speaking time to answer the charges.
  - c) The floor will be open for questions.
  - d) The accused will leave the meeting.
  - e) The floor opens for debate amongst the senate.
  - f) Senate vote.
  - g) Recess.
  - h) Presentation of results to the senate.
    - i) The accused will be informed of the results no later than 24 hours after the trial.
  - i) Continuance of regularly scheduled senate meeting.

## **Article VIII: Executive Committee**

### *Section A: Membership*

- 1) The Executive Committee will consist of the officers of the SGA and will be chaired by the President.
  - a) Quorum will consist of four members of the committee.
- 2) All standing committees and ad hoc committees not chaired by an officer of SGA will be required to send a representative to a minimum of one Executive Committee meeting per month to provide updates on relevant committee projects and goals.

### *Section B: Meetings*

- 1) The committee will meet at least once a week during the academic year and at the discretion of the President. The committee will also meet at least one time every summer to conduct necessary business.
  - a) Special meetings of the committee will be called on the written request of any two members of the committee; at least 48 hours' notice is required to call a special meeting.

### *Section C: Objectives*

- 1) The committee will discuss legislative matters either under consideration or in need of consideration by the senate.

#### *Section D: Duties*

- 1) The committee will have general supervision of the affairs of the SGA between its regular business meetings, make recommendations to the senate, and perform the other duties specified in these bylaws.

#### *Section E: Supremacy*

- 1) The committee will be subject to the orders of the senate, and none of its acts will conflict with action taken by the senate.

### **Article IX: Standing Committees**

#### *Section A: Standing Committees*

##### **1) Bylaw Review Committee**

- a) The current year's Bylaw Review Committee will be established by the second SGA meeting of the fall semester.
  - i) Membership of the committee will consist of a number of voting members, which will be decided at the discretion of the parliamentarian and the Executive Committee.
  - ii) All members must be approved for the appointment to the Bylaw Review Committee by the parliamentarian.
- b) All the members of the committee must have received and understood the SGA bylaws and Student Organization Policies and Procedures Manual.
- c) All elected members of the Bylaw Review Committee will attend all meetings.
  - i) The accumulation of three absences in one semester or five in one year and/or unexcused, continual tardiness or leaving before adjournment will constitute grounds for removal.
  - ii) The removal proceedings of a committee member will follow the guidelines established in Article VII, Section C of these bylaws.
- d) The committee will be chaired by the parliamentarian, and a simple majority of its members will constitute a quorum. The parliamentarian will cast a tie-breaking vote as needed.
- e) The committee will convene at the discretion of the chair as is necessary to conduct its business, at least every once other week while the senate is in session, and as the president may time to time direct.
- f) The Bylaw Review Committee will:
  - i) Study and interpret the SGA bylaws as well as advise their president and vice president as to their interpretations.
    - (1) The Bylaw Review Committee will address changes as outlined by the president, Executive Committee, and/or Senate.
  - ii) Collect, record, and update the bylaws of all student organizations at West Chester University.
  - iii) Introduce all bylaws to the senate with recommendations for approval, rejection, or nullifications – except those of the Graduate Student Association, the Off-Campus and Commuter Association, and the Residence Hall Association.

- iv) Hold any necessary appeal hearings for probationary groups during the spring semester.
- v) Perform any other duties specified in these bylaws or delegated by the senate.

2) **Elections Committee**

- a) The committee will consist of a number of senators plus a chair; a simple majority of the members will constitute a quorum.
- b) The committee will convene at the discretion of the chair as is necessary to conduct its business, and as the president may from time to time direct.
- c) The Elections Committee will:
  - i) Supervise SGA general elections and all constitutional referendums according to these bylaws.
  - ii) Supervise the filling of all officer and senate vacancies according to these bylaws.
  - iii) Publicize SGA general elections.
  - iv) Establish and enforce all election rules as specified in these bylaws.
  - v) Create ballots and set up elections.
  - vi) Maintain and staff the polling places.
  - vii) Be responsible for the counting and tabulation of votes.
  - viii) Be impartial and have the power to disqualify any candidates that fail to follow election rules
  - ix) Ensure the inspection of any contested elections held by SGA governed organizations through review and observation of any appeals and mediate any disputes which may occur.
  - x) Perform any other duties specified in these bylaws or delegated by the Senate.

3) **Finance Committee**

- a) The current year's Finance Committee will be established by the second SGA meeting of the fall semester.
  - i) Membership of the committee will consist of a number of voting members, which will be decided at the discretion of the treasurer and the Executive Committee.
  - ii) All members must be approved for the appointment to the Finance Committee by the treasurer.
- b) All members of the Finance Committee must have received and understood the SGA bylaws and the Financial Policies and Procedures.
- c) All elected members of the Finance Committee will attend all meetings.
  - i) The accumulation of three absences in one semester or five in one year and/or unexcused, continual tardiness or leaving before adjournment will constitute grounds for removal.
  - ii) The removal proceedings of a committee member will follow the guidelines established in Article VII, Section C of these bylaws.
- d) The committee will be chaired by the treasurer, and a simple majority of its members will constitute a quorum. The treasurer will cast a tie-breaking vote as needed.
- e) The committee will convene at the discretion of the treasurer as is necessary to conduct business, at least once every other week when the senate is in session, and as the president may from time to time direct.
- f) The Finance Committee will:
  - i) Assist the SGA Treasurer in the preparation of the fiscal budget.
  - ii) Recommend to the senate allocations for auxiliary requests.
  - iii) Collect, record, and update the financial policies of all SGA recognized student organizations.

- iv) Conduct a seminar on SGA Financial Policies and Procedures and the budgeting process at least once during the fall semester for all student organization treasurers.
- v) Perform any other duties specified in these bylaws or delegated by the Senate.

#### 4) **Outreach Committee**

- a) The current year's Outreach Committee will be established by the second SGA meeting of the fall semester.
  - i) Membership of the committee will consist of a number of voting members, which will be decided at the discretion of the legislative affairs and West Chester community senators and the Executive Committee.
  - ii) All members must be approved for the appointment to the Outreach Committee by the legislative affairs and West Chester community senators.
  - iii) Outreach Committee seats will be filled by students elected to the positions by the SGA senate.
- b) All members of the Outreach Committee must have received and understood the SGA bylaws.
- c) All elected members of the Outreach Committee will attend all meetings.
  - i) The accumulation of three absences in one semester or five in one year and/or unexcused, continual tardiness or leaving before adjournment will constitute grounds for removal.
  - ii) The removal proceedings of a committee member will follow the guidelines established in Article VII, Section C of these bylaws.
- d) The committee will be chaired by the legislative affairs and West Chester community senators, and a simple majority of its members will constitute a quorum.
- e) The executive director of External Relations will advise the committee
- f) The committee will convene at the discretion of the legislative affairs and West Chester community senators as is necessary to conduct business, at least once every other week when the senate is in session, and as the president may from time to time direct.
- g) The Outreach Committee will:
  - i) Represent the students on the federal, state, and local levels in all areas pertaining to non-academic legislation that may affect student life at West Chester University.
  - ii) Work with the other Pennsylvania State System of Higher Education (PASSHE) schools to keep abreast of upcoming issues and events in the State System of Higher Education.
  - iii) Help plan and organize the annual Legislative Affairs Breakfast each spring.
  - iv) Organize a voter registration drive in collaboration with the Public Relations Committee every fall semester.
  - v) Reach out to local legislators and officials and work with them on different initiatives.
  - vi) Plan and execute a Community Engagement Meeting to be held on campus once per semester.
  - vii) Perform any other duties specified in these bylaws or delegated by the senate.

#### 5) **Public Relations Committee**

- a) The current year's Public Relations Committee will be established by the second SGA meeting of the fall semester.
  - i) Membership of the committee will consist of a number of voting members, which will be decided at the discretion of the public relations officer and the Executive Committee.
  - ii) All members must be approved for the appointment to the public relations officer.
- b) All members of the Public Relations Committee must have received and understood the SGA bylaws.



- c) All elected members of Public Relations Committee will attend all meetings.
  - i) The accumulation of three absences in one semester or five in one year and/or unexcused, continual tardiness or leaving before adjournment will constitute grounds for removal.
  - ii) The removal proceedings of a committee member will follow the guidelines established in Article VII, Section C of these bylaws.
- d) The committee will be chaired by the public relations officer, and a simple majority of its members will constitute a quorum. The public relations officer will cast a tie-breaking vote as needed.
- e) The committee will convene at the discretion of the public relations officer as is necessary to conduct business, at least once every other week when the Senate is in session, and as the president may from time to time direct.
- f) The Public Relations Committee will:
  - i) Develop an annual marketing plan based on SGA's calendar of events by the third week of the fall semester.
  - ii) Contribute to and update all SGA social media accounts and maintain a minimum of two posts per week.
  - iii) Create and submit columns or advertisements to different campus platforms.
  - iv) Keep record of all photos or videos taken throughout the year.
  - v) Create a visual "end of year report".
  - vi) Create flyers and/or other marketing materials.
  - vii) Design and execute plans for any SGA social events (e.g., fundraising galas, transitional celebrations) with the assistance of the vice president.
  - viii) Promote SGA business to the campus community in a clear, effective, and engaging manner.
  - ix) Perform any other duties specified in these bylaws or delegated by the senate.

### *Section B: Ad Hoc Committees*

- 1) Ad hoc committees will be created at the discretion of the Executive Committee with the approval of the senate.
  - a) The president will appoint the chair of each ad hoc committee.
  - b) A minimum of four members, not including the chair, will be appointed by the Executive Committee with the approval of the senate.
  - c) An ad hoc committee will convene at the discretion of the committee chair as is necessary to conduct business, and as the president may from time to time direct.
  - g) A simple majority of the members will constitute a quorum. The chair will cast a tie-breaking vote as needed.
  - d) These committees will dissolve upon the completion of their assigned task, or at the end of the senate year unless otherwise directed by the senate.

### *Section C: Chairperson of a Standing Committee*

- 1) Chairpersons of the Standing Committees will:
  - a) Be a member of the senate.

- b) Submit a written report to the vice president promptly after each committee meeting, which will detail the actions of that committee - excluding the Finance Committee and Bylaw Review Committee, which answer directly to the president.
- c) Convene their committees as directed by these bylaws.
- d) Submit their respective committee's attendance to the secretary each week.

## **Article X: Supremacy of the Senate and Bylaws**

### *Section A: The Senate*

- 1) The senate of the West Chester University SGA, as referred to in these bylaws, will have sole legislative power over matters concerning these bylaws, subject to the Constitution of the United States and the Laws of the Commonwealth of Pennsylvania.
- 2) The senate will be empowered to enact all legislation necessary and proper to carry foregoing into effect; such legislation will become effective upon passage by the senate.

### *Section B: The Bylaws*

- 1) These bylaws and all acts of the senate made in the pursuance thereof will be the supreme law of the SGA, and all SGA recognized student organizations of the West Chester University would be bound thereby, anything in the bylaws of other organizations to the contrary ratified notwithstanding.
- 2) Any revisions to these bylaws will originate from the senate or the Executive Committee through open discussion during a senate meeting or communication with the SGA parliamentarian. After a revision is suggested, it will be voted upon in the Executive Committee.
  - a) If the proposed change passes a simple majority vote in the Executive Committee, it will proceed to the senate.
  - b) If the proposed change fails a simple majority vote in the Executive Committee, it will proceed to the Bylaw Review Committee
    - i) If the proposed change passes a simple majority in the Bylaw Review Committee, it will proceed to the senate.
    - ii) If the proposed change fails a simple majority vote in the Bylaw Review Committee, it will not proceed to the senate for the duration of the semester.
  - c) If approved by the Executive Committee or by the Bylaw Review Committee, a proposed bylaw change will proceed to the senate. With the final version being agreed upon, the changes, time and date of final approval shall be advertised at least one week in advance on the vote. The measure will be adopted with two-thirds of the members of the senate present voting in the affirmative.
- 3) All previously ratified bylaws of the SGA and its predecessors are null and void. Only the SGA bylaws, as amended, the SGA Financial Policies and Procedures, as amended, Student Organization Policies and Procedures Manual, as amended, and fiscal budgets will have binding power.
- 2)

### *Section C: Nonbinding Resolutions*

- 1) A nonbinding resolution is defined as a formal statement by the SGA expressing opinion, recommendations, or stances on various campus issues or matters of student concern. Nonbinding

resolutions shall not carry the force of binding policy but serve to raise awareness, promote discussion, and convey the sentiments of the student body.

- 2) Any nonbinding resolutions will originate from the senate or Executive Committee. After a resolution is suggested, it will be voted upon by the Executive Committee.
  - a. If the proposed resolution passes a simple majority vote in the Executive Committee, it will proceed to the Bylaw Review Committee.
  - b. The Bylaw Review Committee will ensure that there are no contradictions between the proposed nonbinding resolution and the bylaws of the SGA. If the proposed resolution passes a majority vote in the Bylaw Review Committee, it will proceed to be voted on by the majority of the SGA senate.
- 3) Once a nonbinding resolution is passed by the SGA senate, the secretary will be responsible for posting it to the SGA website, and the president will be responsible for sending it to any pertaining bodies or members of the university.

### *Section C: Other Student Organizations*

- 1) All new and forming organizations seeking recognition from SGA will follow the steps and timeline detailed in the Student Organization Policies and Procedures Manual.
- 2) The bylaws of all student organizations will be referred to the Bylaw Review Committee for its review. No bylaws will violate the Constitution of the United States, the Laws of the Commonwealth of Pennsylvania, West Chester University regulations, the SGA bylaws, the Student Organization Policies and Procedures Manual, and/or the SGA Financial Policies and Procedures.

### *Section D: Senate Year*

- 1) The senate year will begin by the second week of the fall semester and end by the last week of April of the following year, beginning with the induction of SGA officers and ending with the induction of their successors.

### *Section E: Summer Break Powers*

- 1) For the duration of the summer vacation, all powers of the senate, excluding removal of officer proceedings, will be vested in the Executive Committee until the first regular meeting of the fall semester.
  - a) Bylaw changes may be made with the consensus of the Executive Committee and the approval of the advisor.

### *Section F: Financial Policies*

- 1) All financial policies for the SGA will be enumerated in the SGA Financial Policies and Procedures, which will be the final word on financial matters of SGA, as amended and approved by a majority vote of the SGA Senate and approved by the SSI Board of Directors.

### *Section G: Organizational Policies*

- 2) All organizational policies for SGA will be enumerated in the Student Organization Policies and Procedures Manual, which will be the final word on organizational matters of SGA, as amended and approved by a majority vote of the senate and approved by the vice president of Student Affairs.

## **Article XI: Anti-Discrimination Clause**

- 1) The SGA will not deny membership to anyone who wishes to join based on gender identity/expression, race, religion, creed, national origin, ancestry, age, marital status, sexual orientation, disability, or veteran status.

### ***Revisions***

Revised by Elizabeth Gibson, Parliamentarian 2017-2018

Revised by Sean Milligan, Parliamentarian 2018-2019

Revised by Duncan Espenshade, Parliamentarian 2019-2020

Revised by Maeve Dowd, Parliamentarian 2020-2021

Revised by Brenna McGowan, Parliamentarian 2021-2022, 2022-2023

Revised by Keilah Hanley, Parliamentarian 2023-2024

Revised by Caleb Winters, Parliamentarian 2024-2025