

West Chester University
Student Government Association
Bylaws

(Revised February 2019)



West Chester University
Student Government Association

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 students, and constantly work in the benefit of all students. The SGA will work to ensure that all rights and privileges are shared by all. The SGA will make certain 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: Council of Organizations

1. The first Tuesday of each month at 7:15pm, unless deemed otherwise by the president, will be deemed "Council of Organizations." Every student organization will be required to send an executive board representative to this meeting. If an organization fails to attend this meeting with no written excuse to the secretary within 48 hours, this organization will be suspended by the SGA until the commencement of the next Council of Organizations, meaning that all SSI accounts will be frozen and the organization will be demoted one level within the room reservation rating tier.
 - a. If a student organization feels as though they were unfairly suspended, they will have the ability to appeal their suspension to the full senate.
 - i. A student organization must express their intent to appeal via an email sent to the secretary no later than one (1) week after the date of the missed meeting.
 - ii. Upon presentation to the senate, the senators will vote on whether or not the decision of suspension will be affirmed or reversed.
 - b. Organizations with recurring academic commitments at the time of Council of Organizations must submit a written explanation to be excused from attendance to every meeting. The request will be accepted upon approval of the SGA Senate.

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- c. Each organization shall be responsible for producing a report on the semester's activities by the last Council of Organizations meeting via an online form.

Section C: 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 D: Quorum

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

Section E: Open Meetings

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

Section F: 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 (1/5) 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 G: 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.

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- a. Those who meet the above eligibility requirements will be able to vote in the general senate seat elections held at the beginning 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 able to be re-elected to any senate position until the next academic year.

Section B: Senate Composition

1. Student Life –19
 - a. On Campus Housing Senator
 - b. Off Campus and Commuter Senator
 - c. Dining Services Senator
 - d. New Student and Admissions Senator
 - e. Career Development Senator
 - f. Campus Health and Wellness Senator
 - g. Athletics and Recreation Senator
 - h. Community Service Senator
 - i. Multicultural Affairs Senator
 - j. Parking and Public Safety Senator
 - k. West Chester Community Senator
 - l. Legislative Affairs Senator
 - m. Public Relations Senator
 - n. Student Leadership and Involvement Senator
 - o. Francis Harvey Green Library Senator
 - p. Sexuality and Gender Equity Senator
 - q. Panhellenic Council Senator
 - r. Interfraternal Council (IFC) Senator
 - s. Multicultural Greek Council (MGC) Senator
 - t. National Pan Hellenic Council (NPHC) Senator
2. Academic – six (6)
 - a. College of Arts and Humanities Senator
 - b. College of Health Science Senator
 - c. College of the Sciences and Mathematics
 - d. College of Business and Public Management
 - e. College of Education and Social Work
 - f. Honor's College
 - g. Wells School of Music

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3. Administrative – five (5)
 - a. Facilities Senator
 - b. Sustainability Senator
 - c. Alumni Relations Senator
 - c. Technology Senator
 - d. Curriculum and Academic Policies (CAPC) Senator
 - e. Faculty Relations Senator

4. Special Assignment Senators – Will be determined by the executive board of the SGA

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

1. Students seeking senate seats as outlined in Article III, Section B, shall be elected by the general senate.
2. Students seeking senate seats as outlined in Article III, Section B, Part 2, shall be a student of that college unless deemed otherwise qualified by a simple majority of the SGA senate.
3. Will have the SSI activity fee paid in full by the end of the fourth full week of each semester.
4. Will have received and understood the SGA bylaws.
5. Must have a cumulative GPA of 2.25 or better at West Chester University at the time of election and throughout the senate year.
 - i. 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. If running after the second week of the fall semester, prospective senators must attend one (1) general assembly meeting in order to run for a seat. They must sign in with the secretary prior to the meeting and after the meeting.
7. 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 board 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 have the ability to recommend all necessary rules and regulations for the administration of the activities of SGA.
3. Senators will serve for a term of one (1) senate year, made up of two (2) academic semesters.
4. Senators may serve for more than one (1) term if so elected.
5. Senators will be required to serve on one (1) SGA standing committee and attend all of those meetings.
6. Senators will attend all scheduled meetings, including special.
7. Senators will be voting members of the senate.

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8. Senators will have received and understood the SGA bylaws.
9. Senators will attend three (3) SGA sponsored event per semester.
 - a. All events will have been completed prior to the last meeting of the semester.
10. Senators are responsible for giving at least two (2) oral reports a month; reports must be emailed to the secretary at least one (1) hour prior to the meeting in which the report will be given.
 - a. At least six reports should be given prior to the last meeting of the semester.
11. Senators will meet monthly with their position's advisors or respective designee, unless stated otherwise.

Section E: Duties of Senator Positions

Student Life

1. **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 RHA.
 - i. Attending at least one (1) meeting of RHA monthly.
 - c. Meeting with the director of Residence Life and the director of Housing.
 - d. Organizing an open forum at least once a semester that will be open to all students.
2. **Off Campus and 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 (OCCS).
 - c. Meeting with the president of the Off Campus and Commuter Association (OCCA)
 - i. Attending at least one (1) meeting of OCCA monthly.
3. **Dining Services Senator** duties will consist of:
 - a. Meeting with the director of Dining Services.
 - b. Attending all Dining Advisory Board meetings.
4. **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.
5. **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.
6. **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.

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7. **Athletics and Recreation Senator** duties will consist of:
 - a. Meeting with the director of Athletics.
 - b. Meeting with the president of the Sports Club Council (SCC).
 - c. Attending all Athletic Advisory Board (AAB) meetings.
 - d. Meeting with the director of Campus Recreation.

8. **Community Service Senator** duties will consist of:
 - a. Meeting with the director of the Office of Service Learning and Volunteer Programs (SLVP).
 - b. Manage adopt-a-block participation for SGA.
 - c. Promoting a minimum of five (5) community service activities per semester amongst the SGA and other student organizations.

9. **Multicultural Affairs Senator** duties will consist of:
 - a. Meeting with the director of the Lawrence A. Dowdy Multicultural Center serving as chair of the Multicultural Affairs Committee.
 - b. Planning Diversity Week.

10. **Parking and Public Safety Senator** duties will consist of:
 - a. Meeting with the director of WCU Public Safety.
 - b. Attending all West Chester University Parking and Transportation Committee meetings.
 - c. Organizing a parking and public safety open forum at least once per semester. d. Serving as a liaison between the SGA and WCU's Public Safety Department.

11. **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 unless deemed otherwise.
 - b. Attending all West Chester Borough Council meetings.
 - c. Serving as a member of the Community Campus Coalition and attending all meetings unless deemed otherwise.
 - d. Serving as a member of the West Chester Together Committee and attending all committee meetings unless deemed otherwise.

12. **Legislative Affairs Senator** duties will consist of:
 - a. Meeting with the West Chester University Executive Director for External Relations.
 - b. Serving as chair of the Legislative Affairs Committee.

13. **Public Relations Senator** duties will consist of:
 - a. Managing all SGA social media accounts.
 - i. Posting at least twice a week on social media.
 - b. Reporting weekly on any public relation issues to the senate. c. Writing press releases about upcoming SGA events and issues.
 - d. Meeting with the executive director of the Office of Communications.

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14. **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, unless deemed otherwise.
 - b. Promote programing offered by Office of Student Leadership and Involvement and other student organizations.
15. **Francis Harvey Green Library Senator** duties will consist of:
- a. Serving as a liaison between the Francis Harvey Green Library, the SGA, and the entire campus.
 - b. Meeting with the University Librarian.
 - c. Attending all Library Advisory Committee meetings.
16. **Sexuality and Gender Equity Senator** duties will consist of:
- a. Meeting with the director of the Center for Women and Gender Equity.
 - b. Meeting with the director for LGBTQA services.
 - c. Meeting with the president of the Sexuality and Gender Alliance (SAGA).
 - i. Attending at least one SAGA meeting per month.
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 meetings.
 - d. Serving as a liaison between SGA and panhellenic community.
18. **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.
 - d. Serving as a liaison between SGA and IFC community.
19. **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. Attend Board of Delegates meetings.
 - d. Be current member of an MGC chapter.
 - e. Serve as a liaison between SGA and the Multicultural Greek community.
19. **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. Attend Board of Delegates meetings.
 - d. Be a current member of a NPHC chapter.
 - e. Serve as a liaison between SGA and the Divine Nine fraternities and sororities.

Academic

1. **College Senators** duties will consist of:

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- a. Serving as a liaison between the SGA and each represented school.
- b. Meeting with the respective dean.
- c. Holding an open forum with students in the school at least once a semester to address their concerns and needs.
- d. Actively being a member of said college.

Administrative

1. **Facilities Senator** duties will consist of:
 - a. Meeting with the executive director of Facilities Administration.
 - b. Attending all Council of Trustees Facilities Committee meetings.
 - c. Acting as a student liaison on any meeting regarding current construction projects.
2. **Sustainability Senator** duties will consist of:
 - a. Meeting with the director of the Office of Sustainability.
 - b. Attend all Sustainability Advisory Council (SAC) meetings.
 - c. Serving as the liaison between the Senate and the Office of Sustainability, and all of their initiatives.
3. **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.
3. **Technology Senator** duties will consist of:
 - a. Meeting with the vice president for Information Services and Technology.
 - b. Meeting with the technical operations coordinator at Sykes Student Union.
 - c. Meeting with the director of ResNet.
 - d. Meeting every other month with the director of the Academic Computing Center, unless deemed otherwise by such director.
 - e. Attending all Council of Trustees' Technology Committee meetings.
4. **Curriculum & Academic Policy Council (CAPC) Senator** duties will consist of:
 - a. Serving as a liaison between the SGA and the Curriculum & Academic Policy Council.
 - b. Attending all meetings of the Curriculum & Academic Policy Council.
 - c. Serving as a student representative on at least two (2) of the following CAPC committees:
 - i. General Education
 - ii. Program Review
 - iii. Undergraduate Programs
 - iv. University Policies
5. **Faculty Relations Senator** duties will consist of:
 - a. Serving as a liaison between the SGA and the Faculty Senate.
 - b. Meeting with the president of the Faculty Senate.

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- c. Attending all Faculty Senate meetings.
- d. Attending all Association of Pennsylvania State College and University Faculties (APSCUF) Committee meetings.

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.
 - b. The total number of special assignment seats will be deemed by the SGA president.

Section F: Use of a Proxy

1. The use of a permanent proxy by a senator will not be permitted.
2. When a senator uses a proxy:
 - a. Proxies shall not be used more than twice in any semester
 - b. The senator will email the secretary and carbon copy the president and vice president when using a proxy. The senator must include whether the proxy will have voting privileges granted or denied for the general assembly meeting.
 - c. The senator will submit an excuse to the secretary no later than the commencement of the next senate meeting.
 - d. Proxies will meet the same standards as a senator.

Article V: Officers of the Senate

Section A: The Executive Officers will be:

1. President
2. Vice President
3. Treasurer
4. Secretary
5. Parliamentarian
6. Trustee (appointed by the governor of the commonwealth of Pennsylvania)

Section B: Terms

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

Section C: Mentoring of Senators

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1. All executive officers will be assigned senators to meet with at least once a semester.
 - a. Officers should ensure senators are keeping up with their responsibilities and provide any guidance, support, or assistance necessary for the senator.

Section D: Qualifications for Executive Officers:

Each officer will:

1. Be a member of the SGA.
2. Have the SSI activity fee paid in full by the end of the fourth full week of each semester.
3. Be enrolled with a minimum of 12 academic credits throughout each semester of the senate year.
4. Have received and understood the SGA bylaws.
5. Be a student at West Chester University for at least one (1) year at the time of their election.
6. Have verified attendance to the following number of meetings within the past senate year:
 - a. President: 12 senate meetings
 - b. Vice President: ten (10) senate meetings
 - c. Treasurer: ten (10) senate meetings and five (5) Finance Committee meetings.
 - d. Secretary: ten (10) senate meetings
 - e. Parliamentarian: ten (10) senate meetings and five (5) Bylaw Review Committee meetings
7. Have a cumulative grade point average of 2.25 or better at the time of election and throughout the term.
8. Cannot be on another executive board of an organization that receives a stipend from SSI due to office hours.

Section E: Duties of the Officers

1. The president will:

- a. Preside over all meetings of the senate.
- b. Have the power to appoint and remove committee chairpersons with the consent of the Executive Committee and voted approval of the senate.
- c. Be recognized as the official representative of the SGA and of the senate.
- d. 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.
- e. Act as a liaison between the SGA and the president of the West Chester University by meeting with them at least once per month, unless deemed otherwise.
- f. Serve as chairperson of the Executive Committee.
- g. Be responsible for the writing, sending, and requesting of all correspondence, unless otherwise designated by the senate or these bylaws.
- h. Call special meetings of the senate with due notice, as defined in Article VII, Section E, Subsection 1 of these bylaws.

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- i. Carry on those privileges afforded the president in the current edition of Robert's Rules of Order, Newly Revised.
- j. Attend all Board of Student Government Presidents (BSGP) meetings.
- k. Be an ex-officio member of all SGA committees, both standing and ad hoc.
- l. Ensure that an executive board member speaks as a representative of the SGA at all new student orientations.
- m. Be available to the campus community during the summer and winter breaks, in order to plan for the upcoming term.
- n. Attend all West Chester University Council of Trustees meetings and a committee meeting of their choice.
- o. Provide, at least twice a semester, an open forum to address the concerns of the student body.
- p. Not be a voting member of the senate; except in the event of a tie.
- q. Be responsible for the training of their successor.
- r. Will hold ten (10) office hours per week.

2. The vice president will:

- a. Assume all duties of the president in the case of the president's absence.
- b. Accept all official responsibilities deemed necessary by the senate and/or the president.
- c. Be an ex-officio member of all the SGA committees, both standing and ad hoc.
- d. Be a voting member of the senate.
- e. Be responsible for the training of their successor.
- f. Serve as a liaison between the SGA and the senior vice provost
- g. Meet with the senior vice provost once a month.
- h. Attend all Council of Trustees' Academic Affairs Committee meetings.
- i. Attend all meetings of the University Academic Advising Committee.
- j. Ensure that each senator has attended the required three SGA-sponsored events per semester and determine which events will count towards the requirement.
- k. Responsible for collecting and submitting all Council of Organization attendance sheets.
- l. Responsible for contacting and scheduling senators and speakers for each Council of Organizations meeting.
- m. Will hold ten (10) office hours per week.

3. The treasurer will:

- a. Keep an accurate record of all SGA funds.
- b. 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 Finance Committee.
- c. Act as the chair of the SGA Finance Committee.
- d. Preside over meetings of the senate in the absence of the president and vice president.
- e. Propose, in conjunction with the Finance Committee, the budget for the next fiscal year.
- f. Publish in the student newspaper, during the spring semester, the proposed organizational budgets for the next fiscal year.

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- g. In consultation with the Finance Committee and the Bylaw Review Committee, periodically review and recommend changes to the SGA Financial Policies and Procedures.
- h. Act as a liaison between the SGA and the director of SSI by meeting together at least once a week.
- i. Be a voting member of the senate.
- j. Be responsible for the training of their successor.
- k. Serve as a liaison between the SGA and the vice president for Administrative and Fiscal Affairs.
- l. Meet with the vice president for Administrative and Fiscal Affairs once a month.
- m. Attend all University Budget Committee meetings.
- n. Attend all Council of Trustees' Fiscal Affairs Committee meetings.
- o. Serve as a student representative on the SSI Board of Directors, unless deemed otherwise.
- p. Will hold ten (10) office hours per week.

4. The secretary will:

- a. Keep a record of all senate proceedings.
- b. Be responsible for the distribution of the typed, proposed minutes within 72 hours after any regularly scheduled senate meeting.
- c. Be responsible for the distribution of the approved minutes at least 48 hours before the next regularly scheduled senate meeting if corrections were made.
- d. Maintain all non-financial records of the SGA.
- e. Be responsible for the distribution and creation of the typed agenda with consultation of the Executive Committee.
- f. Act as web manager of the SGA website.
- g. Receive correspondence and distribute it to the designated addressees.
- h. Be responsible for the attendance records of the SGA senate.
- i. Be responsible for notifying senators of their attendance status.
- j. Preside over the meetings of the senate in the absence of the president, vice president, and treasurer.
- k. Advise all committee chairs as to their duties and those of their committee.
- l. Act as chair of the Council of Committees.
- m. Be a voting member of the senate.
- n. Be responsible for the training of their successor.
- o. Ensure that the minutes will appear on the SGA website.
- p. Serve as chair of the Elections Committee unless they are seeking office, in which case the chair will be appointed by the president.
- q. Attend any Council of Trustees Committee meeting of their choice.
- r. Will hold ten (10) office hours per week.

5. The parliamentarian will:

- a. Uphold and maintain all rules and regulations stated in the bylaws of the Student Government Association.
- b. Uphold and maintain the rules contained in the current edition of Robert's Rules of Order, Newly Revised, so as to govern the senate in all cases to which they are applicable and not inconsistent with these bylaws.

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- c. Be responsible for maintaining and reviewing these bylaws at least once per senate term, making revisions if necessary.
- d. Serve as chair of the Bylaw Review Committee.
- e. Preside over the meetings of the senate in the absence of the president, vice president, treasurer, and secretary.
- f. Enforce the Student Organizational Policy and Procedure Manual (SOPP's) among constituent student organizations.
- g. Be an ex-officio member of all SGA committees, both standing and ad hoc.
- h. Not be a voting member of the senate.
- i. Be responsible for the training of their successor.
- j. Responsible for enforcing a time limit for all general board meeting guest speakers and forming clubs.
- k. Will hold ten (10) office hours per week.

6. The trustee will:

- a. Serve as a liaison between the SGA and the Council of Trustees.
- b. Attend all West Chester University Council of Trustees' meetings.
- c. Preside over the meetings of the senate in the absence of the president, vice president, treasurer, secretary, and parliamentarian.
- d. This position may be held in conjunction with another SGA executive board office.
- e. Not be a voting member of the senate.
- f. Be responsible for coordinating the selection process for and the training of their successor.
- g. Hold one (1) office hour a week.

Article VI: Elections and Successions

Section A: SGA General Elections

- 1. SGA general elections for officers will take place on the specific date which will be proposed by the Elections Committee and approved by the senate.
 - a. SGA general elections for senator seats will take place by the end of second week of the fall semester.
- 2. 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 (1) chair.
 - c. The secretary will chair the elections committee, and only have a vote in the case of a tie.
 - d. Senators will inform the secretary of their intention to join the Elections Committee. Senators must have attended five (5) 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 simple majority of the senate required for approval.
 - f. All voting done in the Elections Committee will be done in person and at an official Elections Committee meeting. All Elections Committee members will be given 48 hours notice of committee meetings.

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- g. If a member of the Elections Committee is absent for two (2) 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 (2/3) approval of the senate.
3. 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 and hard copy of the application must be submitted to the elections chair in the allotted time.
4. Election protests:
- a. All election protests will be filed in writing with the Election 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 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 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.
5. 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 needs a two-thirds (2/3) blind vote in the approval from the senate.
 - c. In the event that there is only one candidate running for each executive board position, there can be a motion to accept all candidates by a two-thirds (2/3) vote. The candidates will then be the Student Government Association executive board-elect.
6. New senators and officers will officially take office after officially taking their oath of office, which will be held by the end of the Spring semester.
- a. No senate of the Student Government Association, or its officers, will be dissolved until the new executive board has been sworn in.

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Section B: 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 SOPPs as interpreted by the parliamentarian. 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 office.

Section C: Succession of Senators

1. Vacancies in the body of senators elected in the general election will be filled by a member of the SGA nominated by the senate.

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 (3) absences in any one semester will be grounds for removal from the senate.
 - i. 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."
 - ii. Leaving any meeting more than 15 minutes early without submitting an excuse in writing to the secretary will constitute a "late."
 - iii. Three (3) "lates" will constitute one (1) absence.
 - c. Failure to attend three (3) SGA-sponsored events per semester.
 - d. Failure to provide at least two (2) oral reports per month or at least six (6) reports total in the semester.
 - e. All elected committee members will attend all their committee meetings. The accumulation of three (3) absences in one semester or five (5) in one (1) year, and/or unexcused continual tardiness or leaving before the adjournment will constitute grounds for removal from that committee. Procedure will follow the guidelines established for the removal of senators.
 - f. If any of the above criteria is met by a senator, they will be brought up for removal from the senate or committee for the duration of that current semester.

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1. However, 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.
- g. Failure to complete all necessary requirements with at least one meeting remaining during the semester.

Section B: Reasons for Committee Member Removal

1. A committee member may be removed for one or more of the following:
 - a. All elected committee members will attend all their committee meetings. The accumulation of three (3) absences in one semester or five (5) in one (1) year, and/or unexcused continual tardiness or leaving before the adjournment will constitute grounds for removal from that committee. Procedure will follow the guidelines established for the removal of committee member.
 - b. If any of the above criteria is met by a committee member, they will be brought be removed from the committee chair for the duration of that current semester.
 - i. The committee chair will be responsible for reporting the removal at the next scheduled general board meeting.
 - ii. However, if a committee member is to be removed they will unable to reapply for a committee until a full academic semester has past from their removal.

Section C: Removal Proceeding of a Senator

1. Any accused senator must be informed in writing at least two days prior to the trial via email.
2. An absolute (2/3) 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 board
 - c. The accused will be permitted a maximum of fifteen (15) minutes speaking time to answer the charges.
 - d. The floor will be open for questions.
 - e. The accused senator will leave the meeting.
 - f. The floor opens for debate amongst the senate.
 - g. Senate vote
 - h. Recess
 - i. Presentation of results to the senate
 1. The accused senator will be informed of the results no later than 24 hours after the trial.
 - j. Continuance of regularly scheduled senate meeting.

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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 (3) or more senate meetings in a single semester or five (5) or more meetings in a senate year.
4. Malfeasance of student funds.

Section E: Impeachment and Removal of Officers

1. Two (2) members of the senate may file written impeachment charges against any one (1) executive board officer at any regular meeting of the general senate during new business.
2. The highest officer 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 (5) senators.
 - b. The remaining four (4) members of the committee shall be elected by a majority of the SGA senate.
3. The chair will convene the committee within two (2) 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 consistence of the 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 (2) 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 (2) 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 (2) 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 provision the following will be the rank for determining who will preside:
 - a. President
 - b. Vice president
 - c. Treasurer
 - d. Secretary
 - e. Parliamentarian
 - f. Trustee
8. An absolute (2/3) majority vote is required to remove any executive board member.

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9. The agenda for trial proceedings will be as follows:
 - a. Call to order
 - b. Roll call
 - c. Presentation of charges by the accusers; the accusers will appoint a spokesperson who will be permitted a maximum of fifteen 15 minutes speaking time to answer the charges
 - d. The accused will be permitted a maximum of 15 minutes speaking time to answer the charges
 - e. The floor will be open for questions and debate
 - f. Vote
 - g. Recess
 - h. Continuance of regularly scheduled senate meeting

Article VIII: Executive Committee

Section A: Membership

The Executive Committee will consist of the officers of the SGA, and will be chaired by the president; quorum will consist of four (4) members of the committee.

Section B: Meetings

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 (1) time every summer to conduct necessary business.

- a. Special meetings of the committee will be called on the written request of any two (2) members of the committee; at least 48 hours notice is require to call a special meeting.

Section C: Objectives

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

Section D: Duties

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.

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Section E: Supremacy

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. Council of Committees

- a. The Council will consist of the secretary and chair of each standing committee.
- b. The Council will be chaired by the secretary and a simple majority of its members will constitute a quorum.
- c. The Council will convene at the discretion of the president as is necessary to conduct its business, at least once a month while the senate is in session, and as the president may from time to time direct.
- d. The Council of Committees will:
 - i. Discuss all business that is being transacted in the standing committees of the SGA.
 - ii. Set goals for each committee and to ensure these goals are achieved.
 - iii. Discuss any issues of concern voiced by committee members.
 - iv. Perform any other duties specified in these bylaws or delegated by the senate.

2. 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 members which will be decided at the discretion of the parliamentarian and Executive Committee.
 - ii. All members must be approved for the appointment to the Bylaw Review Committee by the parliamentarian.
 - iii. Bylaw Review Committee seats will be filled by students elected to the position by the SGA senate.
- b. All of the members of the committee must have received and understood the SGA Bylaws and Student Organization Policy and Procedure Manual.
- c. All elected members of the committee will attend all meetings. The accumulation of three (3) absences in one semester or five (5) in one year and/or unexcused, continual tardiness or leaving before adjournment will constitute grounds for removal. Procedure will follow the guidelines established for the removal of senators.
- d. The committee will be chaired by the parliamentarian, and a simple majority of its members will constitute a quorum.
- e. The committee will convene at the discretion of the chair as is necessary to conduct its business, at least every other week while the senate is in session, and as the president may time to time direct.

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- 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. The Bylaw Review Committee will address changes as addressed 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. Accept and review senate seat applications.
 - v. Hold any necessary appeal hearings for probationary groups during the spring semester.
 - vi. Perform any other duties specified in these bylaws or delegated by the senate.
- g. If vacancies occur in the Bylaw Review Committee, any replacement members must be nominated then approved by the senate.

3. 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. Make up 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.

4. Finance Committee

- a. The current year's Finance Committee will be established by the second SGA meeting of the fall semester, to conduct financial transactions.

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- i. Membership of the committee will consist of a number of voting members. The SGA treasurer will act as chair and cast a tie-breaking vote as needed.
 - ii. All members must be approved for the appointment to the Finance Committee by the treasurer.
 - iii. Finance Committee seats will be filled by students elected to the positions by the SGA senate.
- b. All of the members of the Finance Committee must have received and understood the SGA Bylaws and the Financial Policies and Procedures.
- c. All elected SGA Finance Committee members will attend all meetings. The accumulation of three (3) absences in one semester or five (5) in one year and/or unexcused continual tardiness or leaving before the adjournment will constitute grounds for removal. Procedure will follow the guidelines established for the removal of senators.
- d. The committee will be chaired by the treasurer, and a simple majority of its members will constitute a quorum.
- 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. Uphold the SGA Financial Policies and Procedures.
 - iii. Recommend to the senate allocations for auxiliary requests.
 - iv. Collect, record, and update the financial policies of all SGA recognized student organizations.
 - v. Perform any other duties specified in these bylaws or delegated by the senate.
 - vi. 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.
- g. If vacancies occur in the Finance Committee, any replacement members must be nominated and then approved by the senate.

5. Legislative Affairs Committee

- a. The committee will consist of a number of students, plus the Legislative Affairs Senator, acting as chair; a simple majority of the members will constitute a quorum.
- b. The committee will convene at the discretion of the co-chairs as is necessary to conduct its business, at least once every other week when the senate is in session, and as the president may from time to time direct.
- c. The Legislative Affairs 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. Inform the students of legislation that may affect them and provide them with a proper avenue to voice their opinions through programs such as letter writing campaigns and forums.

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- iii. Organize a voter registration drive in collaboration with the Public Relations Committee every fall semester.
- iv. Work with the other PASSHE schools to keep abreast of upcoming issues and events in the State System of Higher Education.
- v. Perform any other duties specified in these bylaws or delegated by the senate.
- vi. Organize the annual Legislative Affairs forum each spring semester.

6. Multicultural Affairs Committee

- a. The committee will consist of a number of students, plus the Multicultural Affairs Senator who will act as chair; a simple majority of members will constitute a quorum.
- b. The committee will convene at the discretion of the chair as is necessary to conduct business, at least once every other week while the senate is in session, and as the president may from time to time direct.
- c. The Multicultural Affairs Committee will:
 - i. Promote and enhance the flow of information by acting as liaison between all multicultural organizations on campus.
 - ii. Increase the knowledge and understanding of multicultural issues on campus by coordinating multicultural events and inviting university multicultural organizations to participate.
 - iii. Plan Diversity Week.
 - iv. Perform any other duties specified by 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 (4) 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.
 - d. A simple majority of the members will constitute a quorum.
 - e. 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: Chairpersons of the Standing Committees

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

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- 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. Attend all Council of Committees meetings.
- e. 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 Student Government Association, 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 Student Government Association, and all SGA recognized student organizations of the West Chester University will be bound thereby, anything in the bylaws of other organizations to the contrary ratified notwithstanding.
2. Any revisions to these bylaws will originate in the Executive Committee with the advice and consent of 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 (2/3) of the members of the senate present voting in the affirmative.
3. All previously ratified bylaws of the Student Government Association and its predecessors are null and void. On the SGA bylaws, as amended, the SGA Financial Policies and Procedures, as amended, Student Organization Policy and Procedure Manual, as amended, and fiscal budgets will have binding power.

Section C: Other Student Organizations

1. All groups seeking recognition from the SGA will first apply for recognition as a probationary group for a period of one year; they will be reviewed by the Bylaw Review Committee at the end of that period for its recommendation.
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 and/or the SGA Financial Policies and Procedures.

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Section D: Senate Year

1. The senate year will begin by the second week of the fall semester to the end 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 from officer proceedings, will be vested in the Executive Committee until the first regular meeting of the fall semester.
 - i. 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

1. All organizational policies for SGA will be enumerated in the SGA Student Organization Policy and Procedure 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

The Student Government Association 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.