

The Constitution of The Wheeling Jesuit University

In order to uphold and promote the morals and values of the Jesuit tradition, we, the Wheeling Jesuit University Student Government Association, will faithfully represent the needs of the student body. Through hard work and dedication, we will empower the voice of the students and actively promote a vibrant campus community at Wheeling Jesuit University.

We, the Students of Wheeling Jesuit University, acting in accordance with the Wheeling Jesuit University Board of Directors, Senior Student Development Officer, and the Wheeling Jesuit University Student Body, by the grace of the Almighty God, in order to promote the welfare of the Wheeling Jesuit University Student Body, as well as to act on its concerns, do ordain and adopt this Constitution for the Wheeling Jesuit University Student Government Association.

The Wheeling Jesuit University Student Government Association shall consist of three separate bodies: the Executive Board, the Student Senate and The Judicial Board. The Campus Activities Board is under the direction of the Executive Board. Each body has a purpose and a duty.

Article I The Executive Board

Section 1: Power and Duties

- A. The Executive Power of Student Government shall be vested in the Executive Board.
- B. The Executive Board shall be the official liaison for the students to the faculty and administration.
- C. The Executive Board has the final approval concerning the disbursement of Student Government funds and any other revenue that may be realized, other than those funds afforded to the discretionary power of the Student Senate.
- D. The Executive Board has the power to regulate all WJU Student Body elections, as stated in the Election By-Laws.
- E. The Executive Board, as a consensus, shall choose a Moderator for the Student Government Executive Board from the faculty, administration, or staff.

Section 2: Membership and Terms of Office

- A. The Executive Board shall consist of a President, Vice-President, Treasurer, Academic Affairs Representative, Secretary, Student Advocate, Social Affairs Representative, and Senate Chairperson. Each is a voting member of the Board, with the exception of the President, who shall vote only in the case of a tie.
- B. No Executive Board member may be on Academic or Conduct Probation as defined by the Registrar's Office and the Division of Student Development at any time during the two consecutive semesters prior to running for office, the time of election, or during his or her term in office. Any current member placed under the aforementioned sanctions is automatically disqualified from holding office. The student will be replaced by nomination of the Executive Board upon approval of the Student Senate.
- C. No Executive Board member may be on the Residence Hall Staff, a Class Officer, a member of CAB Executive board, an Intramural Commissioner, or a member of the Student Senate during his or her term in office.
- D. All members of the Executive Board must be full-time undergraduate day students, Freshman, Sophomores, or Juniors when elected. In addition to these stipulations, the President and Vice-President must also have at least second year standing when elected. A Senior whose full term of office is completed before the date of graduation is also eligible to run for office.
- E. All members of the Executive Board shall be chosen by a student-wide election at the middle of the Spring Semester. Primary elections for all positions on Executive Board shall take place before Spring Break.
- F. Upon election the new Executive Board will assume a non-voting position elect and are responsible for overseeing the transition of the Executive Board and attending all meetings at the discretion of the current President.
- G. All those candidates choosing to run for office must attend a mandatory informational meeting, conducted by the current President and Vice President, in order to be eligible to run for office.
- H. Each term of office lasts for one academic year. This term shall begin at 12:00 midnight the day of Last Blast during the spring semester and end 12:00 midnight the day of Last Blast during the spring semester of the following year.
 - 1. A formal Oath of Office will take place at the Fall Honors Convocation that will occur the day the office becomes official.
 - 2. The Executive Board Oath of Office shall read: "We, the Student Government Executive Board, pledge to uphold and promote the morals and values of the Jesuit tradition. We accept the trust placed upon us by our peers to faithfully represent their needs and concerns. Through hard work

and dedication, we will loyally serve the students, faculty, and community members of Wheeling Jesuit University.”

3. The outgoing board, in conjunction with the incoming board, shall be responsible for the remaining Last Blast Activities.
- I. In the event of a vacancy on the Executive Board due to resignation or removal of an officer before the end of a term, the procedure for replacement must occur. The replacement shall be at the discretion of the Executive Board with the approval of the Senate. The exception lies with the office of the President, in which case the Vice President will automatically assume the office and the new Vice President will be elected from within the Board. If the President and Vice President are both removed, the remaining Executive Board Members would conduct a vote from within to replace both offices. The moderator would conduct this vote. The Senate shall elect from its members a Senate Pro-temp who would become Senate Chairperson in the chance that the Senate Chairperson would be removed from office.
- J. Each Executive Board member is expected to attend and be prepared for all weekly SGA Executive Board meetings as well as fulfill specific officer obligations established in the by-laws of the WJU SGA. In the case that a board member must be absent from a meeting or other SGA obligation, he or she is required to notify the entire Executive Board of his/her absence 24 hours prior to the event. If this is done, the absence will be seen as excused. However, in the case that excused absences are occurring frequently, the officer will be asked to re-evaluate his/her commitment to the Executive Board. If an officer does not notify the Executive Board prior to his or her absence or if he or she arrives to the meeting more than 15 minutes late without notification, the absence will be considered unexcused. After acquiring two unexcused absences, the officer will be given a letter of warning. In the case that he or she has more than two unexcused absences, the individual will be considered for removal of office as stated in Article IX, Section 1 of the By-laws of the WJU SGA Constitution. Once an officer is removed from office, the stipend will be terminated.

Article II Wheeling Jesuit University Student Senate

Section 1: Powers and Duties

- A. The Legislative Power of Student Government shall be vested in the Student Senate.
- B. The Student Senate shall decide, by a majority vote, on recommendations to be passed on to the Executive Board for action.

- C. The Student Senate shall serve as an advisory group on matters of campus-wide concern, acting as a consultative body.
- D. The Student Senate, as a consensus, shall choose a Moderator for the Student Government Student Senate from the faculty, administration, or staff.

Section 2: Membership and Terms of Office

- A. The Student Senate shall consist of the Class Officers of the separate classes, six Senators elected at-large, a Commuter Representative, each receiving one vote, and a non-voting seat for the Executive Board Treasurer and the Executive Board President.
- B. Each class should be represented by a President, Vice-President, and Secretary/Treasurer.
- C. No Senator shall be on Academic or Disciplinary Probation as defined by the Division of Student Development or the Registrar's Office for the two consecutive semesters prior to running for office or during their office term.
- D. No Senators shall be Executive Board or Campus Activities Executive Board member during his or her term of office.
- E. All those candidates choosing to run for Student Senate must attend a mandatory informational meeting, conducted by the current Senate Chairperson, in order to be eligible to run for office.
- F. Senators shall be full-time undergraduate members of the Student Body, nominated by own class, as defined by the Registrar's Office.
- G. The elected Senate Pro-Temp can not be a current resident hall staff member, or Intramural Commissioner.
- H. Each term of office lasts for one academic year. This term shall begin the first day of classes in the fall semester and end on the last day of classes in the spring semester of the same academic year. This is in exception to the Freshman Class Officers who will take office the night their election results are announced and end on the last day of classes in the spring semester.
 - 1. Official Oath of Office will take place during the Fall Honors Convocation.
 - 2. The Student Senate Oath of Office shall read: "We, the Student Government Student Senate, pledge to uphold and promote the morals and values of the Jesuit tradition. We accept the trust placed upon us by our peers to faithfully represent their needs and concerns. Through hard work and dedication, we will loyally serve the students, faculty, and community members of Wheeling Jesuit University."

- I. Each Senator is expected to attend and be prepared for all SGA Senate meetings as well as fulfill specific officer obligations established in the by-laws of the WJU SGA. In the case that a Senator must be absent from a meeting or other SGA obligation, he or she is required to notify the entire Senate of his or her absence 24 hours prior to the event. If this is done, the absence will be seen as excused. However, in the case that excused absences are occurring frequently, the officer will be asked to re-evaluate his or her commitment to the Student Senate. If an officer does not notify the Senate prior to his or her absence or if he or she arrives to the meeting more than 15 minutes late without notification, the absence will be considered unexcused. After acquiring two unexcused absences, the officer will be given a letter of warning. In the case that he or she has more than two unexcused absences, the individual will be considered for removal of office as stated in Article IX, Section 1 of the By-laws of the WJU SGA Constitution.

Article III Amendments

The Constitution of the Wheeling Jesuit University Student Government may be amended in either of the following ways:

- A. By a two-thirds majority vote in favor of the amendments by members of the Executive Board and the Senate members present at a joint meeting, called for that purpose.

Or

- B. By a two-thirds majority vote in favor of the amendments by the Wheeling Jesuit University Student Body.

Article IV Ratification

This Constitution shall be ratified by two separate voting procedures. A two-thirds vote of the Wheeling Jesuit University Student Senate and by a two-thirds vote of the Executive Board must be separately obtained at two different closed meetings.

Respectfully submitted October 8, 2008

Emma Schmidt
President

Megan Foutty
Vice President

Bethani Barsch
Treasurer

Trent Krupica
Academic Affairs Representative

Melissa Stephens
Secretary

Jay Park
Student Advocate

Michelle Wright
Social Affairs Representative

Tim Yelenic
Senate Chairperson

Adopted by the Executive Board March 29, 2010
Adopted by the Student Senate March 29, 2010

Student Government Association

Article I Executive Board

Section 1: President, Powers and Duties

The President shall:

- A. Administer and enforce the Constitution and By-Laws of the Student Government Association.
- B. Be responsible for creating a written agenda for each meeting of the Executive Board, as well as joint meetings held with the Student Senate.
- C. Call and preside over all meetings of the Executive Board as well as joint meetings between both bodies of the Student Government Association.
- D. Vote at Executive Board meetings on the Executive Board decisions only in the case of a tie, and hold veto powers (which may be overridden by a two-thirds vote of the Executive Board).
- E. Submit a written veto of the Executive Board's proposed resolution in a given matter, within five academic days of the passing of proposed resolution, when deemed necessary.
- F. Make student appointments to campus-wide councils and committees with the advice of the Executive Board.
- G. Be an official resource and contact person between Student Government and the University President and the Dean of Student Development and meet regularly with them.
- H. Be the official liaison between Student Government and the Director of Admissions.
- I. Attend all Senate meetings, as a nonvoting member, when they meet separately from the Executive Board.
- J. Maintain good relations between Student Government and the University President.

- K. Maintain good relations with the Student Government Presidents of the other Jesuit institutions.
- L. Provide the campus community with a State of the Campus address once a semester.
- M. Be eligible to attend all Wheeling Jesuit University faculty meetings, unless otherwise stated.
- N. Be eligible to attend all Budget Committee meetings as notified by the President's office.
- O. Assume the duties of an Executive Board member in the event of a vacancy, until the position is filled.
- P. Attend all Board of Directors Student Development Committee meetings.
- Q. To maintain relations with the Alumni, Advancement, and Admissions Offices.
- R. Be available throughout the course of the summer to keep good relations with the university.
- S. Receive a salary of \$600.00 per semester and compensation for housing on campus, with the provision that this salary may be changed only with the approval of three-fourths of the entire Executive Board and Senate.

Section 2: Vice-President, Powers and Duties

The Vice-President shall:

- A. Assume the position of the President in the event of his or her absence, resignation, or impeachment.
- B. Coordinate and oversee all clubs, which includes obtaining updated constitutions for the approval by the Senate and Executive Board, in order to be eligible for Student Government funding.
- C. Be responsible for enforcing the Club Recognition By-Laws of Student Government.
- D. Be the chief writer, editor, and distributor of “*RED NOTES*,” the article distributed through the *Cardinal Connection*.
- E. Represent Student Government in the Gloriam Award selection process, as the Gloriam Committee deems necessary.

- F. Coordinate and Chair all Student Senate Student Issue Committee Meetings.
- G. Maintain relations with the Commuter Club.
- H. Be the Student Government Representative to the Student Judicial Board. Work with the Associate Dean of Residence Life to organize the application and selection process and continue to oversee the Board throughout the year.
- I. Be eligible to attend all Wheeling Jesuit University faculty meetings, unless otherwise stated.
- J. Assist the Senate Chairperson with planning and administering monthly “hot topics.”
- K. Coordinate all ad hoc committees of Student Government unless otherwise stated.
- L. Receive a salary of \$600.00 per semester, with the provision that this salary may be changed only with the approval of three-fourths of the entire Executive Board and Senate.

Section 3: Treasurer, Power and Duties

The Treasurer shall:

- A. Act as a banker, auditor, and custodian of finances of the Wheeling Jesuit University Student Government Association Executive Board, Senate, and clubs. The Executive Board accounts will be handled between the President and the Treasurer.
- B. Pay all bills incurred by the Wheeling Jesuit University Student Government Association.
- C. Each month submit in writing a complete statement of income and expenditure for the previous month to the entire Student Government, including the Moderator.
- D. Every other month notify clubs of their updated financial position. (Do half the clubs one month and half the clubs the other month).
- E. Be the official resource and contact person between Student Government and the Business Office and meet when necessary with the Senior Accountant.
- F. Oversee the budget procedure.
- G. Attend all Senate meetings, as a nonvoting member, when they meet separately from the Executive Board.

- H. Maintain accurate financial records and files of the Student Government Executive Board and Senate.
- I. Hold monthly meetings, along with the Student Advocate, for Student Leaders Across Campus (SLAC), an organization consisting of one representative of each club. SLAC is designed to promote communication among club officers and SGA.
- J. Receive a salary of \$600.00 per semester, with the provision that this salary may be changed only with the approval of three-fourths of the entire Executive Board and Senate.

Section 4: Academic Affairs Representative, Powers and Duties

The Academic Affairs Representative shall:

- A. Be a member of the Academic Life Committee.
- B. Be a member of the Wheeling Jesuit University Academic Policy Committee and nominate a student to serve on this committee.
- C. Attend all WJU faculty meetings, unless otherwise stated.
- D. Be the official liaison between Student Government and the Chief Academic Officer.
- E. Maintain good relations between Student Government and the Faculty Council Chair.
- F. Be the official liaison between Student Government Academic Resource Center (ARC).
- G. Coordinate the application and selection process of the academic community environment (ACE Floor) with the assistance of the Ignatius Hall Resident Director as well as Executive Board Vice President.
- H. Be the official liaison between Student Government and the Registrar.
- I. Receive a salary of \$600.00 per semester, with the provision that this salary may be changed only with the approval of three-fourths of the entire Executive Board and Senate.

Section 5: Student Advocate, Powers and Duties

The Student Advocate shall:

- A. Be the official resource and contact person between Student Government and the Athletic Director, while meeting regularly with the Athletic Director.
- B. Be the official resource and contact person between Student Government and the Assistant Athletic Director concerning intramural and student organization purposes, meeting regularly with this individual.
- C. Coordinate the hiring through interview process with Director of Student Life and direction of the Intramural Commissioners with the assistance of Director of Student Life.
- D. Be the International Students resource for the Student Government. Work closely with the International Students and meet regularly with that Director.
- E. Attend and chair all Food Committee meetings.
- F. Chair Homecoming parade with Senate Chairperson
- G. Oversee hot topics with the Senate Chairperson
- H. Receive a salary of \$600.00 per semester, with the provision that this salary may be changed only with the approval of three-fourths of the entire Executive Board and Student Senate.

Section 6: Secretary, Powers and Duties

The Secretary shall:

- A. Supervise the procedure of all Executive Board, Collegian-of-the-Year, Class Officer, all dance King and Queen Elections, and any other elections seen fit by the Executive Board and the Student Senate.
- B. Take minutes at Student Government meetings and specific committee meetings. Distribute minutes to board members twenty-four hours prior to the next meeting.
- C. Maintain accurate records and files of the Student Government Executive Board. Keep hard copies of approved minutes and agendas.
- D. Be the official resource of the Student Government concerning Jesuit identity issues and the chief organizer and director of Ignatian Awareness as the official liaison with Campus Ministry, the Jesuit Community, and the Vice President for Mission and Ministry.
- E. Maintain accurate voting records and files of the Student Government Association.

- F. Be responsible for conducting a voter registration for United States elections each year.
- G. Be responsible for all college-wide referendums.
- H. Maintain good relations with the head ITS and meet with him or her regularly when necessary.
- I. Formulate, Conduct, and Report the results of all Student Government Surveys in conjunction with the Student Senate. These results must be sent to Student Life, the Executive Board, and the Student Senate.
- J. Be in charge of conducting a Student Outreach Activity each semester.
- K. Update master calendar with Student Government Executive Board and Senate sponsored events.
- L. Receive a salary of \$600.00 per semester, with the provision that this salary may be changed only with the approval of three-fourths of the entire Executive Board and Student Senate.

Section 7: Social Affairs Representative, Power and Duties

The Social Affairs Representative shall:

- A. Meet regularly with the Director of Campus Activities and New Student Programs, while being the official liaison between Student Government and the Campus Activities office.
- B. Will assume the position of Campus Activities Board president upon taking the oath as the Social Affairs Representative.
- C. Be at least a one-year member in good standing with the Campus Activities Executive Board. The CAB Executive Committee will decide this qualification.
- D. Work with the Student Activities Office and the Campus Activities Board in the development of weekly and semester calendars.
- E. Organize and plan all social events sponsored by Student Government, including but not limited to the Christmas Dance, Spring Formal, Homecoming/Family Weekend events, and Last Blast.
- F. Receive a salary of \$600.00 per semester, with the provision that this may be changed only with the approval of three-fourths of the entire Executive Board and the Student Senate.

Section 8: Senate Chairperson, Powers and Duties

The Senate Chairperson shall:

- A. Be responsible for notifying Senators of all meetings.
- B. Chair all Student Senate meetings when the Senate meets separately from the Executive Board.
- C. Make a written agenda for all Senate meetings that meet separately from the Executive Board.
- D. In the case of a tie, vote on all proposals before the Senate.
- E. Be responsible for maintaining good relations with the Executive Board.
- F. Be responsible for keeping accurate records of Senate meetings.
- G. Be responsible for overseeing the Senators choosing from amongst themselves a Secretary, a Senate Pro-Temp, and a Publicity Chairperson.
- H. Once a month be responsible for meeting with the officers of each class, commuter representative and Senators-at-large.
- I. Organize the Homecoming Parade with the help of Senate and Executive Board during the Homecoming/Family Weekend held in the Fall of each year.
- J. Receive a salary of \$600.00 per semester. This salary can only be changed by a three-fourths majority of both bodies of Student Government.

Section 9: Moderator, Powers and Duties

The Moderator shall:

- A. The Moderator of the Wheeling Jesuit University Student Government Association Executive Board shall be a member of the faculty, administration, or staff appointed by the Executive Board.
- B. The Moderator shall attend all meetings of the WJU Student Government Executive Board as a non-voting member.
- C. The Moderator may not be excluded from any Student Government Executive Board meetings with exception of meetings to choose the Moderator.
- D. The Moderator shall act as parliamentarian at all Student Government Executive Board meetings.

- E. The Director of Student Life shall supervise the office of the Treasurer to ensure accurate financial records and co-sign all expenditures.
- F. The Moderator or the Director of Student Life has full authority to intercede in any club or organization program, activity, or event that may interfere with the mission and legal responsibility of the University.
- G. The Moderator and/or the Director of Student Life shall oversee all election disputes.
- H. Receive a stipend of \$600.00 per year. This salary can only be changed by a three-fourths majority of both bodies of Student Government.

Article II Student Senate

Section 1: Senate, Powers and Duties

The Student Senate shall:

- A. Consist of the Class Officers of the separate classes, six Senators elected at-large, a Commuter Representative, the President of Interhall Council, each receiving one vote, and nonvoting seats for the Executive Board President and Treasurer.
- B. Vote on any and all proposals submitted by any student, Senator, or Executive Board member.
- C. Form intra-Student Government committees in order to address any issue or topic brought before Student Government. The reports of these committee meetings shall include written suggestions or proposals. These committees will work in consultation with Student Government Executive Board members.
- D. Conduct yearly Student Government surveys at the discretion of the Executive Board Secretary
- E. Hold regular meetings open to the Student Body. In the event this causes disruption or inhibits the Senate from conducting business, the Senate may go into closed session by a two-thirds majority vote of the Senators present.
- F. Be responsible for having “Hot Topic” as needed throughout the year, during which the entire Student Body will be invited to voice their concerns and opinions. The Senate Chairperson and Student Advocate of the Executive Board shall co-chair such meetings, which will serve as a vehicle for student communication. Senate will determine the topics.

- G. Perform monthly outreach to the student body, which can include, but is not limited to monthly visits to the residence halls or other campus-wide social events.
- H. Have one-half plus one of its members present at a meeting, constituting a quorum.
- I. Upon the Vice President's recommendation, freeze all accounts of all clubs and organizations within the Student Government, which do not fulfill all organization criteria.
- J. Vote on resolutions on the first day of presentation except for constitutional changes and other resolutions specified by the Senate Chairperson; these shall not be voted on at the discretion of the Senate Chairperson.
- K. Meet and vote on any proposal presented to the Senate from the Executive Board. If no vote is taken within ten days while school is in session, the resolution is deemed to be approved by the Senate.

Section 2: Senators, Powers and Duties

Each Senator shall:

- A. Attend regular Student Senate meetings.
- B. Be an active member on at least two Senate Committees, the number of which is to be determined by the Senate Chairperson on a yearly basis. (The purpose of these committees is to reflect student concerns and to work with the Executive Board).
- C. Assist with the election process in all elections, by supervising the running of the election pole sites, showing up responsibly at the time designated by the Executive Board Secretary. A failure to report to an assigned shift will result in an unexcused absence from Senate.
- D. Perform monthly class outreach activities.
- E. Senate Pro Temp is responsible for filling in for the Senate Chairperson in the case that the Chair is unable to attend the meeting. If the Senate Chairperson would be removed from office or fills a vacant spot on the Executive Board the Pro Temp would assume the duties of the Senate Chair. If the Senate Pro Temp is unable to fulfill the position a vote will be taken from within Senate
- F. Senate Secretary is responsible for taking minutes at all meetings and the minutes should be sent to the Senate Chair 24 hours prior to the next meeting.
- G. The Publicity Representative will be in charge of advertising all Senate events by Campus wide publicity. This position should be filled by a Senator-at-large.

- H. The Commuter Representative shall be responsible for introducing himself/herself and the campus to all the new commuters and encourage the students to be active on campus.
- I. Attend all Senate Committee meetings and Student Senate meetings and adhere to the attendance policy stated in Article II, Section 2, Letter G of the WJU Student Government Association Constitution.
- J. Participate in a service project once a semester, organized by the Senators-at-Large, as well as organize one service project a semester for each class.
- K. All Senators are required to meet with the Senate Chairperson monthly.

Section 3: Class Officers, Powers and Duties

In addition to Senator Powers and Duties, class officers shall

Section I: The President Shall:

- A. Call and preside over all class officer meetings.
- B. Be a voting member of the Wheeling Jesuit University Student Senate.
- C. Act as a liaison representing the class in meetings with school authorities.
- D. Maintain contacts with the Class Moderator.
- E. Assure that all school policies are upheld at events sponsored by the class.
- F. Keep an organized binder of Senate and Class meeting minutes and other materials to pass on to class below.

Section II: The Vice President Shall:

- A. Be a voting member of the Wheeling Jesuit University Student Senate.
- B. Assume all duties of the President in the case of his or her absence.
- C. Assume all duties of the President in the event of the resignation or removal from office of the President, until he or she is officially replaced.
- D. Coordinate and oversee all social events sponsored by the class.
- E. Coordinate and oversee all fundraisers sponsored by the class.

Section III: The Secretary/Treasurer Shall:

- A. Be a voting member of The Wheeling Jesuit University Student Senate.
- B. Act as a banker, auditor, and custodian of finances of the class.
- C. Be responsible for all B-1 forms and check vouchers.
- D. Report regularly to the Class President and Class Moderator the financial status of the class.
- F. Report financial activity monthly to the Student Executive Board Secretary / Treasurer.
- G. Take minutes of class officer meetings.
- H. Maintain accurate records of the class.
- I. Coordinate and oversee all publicity for events sponsored by the class.

Section IV: The Moderator Shall:

- A. Be a member of the Wheeling Jesuit University faculty or staff.
- B. Must be informed of all class officer meetings.
- C. Work in accordance, as well as, be present at all functions sponsored by the class.
- D. Must act as a judge over the removal of any officer in order for that officer to lose his or her position.

Section V: . Individual Class Responsibilities

The following events are additional activities to be sponsored, organized, and supervised by the individual classes.

- A. Freshman Class - Activities deemed necessary by any other class or SGA Executive Board.
- B. Sophomore Class - Activities deemed necessary by any other class or SGA Executive Board.
- C. Junior Class - Contribute to nominations of Commencement Speakers

- Activities deemed necessary by any other class or SGA Executive Board.

D. Senior Class

- Senior Gift
- Senior Trip
- Senior Festivities
- Activities deemed necessary by any other class or SGA Executive Board.

Section 4: Senate Committees

When necessary, the entire Senate shall form, but is not limited to, the following committees to work with the direction of the stated Executive Board positions:

A. Student Issues Committee – Student Advocate and Vice President

This committee shall handle student life concerns such as housing, security, food service, multiculturalism, Student Government surveys, etc.

B. Events Committee – Social Affairs Representative

This committee shall organize and coordinate Student Government programs and events.

C. Publicity Committee – Secretary

This committee shall work in conjunction with all committees in advertising Student Government events and programs as well as distribute press releases written by the Senate Chairperson on behalf of the Student Senate.

D. Justice and Jesuit Identity Committee—Secretary

This committee shall work to promote justice issues on campus, as well as making the student body aware of their Jesuit roots, including the planning and implementing of Ignatian Awareness Week.

E. Ad Hoc Committee- formed by the Executive Board Members as needed.

F. Each chair and committee member is expected to be in attendance at all meetings called by the chair of the particular committee. In the case that a meeting should be canceled, the chair will notify all committee members, twenty-four hours prior to the meeting time. Previously stated Senate attendance guidelines apply. In the case that the chair or committee member is absent from a meeting, it will be counted as unexcused in accordance with the attendance policy stated in the Article I, Section 2, Letter I and Article II, Section 2, Letter G of the WJU Student Government Association Constitution.

Section 5: Moderator, Powers and Duties

The Moderator of the Wheeling Jesuit University Student Government Association Student Senate shall be a member of the faculty, administration, or staff appointed by the Student Senate.

The Moderator shall attend all meetings of the WJU Student Government Student Senate as a non-voting member.

The Moderator may not be excluded from any Student Government Student Senate meetings except when his or her position is being voted upon.

The Moderator shall act as parliamentarian at all Student Government Student Senate meetings.

The Moderator or the Director of Student Life shall have full authority to intercede in any Senate program, activity, or event that may interfere with the mission and legal responsibility of the University.

The Moderator or Director of Student Life shall approve and sign all expenditures.

- G. Shall receive a stipend of \$600.00 per year. This salary can only be changed by a three-fourths majority of both bodies of Student Government.

Section 6: Other Stipulations

- A. At the first Student Senate meeting, the Wheeling Jesuit University Student Government Association Constitution, By-Laws, and Class Officer Constitution will be reviewed to acquaint the Senate members with their rights, responsibilities, and powers.

**Article III
Wheeling Jesuit University Student Body**

Section 1: Powers of Petition

- A. The Wheeling Jesuit University Student Government Association must review any issue presented by a petition of one-third of the Wheeling Jesuit University Student Body.
- B. A member of the Wheeling Jesuit University Student Government may be removed from office after a petition of one-third of the student body has been obtained. In addition, a recall election will take place and at least two-thirds of those who vote must vote in favor of removal.

Article IV Election By-Laws

Section 1: Time Intervals

- A. The process of elections shall begin with a call for nominations, which extend for one full week.
- B. The primary elections will follow the close of nominations by one week, with a minimum of 48 hours past the Nomination period.
- C. A debate shall take place before the final election if any position is opposed.
- D. The final elections will follow the primaries by one full week.

Section 2: Responsibilities of the Secretary

- A. Conducting all student elections in accordance with the By-Laws shall be the responsibility of the Secretary. In the case that the Secretary is a candidate in the election, the Student Advocate assumes the responsibility. In the case that the Student Advocate is in the election, it is the decision of the Student Government Executive Board to designate a replacement.
- B. The Secretary shall work with an administrator in the Information Technology Services Center for the publication and running of on-line voting.
- C. The Secretary shall post notice of coming elections with definite dates clearly indicated for nominations and for primary and final elections.
- D. The Secretary shall obtain all nominations in writing, which should be signed and dated by the nominator. In addition, the Secretary shall obtain permission to use a candidate's ID picture on the on-line candidate profile.
- E. To ensure the seriousness of all candidates for the election, a Nomination Acceptance form is given to all nominees along with the Nomination Form. Only nominees returning forms within the allotted time will be allowed to participate in the election.
- F. The Secretary shall check the eligibility of all successful nominees with the Director of Student Life to see that the following conditions are met:
 - 1. The nominee must not be on Academic probation, pre-suspension, or pre-dismissal probation at the time of the elections.
 - 2. The nominee must be a full-time undergraduate student at Wheeling Jesuit University.

3. The nominee must be a member of the appropriate class.
 4. The signatures of endorsement for each appropriate election must be verified.
- G. The Secretary shall make a schedule of responsible and impartial workers for the polls on the election days. There must be one poll worker at a time manning the voting tables. Workers may be Executive Board members, Class Officers, Senators, or other students as chosen by the Secretary, as long as none themselves are running for office.
- H. In the event that paper ballots must be used, the Secretary shall obtain a student list from the Registrar's Office identifying eligible voters in that particular election. Names on this list should be checked off after the student has received his/her ballot. Only those members of the Freshman, Sophomore, Junior, and Senior classes are eligible voters.
- I. The Secretary shall organize and oversee on-line voting, which shall include an electronic election ballot, as well as a brief background profile and a picture if released by the candidate.
- J. In the case that on-line voting is not available on Election Day; the Secretary shall have prepared paper ballots for distribution.

Section 3: Election Day Procedures

- A. Polls will be open from 11:00 a.m. – 1:00 p.m. and from 4:45 p.m. – 6:30 p.m. outside of the Rathskeller area for a consecutive two-day election.
- B. In a non-computerized election, ballot boxes shall be sealed upon the commencement of the election and remain sealed for the duration of the election.
- C. No campaigning of any kind shall be allowed in Swint Hall or within 500 feet of the voting area. Campaigning includes signs, posters, tapes, verbal lobbying, etc. Candidates are, however, allowed to place campaign flyers in student mailboxes.
- D. Election workers cannot be on the ballot, nor shall they give information to voters about any candidate. If questions are posed, the poll worker should direct the student to the candidate list and background information posted on-line or at the poll site.
- E. Ballot counting shall begin at the end of voting and continue until the election's outcome has been determined. Three witnesses shall be present at all times during the counting of ballots. These witnesses include the President, Secretary, and the Moderator. All witnesses and counters must sign the final ballot result, which is to be posted outside the Student Government Association office after counting.

- F. Write-In candidates will only be allowed to appear in the final election if the individual has received at least 10% of the votes cast in the primary election. If a write-in candidate wins a final election he must formally accept the position within two weeks of the posting of final election results.
- G. Each category on each ballot must give the voter the option to abstain from voting. Abstentions will be counted separately and posted accordingly, regardless of number. A final election candidate must gain a majority of total votes including abstentions with the exception of the senator-at-large elections. If a single candidate does not gain a majority, then another election must be held.
- H. Candidates must win an election by a two-vote margin, otherwise the election is declared a tie, and must be rerun for the specific position within five class days.
- I. A candidate wishing to protest an election must do so no later than twenty-four hours after results have been posted, not including weekends. This protest must be submitted in writing to the Secretary. The Secretary must then present the protest to the Executive Board, who will form a committee headed by the Moderator.

Section 4: Absentee Ballot

- A. Sometime before the opening of the polls, students desiring to vote will obtain a ballot from the Secretary, personally vote, and return the ballot directly to the Secretary in the envelope provided.
- B. The Secretary will seal said envelope in the presence of the student, initial the seal, and place the envelope in the ballot box after checking off the name of the student on the master student vote list.
- C. At ballot counting, a student other than the Secretary shall open the envelope(s), record the vote, and initial the envelope.
- D. The number of absentee ballots will be a separate entry on the posted election results.

Section 5: Election Procedures for the Executive Board

- A. All members of the Executive Board shall be chosen by a student-wide election at the middle of the Spring Semester. Primary elections for all positions on Executive Board shall take place before Spring Break.
- B. Each prospective candidate must receive at least twenty-five signatures of endorsement from WJU students.
- C. The candidates for President and Vice President of the Executive Board must run as a ticket.

- D. The Senate Chair must have been a regular member of the Student Senate or Executive Board for a full term before taking office, as approved by the Executive Board and Senate moderators, and the Student Senate. Exceptions may be granted under the amendment clause.
- E. Candidates may only run for one office during each election.
- F. Each candidate must have a cumulative GPA of at least a 2.5 at the time of election and not be on Academic or Conduct Probation as defined by the Registrar's Office and Division of Student Development for two consecutive semesters prior to running for office.
- G. The primary election shall reduce the number of candidates for each office of the Executive Board to two. All candidates will participate in a debate preceding the final election if a position is opposed. The date and time of the debate shall be set by the Student Advocate and made known to the candidates before the start of the elections.
- H. A primary election must be held to provide the opportunity for write-in candidates.
- I. In the event of a vacancy on the Executive Board, procedure for replacement shall be at the discretion of the Executive Board, with approval by the Moderator, with the exception of the office of the President, in which case the Vice President will automatically assume office.
- J. If previously recommended for removal from office or resignation, and you were, you may not run for the following year. An appeal may be made to Executive board and senate who may approve with a 2/3 majority vote.

Section 6: Election Procedure for Senators (including Class Officers and Senators-at Large)

- A. It is the responsibility of the Secretary with the cooperation of the Executive Board to conduct valid senator-at-large and class elections.
- B. The three offices held by class representatives are titled President, Vice President, and Secretary/Treasurer.
- C. Nominations for Sophomore, Junior, and Senior elections must begin by the third week of April.
- D. Each prospective candidate for class office must receive at least fifteen signatures of endorsement from WJU students in their class. Each prospective candidate for Senator-at-Large must receive at least fifteen signatures of endorsement from WJU students.

- E. Each candidate must have a cumulative GPA of at least a 2.5 at the time of election.
- F. The election schedule will follow that prescribed in the election by-laws.
- G. A debate among the finalists for each position must be held preceding the final elections. Each candidate will be asked to speak briefly and be responsible for answering any questions posed. The Secretary is responsible for organizing and running the debate.
- H. In the event of a vacancy of any office, the procedure for replacement shall be at the discretion of the Executive Board with the approval of the Senate.
- I. In the case of the Freshman class, final elections must be held before the Fall Honors Convocation of each academic year.
- J. Primary and Final elections will occur with Executive Board and Class Officer elections.
- K. Senior class officers must have planned to complete 90 credits by fall term and be graduating in May or August of the following year. If these are not met, Senate and Executive Board must approve.
- L. If recommended for removal of and subsequently are removed or resign, you may not run in an election for a full year from date of removal. An appeal may be made to Executive Board and if approved, to Senate who may approve with a 2/3-majority vote.

Section 7: Collegian of the Year Award Election Procedures

- A. The following qualifications for nominees must be met:
 - 1. Each nominee must have a 3.0 QPA or above.
 - 2. Each nominee must be a member of the class from which he or she has been nominated.
 - 3. Each nominee may only be nominated by a member of his or her class.
 - 4. Nominee must not be on any kind of academic or disciplinary probation.
- B. The Secretary is responsible for conducting the call for nominations.
- C. Nominations must be completed at least three weeks before the Spring Honors Convocation. Elections will run as prescribed in the Election By-Laws.

- D. The Senior Collegian should be recognized at the Senior Awards Dinner. Underclass awards should be presented at the Spring Honors Convocation. A list of winners must be sent to the Senior Student Development Officer and the Student Government Executive Board Moderator.
- E. In the event of a tie a run-off election shall occur.
- F. Only a general, final election will be held for Collegian of the Year.

Section 8: King and Queen Election Procedures

- A. The King and Queen elections will be sponsored and facilitated by the Student Government Executive Board.
- B. Nominations will begin two weeks before the respective dances. Elections will run as prescribed in the Election By-Laws.
- C. If a tie occurs, a run off round will be held.
- D. Candidates for Spring Formal King and Queen may only be nominated from the Senior class. Candidates for Christmas King and Queen may be nominated from any class.
- E. All students may vote for King and Queen elections.
- G. The Secretary will conduct and oversee the elections.
- H. Only a general, final election will be held for the King and Queen.
- I. Only students who have a 2.0 QPA or higher are eligible to be candidates.
- J. Winners of any King and Queen elections will not be eligible for others that year.
- K. It is the responsibility of the Social Affairs Representative to coordinate the coronation and gifts for the winners.

**Article VI
Club Recognition By-Laws**

Section 1: Procedures for Student Organizations to Attain and Continue to Receive Official Recognition

Club Representatives shall:

- A. Attend monthly SLAC meetings.
- B. Fill out a Club Registration/Renewal Form each year received from the Student Government Association.
- C. Submit monthly activity reports to SLAC. Such reports contain activity and treasury information.
- D. To attain recognition, obtain and complete a club recognition packet from the Student Advocate. Prepare a draft of a club constitution and submit it to the Student Advocate of the Executive Board who shall, in turn, submit it to the Executive Board and the Student Senate for approval.
- E. Both the Executive Board and the Student Senate by majority vote must give approval or disapproval of the said organization. In the event the organization is denied, the Student Government Executive Board must notify the group, in writing, why they have not been granted recognition. The Student Advocate is responsible for this notification. Appeals are also directed towards the Student Advocate who will form a committee to handle the matter.
- F. The process of official club recognition is finalized with the submission of completed forms, approved by Executive Board and Student Senate, to the Director of Student Life. This is done to ensure proper account set-up.

Section 2: Recognition

- A. The Wheeling Jesuit University Student Government Association shall recognize student organizations which adhere to the goals stated below:
 - 1. The purpose and actions of the organization reflect Wheeling Jesuit University's commitment to education and the Jesuit tradition, as stated in the Mission Statement of the University.
 - 2. The organization must abide by all policies of the University as stated in the Student Handbook.
 - 3. The organization must allow membership to all students, regardless of the student's race, sex, religious beliefs, sexual orientation, or ethnic origin.
- B. Privileges earned by recognized organizations include:
 - 1. Use of the University name in the identification of the organization and sponsorship of activities and events.
 - 2. Use of campus facilities (meeting rooms).
 - 3. Establishment of an account through the Student Government Executive Board, as well as participation in the Allocations Process.

Section 3: Expectations of Student Organizations

- A. Organizations must register with the Student Government Executive Board Student Advocate each academic year. This registration shall include an officer's roster with names, campus addresses and phone numbers, the Moderator's name, office location, phone number, and goals of the organization. The Student Government Executive Board and the Office of Student Activities and Recreation Programs will keep this registration on file.
- B. Organizations must have a minimum of ten active members in order to obtain recognition and remain a recognized organization.
- C. Every registered student organization on the Wheeling Jesuit University campus must have a moderator or advisor who is a full-time member of the WJU faculty, administration, or staff.
- D. All members of WJU student organizations must be registered full-time students of WJU. Alumni may have honorary membership, but have no legal ties or jurisdiction with the organization or the University.
- E. Organizations receiving Student Government Executive Board funds must keep an accurate record of income and expenses and all receipts, which can be made available to the WJU Student Government Executive Board upon request. In addition, organizations receiving allocated funds must submit a proper expense form (B-1) to the Treasurer of the Executive Board and wait until this form has been returned and signed by the Treasurer of the Executive Board, the Director of Student Life, and Chief Financial Officer before allocated monies can be spent.
- F. Organizations receiving Student Government Executive Board funds must follow Organization Finance Guidelines set forth by the WJU Business Office. A copy of these guidelines is kept on file in the Student Government office and available on-line.
- G. Student Government Executive Board members are permitted to hold office in campus organizations, however must abstain from voting in matters of conflict of interest.
- H. All student organizations will be subject to review each year by Student Government.
- I. Each organization must complete at least one service project each semester, having at least 50% of club membership take part in the project. A description of the service done, goals met, and reflection summary must be submitted to the Student Government Executive Board promptly after the event.

- J. If asked by the Student Government Executive Board, each organization must take part in hosting/assisting any campus wide event including: Homecoming, Founder's Day or Last Blast activities.
- K. An organization is deemed inactive if membership, financial activity, or service guidelines have not been met. In addition, if an organization has not submitted a reviewed organization constitution, renewal form, or submitted allocation forms in a two-year span, the organization will be considered inactive and must reapply for recognition again.
- L. Additional duties and more comprehensive explanation on organizations' duties and status can be found in the Organization Handbook provided by Student Government, which is made accessible to all moderators and kept on file in the Student Government office and can also be accessed on-line.

Section 4: Termination of a Student Organization

Upon review and by a majority vote of both the Wheeling Jesuit University Student Government Executive Board and the Senate, an organization may be terminated if not in compliance with the University's policies, or is no longer active.

Article VIII Annual Events of Student Government

The following is a list of annual events and services currently sponsored by Student Government (in no particular order):

- A. Homecoming/Family Weekend Activities (including Parade)
- B. Christmas Dance and Spring Formal
- C. Student Government Executive Board Inauguration
- D. Presentation of the St. Francis Xavier Award, Administrator of the Year Award, Staff Appreciation of the Year, and others.
- E. Elections: Executive Board, Collegian of the Year, Class Officer, Senior Class, King and Queen.
- F. United States Voter Registration
- G. Student Government Surveys
- H. Ignatian Awareness Week
- I. Intramural Sports
- J. Hot Topics
- K. Last Blast

Article IX Removal from Office

Section 1: Actions Resulting in Removal

Any member of the Student Government Executive Board and Student Senate may be removed from office for:

- A. Removal by the Student Body as provided by Article III Section I of the By-Laws.
- B. Malfeasance of office.
- C. Willful violation of the Constitution.
- D. More than two unexcused or excessive absences from required meetings or neglect of other duties.
- E. Misuse of Student Government funds or properties.
- F. In addition, if a student's major takes him or her away from the campus for prolonged periods of time (i.e. clinical rotations) the student must resign his or her office and be replaced by nomination of the Executive Board upon approval of the Student Senate.
- G. Class officers may suggest a Senator for the removal of a fellow officer with approval from Senate Chairperson and Senate moderator.

Section 2: Means

Any member of the Student Government Association may be removed from office by a 2/3 vote of the total eligible number of votes cast at a joint meeting of the Executive Board and Senate, called by the respective moderator, for that purpose, after sufficient notification. It is the responsibility of the Senate Chairperson to recommend senators for impeachment when the situation arises. The member must be given the opportunity to provide evidence in his or her defense before this vote takes place. For the position of Social Affairs Representative, removal may be called for by the Campus Activities Board Moderator and will take place through a joint meeting between the Student Government Executive Board and the Campus Activities Board Executive Committee where each voting member of the respective bodies have one vote, called for that purpose, after sufficient notification.

Article X Amendments

The By-Laws of the Wheeling Jesuit University Student Government Association may be changed in the following way:

By a majority vote in favor of the amendments by the members of the Executive Board, and a separate majority vote by the Senate voting members present at a regularly scheduled Senate meeting.

Article XI
Ratification

These By-Laws shall be ratified by a simple majority vote of both bodies of the Wheeling Jesuit University Student Government Association.