

**THE CONSTITUTION AND BYLAWS OF
THE STUDENT GOVERNMENT OF
WASHINGTON & JEFFERSON COLLEGE**

PREAMBLE

Whereas the purpose of the College is to prepare the undergraduate for a participatory role in our democracy, and

Whereas, the students of Washington & Jefferson College accept their responsibility to facilitate this function via the democratic process,

This Constitution establishes the guidelines by which we may do so. Accordingly, the students of Washington & Jefferson College hereby recognize Student Government as the instrument through which they can both fulfill their obligations and insure their rights.

ARTICLE I. NAME AND PURPOSE

Section 1. This organization shall be known as the Student Government of Washington & Jefferson College.

Section 2. This organization exists to promote responsible standards of student freedom and maturity and to protect the specific interests of the student body of Washington & Jefferson College.

ARTICLE II. THE EXECUTIVE OFFICERS

Section 1. Executive power of Student Government will be vested in the PRESIDENT of Student Government. In addition to his/her general executive authority, the President of Student Government shall have the following specific powers, duties and responsibilities:

- a. He/She will submit the Assembly's petitions and resolutions to the College's faculty and administration and shall communicate any replies to the Assembly;
- b. He/She will serve as the official representative of Student Government and the student body at functions where such representation is called for;
- c. He/She will appoint the chairman of committees under his/her jurisdiction, subject to their confirmation by the Assembly, and he/she may remove the same at his/her discretion;

- d. He/She may veto legislation approved by the Assembly, except for resolutions of annulment, acts of removal, or amendments to this Constitution, and this veto shall defeat the legislation unless the vetoed legislation is re-approved by a two-thirds vote of the Assembly. In all financial matters, the Treasurer must concur with the President of Student Government in order for a veto to be exercised. A veto must be exercised within seven academic days;
- e. He/She shall submit an annual report on the affairs of Student Government to the student body; and
- f. He/She is an ex-officio member of all Student Government appointed Committees (excluding legislative committees).

Section 2. There shall also be a VICE-PRESIDENT of Student Government who shall have the following powers, duties and responsibilities:

- a. He/She shall chair regular and special meetings of Student Government;
- b. He/She may discharge the duties of the President under Article II, Section 1-b, of this Constitution in instances where the President of Student Government is unable or unwilling to perform this function;
- c. In the event that the office of President of Student Government should become vacant, the Vice-President of Student Government shall assume this office until such time as new elections are held to fill this vacancy; and
- d. He/She shall adopt a Standing Rule fixing the time, place, and frequency of subsequent regular meetings for that session.
- e. He/She shall assume such other duties and responsibilities as the Assembly or the President of Student Government might grant him/her.

Section 3. There shall also be a RECORDING SECRETARY of Student Government who shall have the following powers, duties and responsibilities:

- a. He/She will maintain the roll and keep the minutes of the meetings of the Assembly;
- b. He/She will keep the current bylaws and standing rules; and
- c. He/She shall assume such other duties and responsibilities as the Assembly or the President of Student Government might grant him/her.

- Section 4. There shall also be a TREASURER of Student Government who shall have the general authority over the financial affairs of Student Government. In addition to his/her general financial authority, the Treasurer shall have the following powers, duties and responsibilities:
- a. He/She will be responsible for keeping an account of the receipts and expenditures of Student Government and Student Government sponsored clubs and organizations;
 - b. He/She shall exercise a joint veto with the President in all financial matters as outlined in Article II, Section 1-d;
 - c. The Treasurer shall serve as the chairman of the Finance Committee; and
 - d. The Treasurer shall chair meetings of the Assembly in the absence of the Vice-President.
- Section 5. The President, Vice-President, Recording Secretary and Treasurer shall be collectively known as the elected officers of the Executive Board of Student Government.
- Section 6. The eligibility requirements for the elected officers of Student Government shall be that:
- a. They must be full-time students enrolled at Washington & Jefferson College;
 - b. They must have completed at least eight courses at Washington & Jefferson College;
 - c. They must not be on academic or social probation; and
 - d. They must meet any additional requirements established by the student body.
- Section 7. The President, Vice-President, Recording Secretary, and Treasurer shall be elected to their positions by the student body at large. General elections for the elected officers of Student Government shall be held eight to ten weeks before the beginning of the final examination period for the second semester of the academic year.
- a. The regulations of the election and the manner in which it is to be run are specified in the Elections Code of Student Government (see Appendix I, Article II, Section 2, of this Constitution).

- Section 8. The term of office for the elected officers of Student Government shall be for a period of one year following the date of installation.
- a. To install newly elected officers of Student Government, a motion must first be made at a meeting of the Assembly to remove the old officers. Once this motion passes, another motion must be made to install the new officers. When this motion passes, the officers are installed.
- Section 9. If an elected office should become vacant, an election to fill the vacancy shall be held within fifteen academic days following the occurrence of the vacancy. Election procedures for such elections shall coincide with those established for the offices of Student Government.
- Section 10. The elected officers of Student Government cannot serve as Regular or Alternate Representatives.
- Section 11. In the event that an Executive Officer does not fulfill his/her duties and responsibilities, a member of the general assembly may propose that the officer be impeached. In this event, the member of the general assembly must meet with the Director of the Office of Student Activities, Involvement, and Leadership and the Dean of Student Life. Only thereafter can a petition, signed by at least 25 other members of the general assembly, and the reasoning for the consideration of impeachment be presented to the general assembly. The impeachment will then be voted on at the following general assembly with a 2/3 majority vote. If impeachment of an Executive Officer is approved, then Article II Section 9 will be followed.
- a. The charged Executive Officer has the right to address the general assembly of the charges directly before voting.
- Section 12. The Executive Officers are to adhere by the following attendance policy:
- a. The Executive Officers are to fulfill their duties to the student body who elected them to their positions by attending both regularly scheduled and special Student Government Association General Assembly meetings.
- b. Should an Executive Officer be unable to attend a General Assembly meeting, it is the responsibility of that Executive Officer to give the other Executive Officers and the Elections & Procedures Committee chairperson notification and explanation of his or her absence twenty-four (24) hours before the meeting, if possible.
- c. The other Executive officers shall collectively decide in conjunction with the Elections & Procedures Committee chairperson whether or not the

specific Executive Officer's absence is to be deemed excusable or inexcusable.

- d. Should an Executive Officer exceed two (2) excused absences, the third absence will automatically be counted as an unexcused absence.
- e. Should an Executive Officer obtain one (1) unexcused absence, he or she will be effectively charged with impeachment. The impeachment charge will then be presented to the General Assembly by the Elections & Procedures Committee chairperson. Just as is the case with Article II Section 11, the impeachment will then be voted on at the following General Assembly with a 2/3-majority vote. If impeachment of an Executive Officer is approved, Article II Section 9 will be followed.
 - 1. The charged Executive Officer has the right to address the general assembly on the charges directly before voting.
- f. In the case of extenuating circumstances (i.e. family emergency) a third excused absence can be granted at the behest of the other Executive Officers with the recommendation of the Elections & Procedures Committee chairperson.
- g. The number of excused absences resets back to zero (0) at the beginning of each semester.

ARTICLE III. THE ASSEMBLY

- Section 1. Legislative power within Student Government shall be vested in the Assembly (also called a General Assembly) of elected Representatives. In addition to its general legislative authority, the Assembly shall have the following specific powers:
- a. It must approve all Student Government expenditures;
 - b. It may, through formal resolution, annul unsanctioned actions taken in the name of Student Government or of the student body;
 - c. It must confirm appointments made by the President of Student Government before these appointments can take effect; a majority vote of representatives present at a lawful meeting being necessary for confirmation; and
 - d. It may, through appropriate legislation, establish committees under its own jurisdiction.

- Section 2. A quorum for a meeting of the Assembly shall be one (1) more than one half the total number of all Representatives, to include Regular Representatives and non-Student Government-funded Club Representatives as reported by the Elections and Procedures Committee at the beginning of each academic year.
- Section 3. A session of the Assembly shall commence within the fourth complete week of each academic year.
- Section 4. Special meetings of the Assembly may be called by either the President of Student Government or by Regular Representatives. Representatives wishing to have a special meeting must present a petition to the Recording Secretary, stating the time and place for the special meeting, bearing the signatures of at least twenty-five percent of all Regular Representatives. All Representatives must be informed of a special meeting at least twenty-four hours before it is scheduled to begin.
- Section 5. All regular or special meetings of Assembly will use Robert's Rules of Order, Revised Edition, to guide the proceedings.
- Section 6. Regular meetings of the assembly shall be open to all members of the College community, plus such other individuals as the Assembly, through formal action, should choose to invite, unless the Assembly, through prior action, declares a meeting to be partially or totally closed. Special meetings may be declared open or closed at the discretion of the Assembly.
- Section 7. The Assembly of Student Government shall be composed of Regular Representatives; in addition, there shall be Alternate Representatives who shall be empowered in specific situations to serve as substitutes for Regular Representatives.
- Section 8. A Regular Representative shall have the right to introduce and vote on legislation and engage in debate before the Assembly. A Regular Representative shall also assume such other duties and responsibilities as the Assembly might designate.
- Section 9. An Alternate Representative shall have the right to engage in debate before the Assembly; in addition, the Alternate Representative shall have the right to introduce legislation and to vote at any meeting in which less than the total number of Regular Representatives from his/her class are in attendance.
- Section 10. Elections for Regular and Alternate Representatives shall be held within thirty (30) days following the first day of classes in the academic year.

Each class (freshman, sophomore, junior and senior), will elect ten (10) representatives. Each class will vote separately for their representatives. Any student currently enrolled as a full-time student at Washington & Jefferson College shall have the right to vote in their class election.

- a. The regulations of the election and the manner in which it is to be run are specified in the Elections Code of Student Government (see Appendix I, Article 3, Section 1, of this Constitution).

Section 11. The term of office for Regular and Alternate Representatives shall commence upon election and shall last for the duration of the academic school year in which they were elected.

Section 12. The eligibility requirements for Representatives or Alternate Representatives of Student Government shall be that:

- a. They must be full-time students enrolled at Washington & Jefferson College; and
- b. They must meet any additional requirements established by the student body.

Section 13. Definition of representation in the Assembly (amended 4/24/08)

- a. Representation in Student Government shall be ten representatives from each class (freshmen, sophomore, junior and senior):
 1. Students will sign-up for their class ballot at the beginning of each semester and elections from those who submitted names will be held within thirty (30) days following the first day of class.
 2. If, for some reason less than ten (10) students sign-up for the ballot from a particular class, the remaining seats will remain open for volunteers to participate as SGA representatives on a meeting-by-meeting basis.
 3. Clubs will each be given one vote regardless of the number of members. Clubs will be encouraged to elect a member of their club as the designated club representative, however, SGA will not require the same member of the club to represent that club at all SGA meetings.
 4. Students can only represent two (2) clubs each.
 5. A student that is a class representative can still represent two (2) clubs.

Section 14. A Regular or Alternate Representative may be recalled by his/her constituency. A recall vote shall be held if a position for recall, bearing the signatures of at least twenty percent (20%) of the members of the affected class, is presented to the Vice-President. The recall vote shall be conducted with the affected class, within ten academic days following the submission of the recall petition. The affected representative shall be considered recalled if two-thirds of those voting vote for recall, provided that two-thirds of the class participates in the recall election. Voting and eligibility procedures for recall elections shall coincide with those established for elections of representatives.

Section 15. If a position of a Regular Representative should become vacant, any remaining seat(s) will be open for volunteers from that particular class to participate in SGA on a meeting by meeting basis.

ARTICLE IV. STANDING COMMITTEES

Section 1. Standing Committee Regulations

- a. The Student Government shall have the power to establish such standing committees as it shall deem necessary and proper for the expedient administration of its functions and duties. The legislation enacting such committees shall contain provision defining the scope of jurisdiction and the subject areas over which the committee is to have authority.
- b. Such legislation shall also specify methods of selection, restrictions, qualifications or limitations upon membership.
- c. All standing committees shall establish such internal procedures as are necessary for their function.
- d. The individual committee chairman shall have the power to designate positions within his/her committee.
- e. All Standing Committee Chairpersons shall be collectively known as the Chairs of the Standing Committees (CSC), and are responsible for reporting to the general assembly and Executive board.

Section 2. Finance Committee

- a. This committee shall prepare the Student Government budget and supervise the enforcement of said budget.
- b. It shall be the duty of the Finance Committee to submit a budget to the General Assembly, with each Representative receiving his/her own copy.

- c. The budget must be introduced to the Assembly at least two (2) weeks before the beginning of the final examination period for the second semester.
- d. The budget must be acted upon at the first meeting of the Assembly following the meeting at which it was initially proposed.
- e. Also, the budget may not be voted upon at the same meeting at which it was introduced as outlined in Standing Rule #2 of this Constitution.

f. Membership

The Treasurer of Student Government shall be the chairman of the Finance Committee.

- 1. The committee shall be comprised of six interested members of the General Assembly and the Student Government Treasurer.
- g. It shall also be the duty of the committee to ensure that all clubs and organizations funded by Student Government are fiscally responsible, and it shall recommend action to the General Assembly for groups which are not.

Section 3. Elections and Procedures Committee

- a. This committee shall supervise and conduct all Student Government Sponsored elections including recall votes by following the elections code. The Chairperson of this committee and the Director of the Office of Student Activities, Involvement, and Leadership shall inform candidates of election results. The committee shall also aid members of the general assembly in understanding and following proper procedures as outlined by Article III section 5 of this constitution and of the Student Government constitution, itself.

b. Membership

- 1. The Chairperson shall be nominated by the Executive Board, and confirmed by the Assembly. This nomination should occur prior to the first general assembly of the year.

Section 4. Entertainment Committee

- a. This committee shall be responsible for the selecting and programming of live entertainment for the student body. This shall include live entertainment for all Student Government sponsored events calling for such entertainment, as well as any other live entertainment which it selects for the student body.
- b. Membership
 - 1. The Chairperson shall be nominated by the Executive Board, and confirmed by the Assembly. This nomination should occur prior to the first general assembly of the year.
 - 2. The committee shall be comprised of interested members of the General Assembly or the student body in general.

Section 5. Student Affairs Committee

- a. This committee shall review policies regarding student life to insure that they are consistent with the academic mission of the College and to make recommendations to Student Government concerning those policies, as well as policies leading to the effective counseling of student in academic and personal matters.
- b. Membership
 - 1. The Chairperson shall be nominated by the Executive Board, and confirmed by the Assembly. This nomination should occur prior to the first general assembly of the year.
 - 2. The committee shall be comprised of interested members of the General Assembly, and of the student body in general.

Section 6. Publications and Technology Committee

- a. This committee shall publicize all Student Government events and matters to the student body at large. The committee shall also promote the growth, development, integration of technology, and to make recommendations to Student Government concerning more effective use of existing technology as well as future needs.
- b. Membership
 - 1. The Chairperson shall be nominated by the Executive Board, and confirmed by the Assembly. This nomination should occur prior to the first General Assembly of the year.

2. The committee shall be comprised of interested members of the General Assembly and of the Student Body in general.

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Section 7. Leadership Initiative Committee

a. This committee shall promote student engagement and leadership in the Washington & Jefferson College community and in the Washington, PA community at large.

b. Membership

1. The Chairperson shall be nominated by the Executive Board, and confirmed by the Assembly. This nomination should occur prior to the first General Assembly of the year.

2. The committee shall be comprised of interested members of the General Assembly and of the Student Body in general.

ARTICLE V. SPECIAL AD HOC COMMITTEES

Section 1. Special and Ad Hoc Committee Regulations

a. The President shall have the power to establish such special and ad hoc committees as he/she shall deem necessary and proper for the expedient administration of Student Government's functions and duties. The Assembly shall also have the power to establish special or ad hoc committees by passing a motion to establish the committee with a majority vote. The legislation enacting such committees shall contain provisions defining the scope of jurisdiction and the subject areas over which the committee is to have authority.

b. Such legislation shall also specify methods of selection, restrictions, qualifications or limitations upon membership.

c. Chairpersons for special or ad hoc committees shall be recommended by the Executive Board and subject to approval by the Assembly.

d. All special or ad hoc committees shall establish such internal procedures as are necessary for their function.

e. The chairpersons of these committees shall follow Article IV section 1e.

ARTICLE VI. CAMPUS CLUBS/ORGANIZATIONS

Section 1. The Establishment of New Clubs/Organizations

- a. Students interested in forming a new club or organization must adhere to the following procedure in order to become recognized by SGA.
 1. Interested students shall submit an electronic roster and constitution to the Director of S.A.I.L. The Director of S.A.I.L. and the Dean of Student Life have full authority to change or amend its policy as to the formation of new clubs and organizations.
 2. Once the Director approves the roster and constitution the Executive Board shall place the proposed club on the agenda for the next General Assembly.
 3. A member from the proposed club must attend the general assembly and present their club. The proposal can be voted on at that General Assembly and does not need to be tabled.
 4. In accordance with Robert's Rules of Order, Revised Edition the proposal shall pass with a simple majority.

Section 2. The Reactivation of Inactive Clubs/Organizations

- a. Students interested in reactivating an inactive club or organization must adhere to the following procedure in order to reactivate it.
 1. Interested students shall submit an electronic roster and constitution to the Director of S.A.I.L. If the old constitution is still on file, they may amend and edit the old constitution. The Director of S.A.I.L. and the Dean of Student Life have full authority to change or amend its policy as to the formation of new clubs and organizations.
 2. Once the Director approves the roster and constitution the Executive Board shall place the club on the agenda for the next general assembly.
 3. A member from the club must attend the general assembly and present their reactivated club. In accordance with Robert's Rules of Order, Revised Edition the proposal can be voted on at that general assembly and does not need to be tabled.
 4. In accordance with Robert's Rules of Order, Revised Edition the proposed reactivation shall pass with a simple majority.

Section 3. Financial Policies for Recognized Clubs/Organizations

a. General Provisions

1. The amount to be realized from the Student Activities fee, assessed against all full-time students, is allocated to Student Government for basic support of Student Activities.
2. See Article IV, Section 2 on the budgetary process of Student Government.

b. Eligibility

1. Organizations must be recognized by Student Government and S.A.I.L.
2. Organizations must provide a service, program of activity of general College interest, appeal, and intellectual, cultural, or social value.
3. Organizations may not provide academic credit to student members
4. There may not be membership restrictions because of academic standing, gender, ethnicity, religion, sex, disability, sexual orientation, age, national origin, or dues to the campus organization.
5. Organizations may not be politically biased.
6. All Events must be open to the campus

c. Guidelines for Proper Use:

1. All purchases over \$100 must have previous notification and approval from the Student Government Treasurer.
2. Dues for a campus organization may only be collected when this action is sanctioned by the Executive Board
3. Refreshments: FINCOM will approve the purchase of food/non-alcoholic beverages so long that no more than 35% of the organization's total budget is used. This percentage includes year-end celebration and gifts assuming the organization were active throughout the school year at which time the organization must have prior approval by FINCOM

4. Purchase for off-campus meals must adhere to the 35% policy, and organization members are expected to contribute personally to the cost unless there is approval by the SGA Treasurer.
 5. Honorariums, coverage for off-campus dinners, and mementoes for distinguished guests must be approved by FINCOM, club advisor, and the Director of S.A.I.L before a purchase can be made.
 6. Any misuse of funds will be investigated and dealt with by FINCOM.
- d. Approval of Additional Budgets
1. Previously Existing Organizations/Clubs
 - a. Previously existing student organizations/clubs that are not funded under the process outlined in Article IV, Section 2 may request a budget during the academic year in which the funds will be used.
 - b. Organizations must submit a budget proposal to FINCOM, who will make a recommendation to the General Assembly.
 - c. The proposed budget will be presented before the General Assembly, which must be tabled until the following General Assembly meeting.
 - d. Proposed Budget must pass with a 2/3 majority
 - e. Organizations/clubs that fail to pass a budget may resubmit an amended budget proposal before the next General Assembly meeting, at which time the budget may be voted upon, passing with a 2/3 majority.
 2. Recently Activated Organizations/Clubs
 - a. Student organizations/clubs may not propose a budget using SGA funds until the organization is recognized under SGA, following Article VI, Section 1.
 - b. Student organizations seeking activation may propose a budget to FINCOM, who will review the proposal. Organizations that are activated by the General Assembly

may propose a budget at the meeting of activation, or later, under the recommendation of the General Assembly.

- c. Proposed budgets must be tabled in accordance to Article VI, Section 3(d)1.c-e

- e. Expenditure Procedures

- 1. Check Requests

- a. May be used for services rendered, if payment is to be made by check
 - b. May be used for purchases exceeding \$100
 - c. Requests must be submitted 7-10 days prior to the date that the check is needed.
 - d. Process for Requests:
 - 1. Obtain a check request form from S.A.I.L. or online under Business Office Forms
 - 2. Complete all parts of the form. Failure to do so will cancel the request and force the club to resubmit the request
 - 3. All receipts and invoices must accompany check request forms. If the check is needed prior to the purchase, an invoice must be sent to the SGA Treasurer and a receipt must be sent to the Treasurer immediately after the payment has been made.
 - 4. Check requests require signatures of a club officer, the SGA Treasurer and the Director of S.A.I.L.

- 2. Petty Cash Requests

- a. May be used to reimburse expenditures under \$100
 - b. May be used for anticipated expenses under \$100
 - c. Requests must be submitted 7-10 days prior to the date that the petty cash is needed.

- d. Process for Requests
 1. Obtain a petty cash request form from S.A.I.L. or online under Business Office Forms.
 2. Complete all parts of the form. Failure to do so will cancel the request and force the club to resubmit the request.
 3. All receipts and invoices must accompany petty cash request forms. If the petty cash is needed prior to the purchase, an invoice must be sent to the SGA Treasurer and a receipt must be sent to the Treasurer immediately after the payment has been made.
 4. Petty cash requests require signatures of a club officer, The SGA Treasurer and the Director of S.A.I.L.
3. FINCOM and the Director of S.A.I.L. have the authority to deny petty cash/check requests, whether for purchase or reimbursement, if such request does not follow expenditure regulations or proper allocations of funds.
- f. Transfer of Funds
 1. Between Student Organizations/Clubs
 - a. Student organizations/clubs who wish to donate a portion of its previously allocated budget to another student organization/club may do so with the written approval of the organization's President and Treasurer, as well as the SGA Treasurer, club advisor, and the Director of S.A.I.L.
 - b. Organizations who wish to allocate funds to other student organizations/clubs must obtain a majority vote of the organization's members before the transfer can be made.
 2. Off-Campus Organizations
 - a. All money obtained through fundraising efforts may be donated in full to chosen off-campus organizations
 - c. Student organizations may not donate portions of allocated budgets to off-campus organizations

ARTICLE VII. AMENDMENT

Section 1. Procedure for Amendment

- a. The proposed amendment to this Constitution must be introduced to the Assembly, with time allowed for full discussion.

Section 2. Conditions for Ratification

- a. A vote may not be called within one week following the introduction of the proposed amendment.
- b. Once a vote is called, the amendment passes by a 2/3 majority vote of the Assembly.

STUDENT GOVERNMENT STANDING RULES

1. All roll call votes shall be recorded and entered into the written minutes (Adopted, 10/26/70).
2. A motion pertaining to an allocation shall not be voted upon during the meeting in which it is first introduced (Adopted 12/7/70).
3. Any committee of Student Government must present an up-to-date report of its progress if such a report is requested by a voting member or an officer of Student Government. This report must then be recorded in that meeting's minutes (Adopted 9/16/71).
4. An approximate agenda for each Student Government meeting shall be posted at least twenty-four (24) hours in advance of said meeting (Adopted 4/2/75).
5. Minutes for Student Government meetings will be posted as soon as possible after each meeting (Adopted, 4/2/75).
6. Student Government may suspend or temporarily withhold allocations previously made, upon recommendation of the Finance Committee. (Adopted, 9/16/71).
7. Student Government must carry all petitions for policy change from students or student groups to the President of the College or to his designate without prejudice. At the request of the student organization, Student Government may discuss the petition and then attach its recommendation (Adopted, 11/17/71).

8. Any College Recognized Student-Run Organization that is not subordinate to another College Recognized Student-Run Organization, with the exclusion of Student Government, shall be recognized as a club and given full voting rights with the full validation of the General Assembly (Adopted, 4/23/09).
9. For the sake of defining quorum, Regular Representation shall be defined as the Class Representatives and the Student Government-funded Clubs' Representatives (Adopted, 4/23/09).
10. For the sake of reaching quorum, all Representatives, to include Regular Representatives and non-Student Government-funded Club Representatives, shall be counted toward quorum (Adopted, 4/23/09).