

SENATE BY-LAWS 2018-2019

ARTICLE I

Name

This organization shall be known as the Senate of Wesleyan College Student Government Association (SGA).

ARTICLE II

Purpose

SGA should function as a practical means to establish and maintain effective government of the college, to increase a sense of individual responsibility, to work for the common good of each student, and to increase communication between all members of the Wesleyan campus community.

ARTICLE III

Membership

Section 1. All meetings of Senate are open to any member of the student body, but the elected members responsible for attending each meeting to represent concerns of their constituents are:

- a) Executive Board:
 - a. SGA President
 - b. Vice-President
 - c. Secretary/Treasurer
- b) Four Class Presidents
 - a. Senior Class President
 - b. Junior Class President
 - c. Sophomore Class President
 - d. First Year Class President
- c) Three Major Board Chair
 - a. Student Activism Chair
 1. Student Activism Vice-Chair
 - b. Student Activities Chair
 1. Student Activities Vice-Chair
 - c. Student Academics Chair
 1. Student academics Vice-Chair

Section 2. The term of office for each of the aforementioned positions begins with the start of the academic school year.

Section 3. Voting privileges are extended to all members of Senate except Executive Board officers. In order to refrain from undue influence toward motions and proposals put before Senate, the SGA Executive Board will not vote unless there is a tie, in which case, all the

Executive Board officers can vote except the President. If a tie vote still remains, only then can the President vote.

Section 4. The Director of the Lane Center will serve as advisor from a Student Affairs perspective, represent Senate to the administration, and will either personally attend or send a representative from the Student Affairs staff to report at the weekly Senate meetings.

ARTICLE IV

Meetings and SGA Sponsored Events

Section 1. Senate will meet every Monday night at 6 pm in a designated location. In addition, they will be expected to adhere to the SGA attendance policy.

Section 2. Special meetings will be called at the discretion of the President, or in absence of the President, the Vice-President.

Section 3. A quorum shall consist of 2/3rds of elected voting members or a proxy when applicable. There must be a quorum in order for Senate to conduct a meeting. To discourage absences, attendance shall still be taken in the absence of quorum and any penalties for excessive absences shall still apply (see Article IV, Section 4).

Section 4. All members of Senate are required to adhere to the Attendance Policy that is decided upon by the President each year.

a) In the event that it is necessary for a Senate member to be absent from a scheduled meeting, they should report it to the Secretary by Sunday at 6PM or at least 24 hours before the Senate meeting.

b) If a Senate member is to be absent short-term (two to four **consecutive** meetings) for any reason, they should arrange for one designated replacement from their organization to attend the meeting. Nevertheless, this replacement is not allowed to vote; their purpose is to gather any pertinent information in the absence of the regular Senate member to report back to their organization.

c) In the event of a long-term absence from SGA weekly meetings (an entire semester missed because of class ONLY), the affected Senate member shall no longer hold a position on SGA for that year.

1. This rule only extenuates to Senate members not directly elected to SGA, namely class presidents, diversity organization presidents, and major board presidents (see Article III, Section 2 of SGA Constitution).

2. This replacement must be a member of the executive board of the class or organization being represented in the position and will be permitted to vote during SGA meetings.

3. SGA Executive Board needs to be notified **in writing** within first three meetings.

4. This arrangement is contingent upon the fact that the Senate member is still responsible for all other duties pertaining to their Presidency.

d) Each member is allotted three absences (excused and unexcused) per semester from SGA meetings

e) Whether an absence is excused or unexcused is ultimately left up to the discretion of the SGA Executive Board. However, excused absences shall always include (but not be limited to) the following:

1. Moderate to severe illness (fever, contagion, etc.; Senate members should judge the severity of their illness reasonably)
2. Unexpected and unavoidable work obligation of which no prior notice(at least 24 hours) could be provided
3. Required event for academic classes (such as field trips, an exam, professor- mandated activities or preparation for an exam, etc.)

Section 5. At the first meeting of each academic semester, every Senate member will be required to sign a contract indicating the following:

1. They read, understand, and will comply with **all** aspects of the SGA Constitution and Senate By-Laws.
2. They will carry out the responsibilities for their position as outlined in the Senate By-Laws. Additionally, they have had the opportunity to discuss any questions regarding their position's duties with the SGA Exec Board.
3. They understand that should they fail to fulfill their responsibilities and/or exceed the number of allowed absences that they may be dismissed from Senate. However, the possibility of a written and verbal appeal to SGA Exec in a closed session is guaranteed to the offending Senate member. Also the Senate member has the right to be given an ad-hoc committee if they feel that the executive committee has not been impartial in their decision. The ad hoc committee will consist of 5 randomly selected voting members of Senate and 2 non-voting members (Eg: the Secretary and President of SGA).
4. Appeal Process: Once notified of dismissal from SGA, the member must submit a written appeal and set up a meeting time with the exec board to go before them and discuss their case.

Example of written appeal (please do not copy and paste):

I hereby appeal to SGA executive board for my seat on Senate. I understand that I have missed turning in board reports for the past two weeks. As any one of you could empathize, I have been extremely busy and missed one week's meeting (and board report) altogether because I was ill. However, there is no excuse for failing to do such a simple task. Thus, I will accept any sanctions your board deems appropriate. If you want to speak to me in person, contact me via phone or e-mail to arrange a meeting time.

This should be emailed to the entire exec board of SGA.

After meeting with the Exec Board they will notify the member within a week of their decision. If the appeal is approved by Exec Board the member will continue their duties on SGA. If the appeal is denied by the Exec Board, the member must pass on all written materials given by SGA to their vice president/co-chair, etc.; Must give back the office key (if there is one) to the Director of Student Involvement and Leadership immediately after notification of final dismissal, and must discontinue all planning, activities, and responsibilities for that particular office. Also if appeal is denied, member cannot run for re-election for the next academic year.

Section 6. Senate members are required to send in weekly board reports to the SGA Secretary so that it may be included in the meeting agenda. This includes the SGA Executive Board, Diversity Organization Representatives, Class Presidents, and Committee Chairs.

- a) All board reports are due **no later than midnight of the day** prior to the meeting.
- b) A board report should include any pertinent information from the organization or board which needs to be shared with SGA (i.e. important dates, reminders, etc.).
- c) If the Senate member forgets to email the Secretary their board report by the designated time, the Senate member shall lose their speaking privileges at that week's meeting.

ARTICLE V Elections Procedure

Section 1. A student's candidacy for office may be declared by self-nomination. Election information including name, class, reasons for running for nominated position, and a statement of qualifications (henceforth referred to as an election card) should be submitted through an online google form or emailed to elections@wesleyancollege.edu. Candidates' information provided on their election cards must have a minimum of 100 words and may not exceed 300 words.

- a) A headshot must be emailed to elections@wesleyancollege.edu or submitted via the election card google form. This headshot and the statement of qualifications will be used to create a candidates flyer for the student body to view before voting. Not submitting a headshot means not having a complete election card and will result in removal from the ballot.

Section 2. When a student submits their election card, they do so with the understanding that the Executive Board will submit a list of all candidates for verification of academic and qualification requirements to the Director of Student Involvement and Leadership.

Section 3. First year students are not permitted to hold more than **one** position the Fall of their first year. This includes positions elected through SGA election as well as non-elected major board positions (Campus Activities Board and Council of Judicial Affairs).

Section 4. Election cards must be turned in by the deadline specified by the SGA Executive Board. If the individual does not meet the deadline, they will not be eligible to run in that Election.

Section 5. If a student wishes to run for a vacated position on a board and they already hold a position on said board, as a condition of their self nomination they must vacate their previous position on the board when they turn in their elections card. Thus, the submission of the election card is done with full understanding by the candidate that they have vacated their old seat on the board and is petitioning to be elected to a new seat.

Section 6. A student may ask the SGA Exec Board to run as an exception in the case they are technically ineligible and/or there is no one running for the position. Whether the student is allowed to run will be determined at the discretion of the SGA Executive Board.

Example (please do not copy and paste):

To SGA exec,

I would like to ask for an exception to the rule of our organization/ board constitution that I am allowed to run for organization/board president. I believe I am qualified for several reasons. Give examples of why you are qualified. I hope that you can see that I want this position that I am qualified, and I will work hard to fulfill my responsibilities. I have learned from my positions (list other positions) that give my qualities to be a great leader for this organization. Thank you for your time,

Signature

Section 7. Ballots must be posted before the student body at least 24 hours prior to the election itself.

Section 8. Fifty percent plus one of the votes (i.e. 50% plus 1, if 95 people vote then majority would be 48 votes) constitutes a majority and a valid election consists of a majority of votes cast to approve a candidate for office. Even if only two people run, the winner will be the student with fifty percent plus one of the votes.

Section 9. If a candidate in any election does not receive a majority, a run-off between the two candidates obtaining the highest number of votes must be held. In the run-off election, the student receiving the greatest number of votes is elected.

Section 10. All student votes will count equally in all elections, lest they be determined to be invalid (see Article V, Section 11).

Section 11. No-votes shall be counted in the total number of votes cast for a position. This number added to the number of votes cast for a candidate(s) will be used as the total to determine if fifty percent plus one votes has been acquired.

Section 12. The elections process will be overseen by the Treasurer unless they are listed as a candidate on the ballot, in which case, another member of the exec. board will take over the responsibilities of overseeing the election. In the event there is not a Treasurer of SGA at the time of an election, a SGA Executive member will oversee the election results.

Section 13. Senators must volunteer to sit at the elections table. Candidates may not sit at the elections table except in cases of emergency. Any student, while serving at the elections table, is

not allowed to campaign or make any comments or remarks concerning any candidate that is on the ballot (see Article V, Section 15).

Section 14. Campaigning by candidates is allowed from the the election card submission deadline to the voting deadline. In the case of a run-off, campaigning is permitted from the announcement of the run-off till the deadline for run-off voting. All campaigning must be approved by an executive SGA member.

Acceptable campaigning is defined as

1. Campaigning involving the following campaign strategies: Social media posts, verbal communication, and tabling. A maximum of five flyers (8.5" x 11") will be allowed in the candidates dormitory with the permission of the RA.

Unacceptable campaigning is defined as:

1. The distribution of objects in return for a vote.
2. Usage of school-designated media such as StudentNews, WesStudents, the Wesleyan College Bulletin Board or any other source.
3. The soliciting, or use, of any individual to campaign for a candidate. This applies to verbal and social campaigning.

Section 15. If a student is found, by the SGA Exec Board, to have campaigned in any unacceptable way, then they will automatically be removed from the ballot and will not be eligible to run in the next election. (See Article V, section 15).

Section 16. Candidates will be required to attend a mandatory elections meeting about qualifications, campaign rules, and elections processes as determined by the elections chair or executive board member.

- a) In the event that a candidate is unable to attend the mandatory elections meeting, they must notify the Treasurer or SGA Executive Board before the start of the meeting. Failure to attend the meeting without prior notice to the Elections chair will result in the removal of the candidate from the ballot.

Section 17. If a candidate has an objection to the process followed in an election or with the election results themselves, they must notify the Treasurer of SGA and the SGA President in the form of a written petition within one week from the day the election results are posted.

- a) Within one week of receiving the petition, the Treasurer of SGA and the remaining SGA Executive board will decide upon the validity of the petition. An election cannot be declared invalid unless a documented election rule has been broken.
- b) If the petition is found to be valid, then it will be placed on the Senate agenda. At that time, Senate may vote to: 1) demand a review of the Electoral Process, or 2) declare the results of an election null and void and direct the Treasurer and the SGA Executive Board to hold another election with a legitimate candidate list based on the election cards submitted before the deadline established for that election. In the event that another election with a legitimate candidate list is

held, two voting members of the SGA & the SGA Executive Board must be present at the tabulation of the votes. The results of the re-vote are final.

Section 18. Amendment Procedure involving the Elections Committee is given under Article VII of the Senate By-Laws.

Section 19. At the conclusion of the election result contestation period, should there be no pending contestations (see Article V, Section 18), all marked election ballots must be destroyed by either shredding or off-campus recycling (should there be a paper election).

Section 20. Elections for STUNT are excluded from this process. The following process will be used:

- a.) STUNT Executive Committee will be appointed by the previous years' committee. This is to ensure continuity in administration.
- b.) The announcement of the new Executive Committee will be made on STUNT Night each year.
- c.) The election of class Writing Committees, class Commission Representatives, class Publicity Representatives and class Spirit Reps will be done on STUNT Election Night, to be set by the STUNT Executive Committee
 1. The election of the representatives on each of these committees will be done by self-nomination, then voted on by their class in an area designated by the STUNT Chair.
 2. The elections will be done blindly, by show of hands. A member of the STUNT Executive Committee will be present to take count.

Section 21. The Senate will hold in-house elections as needed in the case of any unfilled, elected position from the most recent SGA elections cycle. Unfilled positions considered for in-house elections will be decided on by the SGA Executive Board. In-house elections are on an as-needed basis and will be conducted based on an expedient elections process.

- a) The positions deemed necessary by the SGA Executive Board will be advertised to students.
- b) Interested students must submit an election card and headshot for the desired position, based on the guidelines detailed in Article V, Sections 1-6.
- c) Official candidates will be asked to attend a designated SGA Senate Meeting and present a speech. Speeches will be presented at a the Senate meeting by the candidate regarding their reasons to run for the position.
- d) Voting will be restricted to members of Senate excluding the executive board. The SGA Executive Board will not vote unless there is a tie, in which case, all the Executive Board officers can vote except the President. If a tie vote still remains, only then can the President vote.

ARTICLE VI
Parliamentary Authority

Section 1. The Senate will follow *Robert's Rules of Order Newly Revised* Articles I,II, and III during meetings.

Section 2. To maintain order, the exec. board shall have the power to implement any of the following actions to minimize interruptions and disturbances during SGA meetings or events:

- a) Ask that members of Senate or guest be asked to maintain order and be respectful of others
- b) Ask any disruptive Senate member or guest to leave an SGA meeting or event

ARTICLE VII
Amendments

SGA Constitutional Amendments or Senate Bylaw changes shall be recommended in the annual spring bylaw review & revision process by the outgoing Senate. Final approval of these recommended changes comes from the new incoming Senate. Any amendments to the By-Laws or Constitution shall be adopted when approved by 2/3 elected Senate members. This process will be overseen by the SGA Executive Board.

ARTICLE VIII
Executive Board

Section 1. President

- 1) Requirements for the office of SGA President are as follows:
 - a) Must be a full-time student
 - b) Must have at least a 2.5 GPA.
 - c) Must have at least sophomore standing
 - d) SGA Experience is highly recommended but not necessary. Must have previous leadership experience.
 - e) Must be able to attend and preside over regular meetings at date and time listed in Article IV, Section 1 in addition to SGA Executive Board meetings, time and location TBD by the Board
 - f) Must be detail oriented and personable to the student body
 - g) A candidate must be in good standing with Wesleyan College and the Council of Judicial Affairs by having no honor code violations
- b) The President shall fulfill the following duties and responsibilities:
 - 1) Preside over a weekly executive meeting of the SGA executive board at a time TBD by the executive board

- 2) Must maintain an awareness of the campus occurrences and be an active member in the campus community
- 3) Serve in advisory capacity with the administration, faculty, and staff of the college.
- 4) Be an ex-officio member of all designated committees
- 5) Serve as official representative of the students at designated college functions including but not limited to Opening Convocation, Baccalaureate, and other college functions.
- 6) Meet weekly with the Dean of Students
- 7) Present a written report, semi-annually, to the Dean of Students and the Board of Trustees
- 8) Attend or send a representative to the semi-annual Board of Trustees meeting and the Student Affairs Committee Meeting of the Board of Trustees
- 9) Coordinate the affairs of the Executive, Legislative and Judicial branches and be responsible for reporting these affairs to the student body, and carry out the regulations and policies of SGA
- 10) Carry out any other duties that may evolve for the position
- 12) Be familiar with Robert's Rules procedures as applicable to SGA
- 13) Meet bi-weekly with Committee Chairs

Section 2. Vice-President

- 1) Requirements for the office of SGA Vice-President are as follows:
 - a) Must be a full-time student
 - b) Must have at least a 2.5 GPA.
 - c) Must have at least sophomore standing
 - d) SGA Experience is highly recommended but not necessary. Must have previous leadership experience.
 - e) Must be able to attend and preside over regular meetings at date and time listed in Article IV, Section 1 in addition to SGA Executive Board meetings, time and location TBD by the Board
 - h) A candidate must be in good standing with Wesleyan College and the Council of Judicial Affairs by having no honor code violations

- b) The Vice-President shall fulfill the following duties and responsibilities:
 - 1) Assume the duties of President in their absence or in the event of a permanent vacancy of the presidency.
 - 2) Assist the President in carrying out regulations and policies.
 - 3) Assist the President on special projects
 - 4) Serve on various committees as needed
 - 5) Carry out other duties which may evolve for the position

Section 3. Secretary

- 1) Requirements for the office of SGA Secretary are as follows:
 - a) Must be a full-time student
 - b) Must have at least a 2.5 GPA
 - c) Must have at least sophomore standing
 - d) SGA Experience is highly recommended but not necessary. Must have previous leadership experience.
 - e) A candidate must be in good standing with Wesleyan College and the Council of Judicial Affairs by having no honor code violations
 - f) Must be able to attend regular meetings and events at dates and times listed above in Article IV, Section 1 in addition to SGA Executive Board meetings, time and location TBD by the Board

- b) The Secretary shall fulfill the following duties and responsibilities:
 1. Record and post SGA meeting minutes
 2. Serve as correspondent for the Senate, and provide a copy of minutes to the student body, Dean of Students, Provost, and President.
 3. Keep attendance at Senate meetings and functions
 4. Attend and record the proceedings of the SGA Exec meetings
 5. Notify Senate members when they have only one absence left (excused, unexcused, or semester allotment)
 6. Carry out other duties which may evolve for the position.

Section 4. Treasurer

- 1) Requirements for the office of SGA Treasurer are as follows:
 - a) Must be a full-time student
 - b) Must have at least a 2.5 GPA
 - c) Must have at least sophomore standing
 - d) SGA Experience is highly recommended but not necessary. Must have previous leadership experience.
 - e) Must be able to attend regular meetings and events at dates and times listed above in Article IV, Section 1 in addition to SGA Executive Board meetings, time and location TBD by the Board
 - f) A candidate must be in good standing with Wesleyan College and the Council of Judicial Affairs by having no honor code violations

- b) The Treasurer shall fulfill the following duties and responsibilities:
 1. Responsible for budgeting SGA
 2. Responsible for immediate follow-up with Non-allotted funds recipients Report proceedings concerning Senate budget at every meeting.
 3. Checking the external expenditures of SGA
 4. Keeping a detailed log of business records for 1 year
 5. Updating SGA financial forms as needed
 6. Managing club proposals and fund proposals

7. Responsible for SGA Elections which entails:
 - a. Host all elections in fall and spring for the following positions- SGA Executive board, CJA officers and representatives, Class officers & senators, SGA Awards
 - b. Hold interim elections for any vacated positions
 - c. Assist with elections publicity
 - d. Reserve space for elections and elections-related events to be held
- c) The Elections Chair does the following in regards to each election:
 - a.) Collect and post election cards.
 - b.) Design ballots
 - c.) Set up the voting table staffed for the entirety of lunch period the day of the elections (usually 11:15am-1:00pm).
 - d.) Be familiar with Article V of SGA Senate By-Laws.
 - e.) Collect all election cards by the publicized deadline.
 - f.) Make all election results public within 24 hours of an election, unless they are on the ballot.

Section 5. Public Relations Chair

- 1) Requirements for the office of SGA Public Relations Chair are as follows:
 - a) Must be a full-time student
 - b) Must have at least a 2.5 GPA
 - c) Must have at least sophomore standing
 - d) SGA Experience is highly recommended but not necessary. Must have previous leadership experience.
 - e) Must be able to attend regular meetings and events at dates and times listed above in Article IV, Section 1 in addition to SGA Executive Board meetings, time and location TBD by the Board
 - f) A candidate must be in good standing with Wesleyan College and the Council of Judicial Affairs by having no honor code violations
 - g) The Public Relations Chair will be responsible for SGA Public Relations which entails:
 - i) Managing and updating the website, FB page, Bulletin Board, Snapchat, and Instagram accounts weekly.
 - ii) Designing and ordering promotional materials
 - iii) Advertising events, meetings, and initiatives.
 - iv) Organize regular tabling to communicate with the student body.
 - v) Assisting the Treasurer with Elections publicity

Section 6. Executive Board Annual Responsibilities

- a) Welcome Back Event (one in fall and one in spring)
- b) SGA Retreat (two per year, in Fall and Spring)
- d) SGA Awards
 - 2) The following awards, to be presented at Honors/Awards Convocation need to be voted on, and nominations for each award are due one week prior to voting.

A: Voted on by the Student Body

SGA Award for Service : Given annually to a student organization that promotes education, community, dedication in service to the Wesleyan community.

Staff Member of the Year : Given annually to a staff member who is friendly, is outstanding in their line of work, and dedicated to helping students have a positive experience at Wesleyan.

SGA Professor of the Year : Given annually to a faculty member who avails themselves to students, is open with them, has excelled in their academic field of expertise and is friendly to all.

Woman of the Year : Given each year to a senior and is the highest student nominated honor. The Woman of the Year is awarded based on three principal traits; leadership, dedication to the Wesleyan Community, and friendship to others.

B. Voted on by the Senate

Woman of Success : Given each year to a junior or senior who represents the ideal Wesleyan student and will be successful in all their future endeavors. The ideal Wesleyan Woman stands out in academics, community service, and extracurricular activities.

SGA Student Leadership Award : Given annually to a student who exhibits outstanding leadership skills and kindness to others in the Wesleyan Community. This woman possesses the ideals of a true Wesleyan woman and leader.

Workhorse Award : Given annually to a faculty or staff member who exhibits dedication to service for the Wesleyan community through their work and outstanding efforts. This award includes faculty, staff (also from Metz and National) and administration.

Senator of the Year. A senator who has shown exemplary work and dedication to the Student Government Association.

The final results of all these awards' voting shall remain confidential until the awards are given out. For procedures for Woman of Success see the Student Government Association President for further details. **

ARTICLE IX

Officers

Section 1. Class Presidents

Each of the four classes shall elect a President who sits on SGA as a part of their responsibilities. Duties of the Class Presidents and their Executive Boards not pertaining to SGA will be handled by the Director of Student Involvement and Leadership. Their duties as pertaining to SGA include:

1. Attend weekly Senate meetings and vote
2. Meet as needed with Director of Student Involvement and Leadership

3. Encourage class participation and spirit.
4. Communicate class Student Concerns within SGA meetings
5. Collaborate with other class presidents on events
6. Ensure that the opinions of the class are being represented.
7. Serve on an SGA Committee

Section 2. Major Board Chairs

ARTICLE XI Committees

Section 1. In order to encompass the reach of students in different aspects of campus life and have its representation in SGA, the following divisions will be led by a Senate member that is selected to serve as the Committee Chair.

Section 2. The senate will primarily focus on three areas: Student Life, Academic Affairs, Campus Services and Facilities.

Section 3. Funding for each committee is allotted by SGA. Each committee chair will write a request to the executive board to fund initiatives and projects by their committee

Section 4. Senators shall contribute to one committee's efforts of programming, awareness, and education on campus during the duration of their term as Senator.

1. Meet with committee weekly
2. Communicate with assigned point of contact and work to address student concerns
3. Lead initiatives towards the mission of their committee and report progress to their respective chairs