Constitution and By-Laws
of the
Waynesburg University Student Body

Preamble

We, the students of Waynesburg University, in order to provide an effective means of government through definitions and execution of our rights, privileges, and obligations as set forth in the Bill of Rights of the University, to provide for coordination among students and student organizations and to perpetuate the ideals for which Waynesburg University stands, herby submit to be governed by the following constitution and by-laws.

Article I. The Student Senate and the Student Senate Body

Section A. Membership

1. The membership of the Student Senate shall be comprise of any full-time students of the University.

Section B. Suffrage

1. All full-time students enrolled in the University are eligible in student-sponsored elections.

Section C. Meetings

2. The Student Senate, through its chairman, who is the president of the student body, may call student body meetings.

Article II. Members of the Student Senate

Section A. Student Senate Officers

1. Job Description

a. President - The president of the Student Senate is responsible for the proper functioning of the student government. He/She is the presiding officer at any student body meeting and serves as the chairman of the Student Senate. He/She calls special meetings, makes committee appointments, and serves as an exofficio (non-voting) member of all committees. He/She serves as a member of the Student Services Committe (By-laws, Section III, C) and the Alumni Committee (By-laws, Section III, A). The president must also appoint all members to the Judicial Council, which must include the Academic Vice President (By-laws, Section III, B). The president shall oversee all of the other

executive officers, who shall be accountable to the president for fulfillment of their duties.

b. Executive Vice President - The executive vice president of the Student Senate will assist the president in his/her duties and shall assume the duties of the president during his/her absence. He/She shall serve as the vice chairman of the Student Senate. He/She shall be responsible to the president for the assisting of all activities of the Homecoming and Spring Weeks. He/She shall be one of the Student Senate representatives on the Alumni Committee (By-laws, Section III, A) and shall oversee all elections, including special elections of officers and wards. The executive vice president shall be a member of the Mission Service Trip Scholarship Funds Committee as considered necessary by the Executive Committee. The executive vice president shall assist the president in other capacities as requested.

c. Academic Vice President - The academic vice president shall be responsible to the president for all academic matters relating to the students of Waynesburg University and the coordination of all committees pertaining thereto. He/She shall serve as a liaison between the Student Senate and the faculty, as well as the Provost. He/She shall attend all faculty meetings and keep students informed. The academic vice president shall be one of the Student Senate representatives on the Judicial Council (By-laws, Section III, B) and the Student Services Committee (By-laws, Section III, C). The academic vice president shall be responsible to the president in other capacities as requested.

d. Social Vice President - The social vice president shall be responsible to the president for all social matters relating to the students of Waynesburg University, and for the coordination of all committees pertaining thereto. He/She, at the beginning of his/her term, shall form a committee who will plan Senate-sponsored activities, being appointed the co-head of the event planning and promotion task force. The social vice president shall be the vice president of the Student Activities Board. He/She shall be responsible to assist the president in other capacities as requested.

e. Secretary - The secretary shall record the proceedings of the Student Senate meetings and is responsible for maintaining these records. He/She shall distribute copies of the minutes of the Student Senate meetings to the members and other interested parties. He/She shall conduct a roll call at each Student Senate meeting at his/her discretion and maintain a record of attendance of all senators and officers. The secretary shall be responsible for typing of senate election ballots, and correspondence with newspapers and television stations, along with the writing of general notices throughout the year, being appointed the co-head of the event planning and promotion task force. He/She shall be

responsible for submitting periodical reports to the president and faculty, and shall assist the president in other capacities as requested.

f. Treasurer - The treasurer of the Student Senate shall be held responsible to the president for the proper handling of all financial records. He/She shall make disbursements of funds subject to the authorization of the president, as empowered by the Student Senate. He/She shall be responsible to submit periodical reports to the president and the Student Senate as pertaining to finances. He/She shall submit a proposed budget to the executive board and the Student Senate body. One week after Student Senate has received its allocation in the fall semester, this budget must be proposed in the Student Senate meeting. This budget must then be voted on the following week, although it may be subject to change according to the discretion of the executive officers or general concern of the Student Senate body, as well as a result of later known expenses. The treasurer shall be one of the Student Senate representatives on the Student Services Committee (By-laws, Section III, C). He/She shall be responsible to assist the president in other capacities as requested.

2. Process of Election of Officers

a. All Student Senate officers shall be full-time students of Waynesburg University in good academic and social standing.

b. A candidate shall secure a petition stating his/her name and the position he/she is seeking. This must be signed by at least forty full time students, representing ten from each of the four classes.

c. The election of Student Senate officers will be held in the last week of March in the spring semester. The president must be a junior or senior (by credits) in the year of office. The Student Senate officers require one or more full academic semesters as an active senator prior to the beginning of their year in office.

d. The office of social vice president is nominated through the Student Activities Board, being that they will serve as the vice president of the Student Activities Board; nominees will be voted for and elected through Student Senate elections, following all protocol and doing paperwork as required of Student Senate executive officers. The nominated person must additionally be a member of the Student Activities Board for at least one semester prior to the beginning of their year in office. Once elected in the Student Senate election, the new social vice president must attend Student Senate meetings for the remaining of the semester in which the election is held.

e. Newly elected officers shall be installed in April at the last regular

Student Senate meeting of academic year.

f. Election in case of vacancy: If any Student Senate office other than the president becomes vacant because that officer leaves Waynesburg University, becomes ineligible due to academic or disciplinary probation, or has been removed from office, nominations shall be made for that office by the Executive Board to the Student Senate body. Nominations from the floor shall also be in order. Following the closing of nominations, vacant offices other than the president shall be voted upon by the Student Senate. If the office of the president becomes vacant, a campus-wide election will be held. This election must be held no later than three weeks after that vacancy occurs.

Section B. Student Senate Representatives

1. Job Description - All senate representatives of the Student Senate are responsible for keeping their respective wards informed of Senate-sponsored activities and events and any Student Senate related decisions. Each representative shall post such information at a prominent location in his/her ward. It shall be mandatory for each representative to aid in the working of the Homecoming and Spring Weeks and other activities designated by the Executive Vice President.

2. Process of Election of Senate Representatives

a. All senate representatives shall be full-time students of Waynesburg University in good academic and social standing.

b. A candidate for representative shall secure a petition stating his/her name and the ward. This must be signed by at least ten members of the ward. If one petition is received from a ward, that person shall become representative of the said ward. If the ward has less than ten members, a petition stating the representative's name and activities of the ward must be signed by all members.

c. In the case of two or more petitions being submitted from the same ward, a meeting of all members of the ward will be held at which one representative shall be elected by secret ballot.

d. Senate representatives will be installed at the beginning of each semester.

e. Election in case of vacancy: if any senator's position becomes vacant because that student leaves Waynesburg University or becomes ineligible due to academic or disciplinary probation, that ward shall immediately appoint a new senator with the necessary ten signatures.

Article III. Removal From Office

Section A. Reasons for Recall

1. Absences - Members are allowed two absences, excused or unexcused, and three substitutions per semester. Any further attendance violations will result in a review by the ward and a recall may result.

2. Negligence of Duties - If an elected member fails to uphold his/her duties and responsibilities as set forth in this constitution, the Senate shall bring forth review and begin recall proceedings or a fellow officer should.

Section B. Recall Procedures

1. The student body and/or the Student Senate with just cause can recall or remove from office a student officer or senator.

2. Recall of a Student Senate Executive Officer

a. A recall petition must be signed by 25% of the senators.

i. The petition of recall must state the charge in written form, and be brought to the president of the Student Senate. However, if the president is being recalled, charges are brought to the executive vice president. The president or executive vice president shall then call a special meeting within 15 days of when he/she receives the petition. The president shall notify, in writing, the person who is being proposed for recall of the charges and shall inform him/her of the time and place of the special senate meeting, giving the charged adequate time to prepare a defense.

ii. During this special meeting, the charges shall be read and the charged shall have the opportunity to defend him/herself. The Student Senate shall then vote by secret ballot. A 2/3 vote is needed to affect a recall.

iii. If the officer who has been brought up for recall feels that fair procedures have not been followed, he/she may appeal to the Dean of Student Services in writing within ten days of Senate's action.

3. Recall of a Student Senate representative can be initiated in one of two ways.

a. A recall may be requested by the ward due to the appointed senator's neglect of duties and the Executive Committee must be informed of such actions.

b. The Executive Committee may request a suggested recall to be reviewed by the involved ward.

4. If an officer or senator has been recalled, they are prohibited from running for another position in the next Student Senate election.

Article IV. Structure of Student Senate

Section A. Membership

1. The Student Senate shall consist of the following:

a. Voting Members

i. Five Student Senate officers shall be voting members. The president is not a voting member.

ii. One elected representative from each of the following wards shall be voting members:

a) Floors and/or wings shall divide each residence hall and each one shall constitute a ward.

b) Each University owned house shall constitute a ward.

c) One voting commuter shall determine the commuter club. The term "commuter" shall be used to describe all off-campus students who commute from home.

iii. Organizational representatives - Each campus organization officially recognized by the Student Services office, with a current membership of at least ten members shall be entitled to designate a member as a voting representative. Unless extenuating circumstances arise, the president of an organization may not represent their organization in Student Senate. If such circumstances are present, the Executive Board may make a decision to allow the president to represent their organization if the representative submits a concise written proposal to Executive Board; the proposal will receive a response of either acceptance or decline. If the proposal is declined, the Executive Board will provide a written statement of rationale to the candidate. An accepted candidate, having become a representative, may not sign their ward report for both representative and president, and must therefore take the report to the vice president of their organization. Additionally, each representative may only represent one

organization.

iv. Full-Time Students - Any full-time students wishing to actively participate in Student Senate may vote after attending a minimum of three senate meetings prior to the vote.

b. Advisor

i. The advisor of the Student Senate is the Dean of Student Services or his/her appointed representative.

ii. Each Executive Officer will have a personal copy of Robert's Rules of Order that will be property of Student Senate.

Section B. Meetings

1. All Student Senate meetings shall be open to all members of the student body, faculty, and administration and shall be conducted in accordance with Robert's Rules of Order. The Student Senate shall meet at least once every week during the academic year and shall meet at the time and place the Senate may deem available.

2. The Student Senate shall have regularly scheduled meetings during the academic year at a time and place directed by the Executive Officers and the academic advisor.

3. New business and items for consideration may be brought forward by any full-time student in senate. If money is being requested, proposals must be given by a representative of a ward or organization, or an Executive Officer.

Section C. Quorum

1. One half of the voting membership of the Student Senate must be present in order to conduct business.

Section D. Statement

1. As the governing organization of the student body, the Student Senate is responsible for the administration of the student affairs as follows:

a. To promote the welfare of the student body.

b. To confer, through the Executive Committee, with administrators and faculty, and to make recommendations to them concerning the needs of Waynesburg University students.

c. To be responsible for Student Senate sponsored social functions, as well as Homecoming and Spring Week under the direction of the Student Activities Board.

d. To see to the proper distribution of allocation money to student organizations in accordance with the Waynesburg University Allocation Guidelines.

Section E. Student Services Committee

1. Types of Committees

a. Executive - This committee shall be a permanent committee of the Student Senate Executive Officers.

b. Standing - These committees shall be the permanent committees within the framework of the Senate.

c. Ad hoc - These committees are appointed to accomplish particular objectives and are then dissolved.

2. Appointments

a. The president or vice presidents, with the approval of the majority of the senators present, appoint standing committees.

3. Reports

a. The chairman of the standing and ad hoc committees shall be required to make reports to the president of the Senate and to submit written recommendations when necessary. The secretary of the Student Senate shall be responsible for keeping a file of all recommendations submitted.

b. A ward report, including the signature of the organization's president or dorm floor's resident assistant/resident director, must be submitted weekly.

4. Duties

a. The duties of the Student Senate committees are to promote the welfare of the student body by carrying out the functions assigned to each in the By-Laws of this Constitution.

Article V. The Student Senate Oath

Section A. The Oath

1. All elected Senators and officers are required to stand, raise their right hand, and take the following oath:
"I state your name, do solemnly swear (or affirm), that I will faithfully execute the office of state your position, and that I, state your name, will uphold the Constitution of the Student Senate of Waynesburg University, and promote the welfare of the Waynesburg University student body, so help me God."

2. The president shall administer the oath to other officers at the last scheduled meeting in the spring semester, and shall administer the oath to other senators at the first meeting of each semester.

Article VI. Amending the Constitution

Section A.

1. Any student may propose an amendment to the Constitution by presenting to the Student Senate a written statement of the purpose of the amendment and a declaration of that part or parts of the Constitution recommended for modification or change. At the next regularly scheduled meeting of the Student Senate, the proposed amendment shall be read, and a discussion shall follow, by members of the Senate. The proposed amendment will then be set aside until the next regularly scheduled meeting and will be voted upon. A student forum shall be held giving the pros and cons of the issue(s). If the proposed amendment(s) receives a favorable vote by the Senate, it shall become effective immediately.

Section B.

1. A student may present to the chairman of the Student Senate a petition that contains a recommended change and/or addition to the Constitution. This petition must contain 20% of the signatures of the Student Senate body, indicating their support of the proposed amendment.

Student Government By-Laws

Section I. Student Senate Meetings

A. Attendance - Officers of the Student Senate are required to attend all meetings unless excused by the president and advisor. Members are required to attend all meetings unless excused by the president. A substitute for the Senate member may attend in their absence; substitutions are limited at three per semester, but excused or unexcused absences may not exceed a total of two per semester.

B. Quorum - One half of the Student Senate membership constitutes a quorum. A quorum must be present in order to conduct business.

Section II. Student Senate Committees

A. Executive Board - The Executive Board is a committee which consists of the six elected Student Senate officers. It acts on behalf of the Senate in emergency situations between Senate meetings, and meets weekly prior to regular Student Senate meetings. It will meet at the call of the chairman, who is president of Senate. It shall review the work of all committees and recommend changes as deemed necessary. The Executive Board of Student Senate exists to make necessary decisions and take necessary actions throughout the year. They reserve the right to decide/act on matters such as, but not limited to, the following, without a formal vote of the Student Senate body:

1. Final decisions on Senate representatives

2. Weekly meeting times

3. Assigning responsibilities such as, but not limited to, recycling, contacting faculty publications, and working on events

4. Discussing proposals brought to Senate

5. Discussing social, academic, and campus life issues with faculty and students, as well as with off-campus and community authorities

6. Decisions as to the spending of minor funds including, but not limited to, purchasing food/cutlery/dishes for Senate events, office supplies and trash/recycling bags (although it must be reported to the Student Senate body)

If at any time a member of the Student Senate has any questions or concerns regarding any matter or issue pertaining to the Student Senate, they may contact the Executive Officers directly, leave questions or comments in the Student Senate suggestion box (located outside of the student organization room on the

second floor of Stover Campus Center), raise the matter in a weekly Student Senate meeting, or email the Student Senate account.

B. Election Committee - The Election Committee shall consist of the Executive Committee and neutral appointed students. No candidate shall be involved in any work of the Election Committee. The Student Senate advisor will be present during any counting of votes (or his/her appointed representative). This committee shall be responsible for the proper conduct of all student body and ward elections and shall yearly determine reappointments of wards and rules essential to such elections. Such rules must be approved by a 2/3 vote of the Student Senate at the first meeting following their recommendation. Such rules must be made public at least seven days prior to election. The chairman of the Election Committee shall be the executive vice president, unless he/she is running for another office or re-election; and it shall be his/her duty to appoint neutral students from the student body to help with the counting of ballots. This committee shall make a report to the Student Senate that includes the following:

1. Numerical tabulation of the results

2. A report of complaints received and actions taken

3. A report of the procedures followed

4. An evaluation of the election

The Election Committee shall determine officially the winner of each election. In any election in which the winning candidate has ten or fewer votes over his/her closest competitor, a recount of ballots is required. This committee shall be responsible to report to the executive vice president or appointed chairman.

Section III. Representation of the Student Senate on Waynesburg University Committees

A. Alumni Committee - The president and executive vice president of the Student Senate and three appointed students shall serve as the student representation of this committee.

B. Judiciary Council - The academic vice president and five students, totaling two seniors, two juniors, one sophomore, and one senior alternate appointed by the president, shall serve as the student representatives on the Judicial Council. This committee will hear cases involving disciplinary issues. The chairman of the committee shall be one of the senior representatives, and he/she shall convene meetings when deemed necessary.

C. Student Services Committee - The president, academic vice president, and treasurer of the Student Senate will be the appointed officers to serve as the student representatives on this committee.