



West Chester University
Student Government Association
Senate Bylaws

Table of Contents

Article I. Purpose

Article II. Authority

Article III. Meetings

Article IV. Eligibility

Article V. Elections

Article VI. Tenure & Succession

Article VII. Senator Roles & Responsibilities

Article VIII. Special Assignment Senator

Article IX. Senate Leadership

Article X. Senator Removal

Article XI. Senate Communications & Resolutions

Article XII. Amendments

Article I

PURPOSE

The purpose of the legislative branch of the Student Government Association is to work on initiatives, plan campus programming, and communicate initiatives to the student body.

Article II

AUTHORITY

Review the authority of the Senate here as opposed to the committees and Executive Committee.

- I. All members of the Student Government Association shall have the following authorities, powers, and responsibilities, in addition to those set forth in the Constitution:
 - a. To support and abide by all SGA governing documents.
 - b. To recommend legislation to the Assembly.
 - c. To address the Assembly.
 - d. To perform other duties as assigned by the governing documents.

Article III

MEETINGS

I. Meeting Time

- a. SGA Business will take place on Tuesdays at 7:15 PM. It is up to the discretion of the Executive Committee as to which Tuesdays will be Senate, which Tuesdays will be committee meetings, and which Tuesday will be Town Hall.
- b. Special meetings may be called, with due notice, at the discretion of the Executive Committee or by a written petition calling for a special meeting signed by one-fifth of the current senators.
 - i. Due notice will be defined as 24 hours when school is in session and 48 hours during the summer and winter breaks.
 - ii. The purpose of the meeting will be stated in the call.

II. Conduct

- a. 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.
- b. All meeting members will display decorum during meetings or SGA business.
- c. 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.

III. Attendance

- a. All Senators are required to attend all Senate, committee meetings, and town halls.
- b. Excused absences will be determined by the Executive Committee.

- c. Three unexcused absences will result in an automatic removal from the Senate.

IV. Quorum

- a. A quorum of the Senate will be a simple majority of the members holding seats.

V. Open Meetings

- a. All meetings of the senate will be open, except during impeachment trials and removal proceedings.

Article IV

ELIGIBILITY

- I. 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.
- II. Students must have at least a 2.5 cumulative GPA in order to be eligible to run, unless they are a first-semester, first-year student.
- III. Students must be in good standing with the Office of Student Conduct.

Article V

ELECTIONS

- I. Elections for Senate seats will be held at the beginning of the Fall semester as determined by the Executive Committee.
 - a. Eligible students will complete an interest form releasing a grade check and conduct check by the advisors of SGA.
- II. Unfilled Senate seats will be filled in an election held at the beginning of the Spring semester as determined by the Executive Committee.
 - a. Eligible students will complete an interest form releasing a grade check and conduct check by the advisors of SGA before running.
- III. The Executive Committee will create the rules for processes, debates, campaigns, etc, of Senator position elections.
- IV. Special elections may occur at the discretion of the Executive Committee.

Article VI

TENURE AND SUCCESSION

- I. If elected in the Fall or Spring semester, the senator is expected to complete their term at the last Senate meeting of the Spring term.
- II. Senators may run for their seat at the beginning of the next academic year.
- III. There are no term limits for Senator seats as long as the student remains eligible.

Article VII

SENATOR ROLES AND RESPONSIBILITIES

The Senate will be comprised of a total of 27 Senator positions. These positions will be expected to collaborate and will fall under the following categories: Academic, Student Life, and At-Large.

I. General Senator Expectations

- a. Represent the student body and communicate between the students, faculty, and staff on issues pertaining to their seat.
- b. Serve on SGA standing and special committees.
- c. Attend all SGA Senate meetings and events as deemed required by the Executive Committee.
- d. Serve on University committees deemed relevant to the Senator position as necessary.
- e. Attend required training and onboarding opportunities as deemed required by the Executive Committee.
- f. Each senator should have at least (3) reports each semester.
 - i. There should be at least (1) report each month in order to not have (3) reports past mid-terms.
- g. Collaborate and lead SGA-hosted town halls as relevant to the Senate seat.

II. General Senator Privileges

- a. Be a voting member of the Senate.
- b. Oversee and approve all campus elections and referenda.
- c. Establish standing and special committees of the Senate.
- d. Have the power to override a Presidential veto by a two-thirds (2/3) vote of the Senators present immediately at the next voting opportunity of the body.
- e. Approve the suggestions of the Allocations Committee.
- f. Recommend all necessary rules and regulations for the administration of the activities of the SGA.
- g. Be invited to University-sponsored events and activities.
- h. Enact all legislation, which shall be necessary and proper to execute and enforce the foregoing and all other powers, vested by this constitution in SGA or in any department or office thereof.
- i. Propose resolutions on behalf of the SGA.

III. Senator Positions

- a. **Academic:** These seats will work collaboratively to provide feedback that can be presented to the Provost. The filled seat with the largest College will serve on the Curriculum and Academic Policies Council (CAPC). One Academic senator will serve on University committees relating to Faculty Relations.
 - i. **College of Arts and Humanities Senator**
 - 1. Meeting with the Dean of the College of Arts and Humanities.

2. Establishing means of communication with students in the College of Arts and Humanities at least once a semester to address their concerns and needs.
3. Actively being a member of the College of Arts and Humanities.

ii. College of Business and Public Management Senator

1. Meeting with the Dean of the College of Business and Public Management.
2. 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.
3. Actively being a member of the College of Business and Public Management.

iii. College of Education and Social Work Senator

1. Meeting with the Dean of the College of Education and Social Work.
2. 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.
3. Actively being a member of the College of Education and Social Work.

iv. College of Health Sciences Senator

1. Meeting with the Dean of the College of Health Science.
2. Establishing means of communication with students in the College of Health Sciences at least once a semester to address their concerns and needs.
3. Actively being a member of the College of Health Sciences.

v. College of the Sciences and Mathematics Senator

1. Meeting with the Dean of the College of the Sciences and Mathematics.
2. 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.
3. Actively being a member of the College of the Sciences and Mathematics.

vi. Honors College Senator

1. Meeting with the Dean of the Honors College.
2. Establishing means of communication with students in the Honors College at least once a semester to address their concerns and needs.
3. Actively being a member of the Honors College.

vii. University College Senator

1. Meeting with the Dean of University College.

2. 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.
3. Meeting with representatives from the ASP, LARC, OEA, Writing Center, Interdisciplinary and Exploratory Studies, and ROTC at least once in the semester.
4. Hosting at least one tabling event per semester to raise awareness of campus resources.

viii. Wells School of Music Senator

1. Meeting with the Dean of the Wells School of Music.
2. Establishing means of communication with students in the Wells School of Music at least once a semester to address their concerns and needs.
3. Actively being a member of the Wells School of Music.

b. Student Life: These seats will work collaboratively with a focus on the student experience at West Chester University outside the classroom.

i. Athletics

1. Meeting with the Director of Athletics.
2. Attending all Athletic Advisory Board meetings.
3. Promoting student attendance at WCU athletic games.
4. Actively being a member of an NCAA recognized team.

ii. West Chester Community

1. Meeting with the Director and supporting all initiatives of the Career Development Center, Center for Civic Engagement and Social Impact, Alumni Relations, the mayor of West Chester, and the West Chester Borough Council President.
2. Attending all Alumni Association's Board of Directors meetings, West Chester Borough Council meetings, and Community Council Committee meetings.
3. Aid in developing professionalism, career readiness, and engagement with alumni life among senators.
4. Promoting a minimum of two community service activities per semester among the SGA and other student organizations.
5. Meeting at least once a semester with the mayor of West Chester and the West Chester Borough Council president.

iii. Access, Compliance, & Engagement (2)

1. Must be appointed by Vice President for Access, Compliance, and Engagement.
2. Meet with the Directors of the DMC, CWGE, CTQA, and Veterans Center and support campus initiatives.

3. Meet once a semester with the Vice President for Access, Compliance, and Engagement.
4. Interfacing with multicultural student organizations and promoting a minimum of five diversity-centric events per semester amongst the SGA and other student organizations.
5. Serve on relevant committees and initiatives at the discretion of the Vice President for Access, Compliance, and Engagement,

iv. Connection & Belonging (2)

1. Must be appointed by the Director of Connection and Belonging.
2. Meeting with the Director of Student Connection & Belonging and supporting department initiatives.
3. Meeting with the president of each council: IFC, PHC, NPHC, MGC.
4. Being a member of the FSL community.
5. Meeting with the Fraternal Programming Board monthly.
6. Attend Homecoming and Campus Traditions meetings.

v. On-Campus Housing and Dining

1. Must live on campus and possess a dining meal plan.
2. Meeting with the director of Dining Services and the Director of Residence Life and Housing.
3. Attending all Dining Advisory Board.
4. Attend all pertinent RLH and Dining Services events.

vi. Health and Wellness

1. Meeting with the Directors of Student Health Services, Wellness Promotion, Counseling Center, Campus Recreation and the president of the Sports Club Council (SCC).
2. Organizing SGA participation in campus recreation teams.
3. Attending all events relevant to student Health and Wellness.
4. Participating in all initiatives relevant to student Health and Wellness.

vii. Student Experience

1. Must live off-campus or commute to campus.
2. Meeting with the Director of Student Experience and WCU Public Safety and support campus initiatives.
3. Attend all committees and programs as deemed necessary by the Director of the Student Experience.
4. Engage in Parent and Family Relations activities.
5. Assist in SGA and student organization participation in the Annual Day of Giving.
6. Attending all Parking and Transportation Committee meetings.
7. Organizing a parking and public safety open forum at least once per semester.

8. Lead initiatives to gather data about the student experience.
9. Assist in program development that contributes to the student experience.

viii. First Gen Senator

1. Meeting with the co-chairs of the West Chester's First Initiative at the beginning of each semester.
 2. Attending all West Chester's First full committee meetings.
 - a. Serving on the programming sub-committee.
 3. Attending at least one West Chester's First or First-Gen Rams event per month.
 4. Actively being a first-generation student as defined by West Chester University.
- c. **At-Large:** The work of at-large senators will be determined by the Executive Committee before each election. It is up to the discretion of the Executive Committee to define these roles as relevant to the work of the administration or feedback derived from Town Halls.
- i. At-Large Senator (10)
 1. Meet with the President and Vice President as determined by the administration.
 2. Champion issues that affect students across campus by participating in SGA Committees to drive strategic change.
 3. Specific role descriptions will be available at each election.

Article VIII

SPECIAL ASSIGNMENT SENATORS

- I. If a University department, committee, initiative, or administrator comes to the SGA Executive Committee requesting a senator seat, the Executive Committee will first determine if an existing senator can absorb those duties.
- II. If not, the Executive Committee may create a Special Assignment seat for one term.
- III. If SGA would like to add the seat to the Senate, they must do so through the procedures outlined in Article XI.

Article IX

SENATE LEADERSHIP

After the Fall election, the SGA Executive Committee will appoint Senators to leadership positions. The process for applying will be determined by the Executive Committee. The positions to be appointed are below:

I. Parliamentarian

- a. Educate the Senate on Robert's Rules of Order and Parliamentary Procedure.

- b. Ensure the Senate adheres to Robert's Rules of Order and Parliamentary Procedure.
- c. Be a member of the SGA Bylaw Review Committee.
- d. Attend all Senate meetings or appoint another designee from Senate if unable to attend.

II. Sergeant at Arms

- a. Educate the Senate on business casual attire and decorum.
- b. Ensure and enforce that the Senate adheres to business casual attire and decorum.
- c. Greet guests who are coming to Senate as public comment speakers, presenters, etc.
- d. Attend all Senate meetings or appoint another designee from Senate if unable to attend.

Article X

SENATOR REMOVAL

As elected representatives of the student body, members of the Senate may be removed due to either failure to complete their duties or inappropriate conduct. Removal due to absence is outlined in Article III, section III.

- I. The following procedures will outline the removal proceedings for failure to complete duties or inappropriate conduct outside of absences.
 - a. If a member of SGA believes that a Senate member should be removed due to the above reasons, a written formal complaint must be sent to the advisors of SGA.
 - b. Upon receipt of the formal complaint, the advisors will meet one-on-one with the complainant to discuss the allegation.
 - c. The advisors will determine if the complaint should be forwarded to the Executive Committee for removal proceedings or if the complaint can be mitigated with a one-on-one conversation with the Senate member and a facilitator.
 - d. If opportunities to resolve the complaint among members fail, the complaint will be forwarded to the Executive Committee for discussion.
 - e. The Executive Committee will determine if the Senator should be referred to the Senate for removal proceedings.
 - f. If a majority of the Executive Committee votes in the affirmative, then the advisors will meet with the respondent to review the complaint at least 48 hours before the Senate meeting. The respondent will also receive a copy of the complaint at least 48 hours in advance of the Senate meeting.
 - g. At the Senate meeting, the complaint will be read aloud to the Senate by the President or a designee. The complainant may choose to be in the room while the complaint is being read.
 - h. The respondent will then have 10 minutes to respond to the complaint.
 - i. The Senate will be provided with time to ask the respondent questions.

- j. At the end of the questioning, the complainant and respondent must leave the room while the Senate is in discussion.
- k. At the conclusion of discussion, the President or their designee will call for an anonymous vote of all Senators.
- l. A 2/3 majority in the affirmative is required for removal.
- m. The SGA advisors will send the respondent the outcome of the removal procedure via electronic mail.

Article XI

SENATE COMMUNICATION AND RESOLUTIONS

- I. Are proposed changes, recommendations, or documents of recognition for an action outside of the SGA's direct influence.
 - a. Can be introduced and sponsored by a Senator or Executive Board member.
 - b. Proposed resolutions should be given to the chair of the Constitution and Bylaw Committee by 4:00 PM the Friday before the next scheduled SGA Senate meeting.
 - c. Following approval by the Constitution and Bylaw Committee, resolutions may be discussed during a Senate meeting, by adhering to the procedural guidelines in Robert's Rules of Order.
 - d. Resolutions are voted on by the Senate and approved by a simple majority vote (50% +1).
 - e. Are published and posted as appropriate in a timely manner on SGA social media, the SGA website, and other forms of communication.

Article XII

AMENDMENTS

- I. Are proposed changes to the Bylaws or Constitution of the SGA.
- II. Can be introduced and sponsored by a Senator, the President, Parliamentarian, Director of Organizational Relations or by 15% of the student body in a signed petition.
- III. Following approval by the Constitution and Bylaw Committee, amendments may be discussed during Senate meetings, by adhering to the procedural guidelines outlined in Robert's Rules of Order.
- IV. Bylaws amendments are voted on by the Senate and approved by a $\frac{2}{3}$ majority vote of the Senate. Constitutional amendments are voted on by the Senate and by a $\frac{2}{3}$ majority of the Senate and ratified by a referendum of the student body in the affirmative (50% + 1).

Approved by the SGA Executive Board, August 2025.