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# **Student Government Association**

**Constitution & By-Laws  
2024-2025**

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## Constitution

### *Preamble,*

*We, the students of Western Colorado University, do hereby establish this Student Government Association in order to preserve rights and privileges, provide a means for freedom of student expression, and provide for meaningful operation of self-government, and declare this Constitution to act as the official doctrine of the Associated Student Body.*

### **ARTICLE I. NAME AND PURPOSE**

Section 1. The name of the organization established by this Constitution shall be the Student Government Association of Western Colorado University, hereafter referred to as SGA of Western.

Section 2. The purposes of the SGA shall be:

1. To act as the official voice of the Associated Student Body of Western, hereafter referred to as the ASB of Western
2. To protect the rights and privileges of the ASB in the process of shared governance of Western
3. To represent all degree seeking undergraduates but is not limited by this representation to aid students of graduate or concurrent enrollment status
4. To accurately represent the concerns of the ASB to the administration, faculty, and staff of Western and the Gunnison community
5. To oversee the allocation and distribution of all appropriate student fees to all subcommittees and student organizations
6. To maintain the fiscal authority over all SGA funds

### **ARTICLE II. STUDENT RIGHTS**

Section 1. The ASB will be defined as the collective total of all enrolled students at Western. Any member of the ASB shall be entitled to all rights and subject to all responsibilities pertaining to Western's Student Handbook

Section 2. All members of the ASB shall be treated with fairness and equality in matters concerning SGA. Members of the ASB shall not be discriminated against on the basis of race, color, creed, ethnicity, religion, gender, age, disability, or sexual orientation

Section 3. All members of the ASB have the right to freely express their opinion about Western to the SGA

Section 4. All members of the ASB have the right to request or receive accurate and timely information of SGA on matters of policy that affect all realms of student life

- Section 5. All members of the ASB, with a student identification number, have the right to vote in the General Election and any Special Election
1. Members of the ASB may not be eligible to vote during an internal election
- Section 6. All members of the ASB have the right to petition SGA for an initiative, complaints, grievances, referendums, wavier changes & student fees and recall of election
- Section 7. All members of the ASB have the right to propose the addition of a SGA position to be voted upon by General Assembly, following the process outlined in Article II. Section 5 of the SGA By-Laws
- Section 8. All members of the ASB have the right to attend any General Assembly meetings in accordance with Article 5, Section 1, Number 8, Letter a of the By Laws.

### **ARTICLE III. STRUCTURE OF STUDENT GOVERNMENT ASSOCIATION**

- Section 1. SGA consists of the Executive Board, Advisory Board and Senate
- Section 2. Executive Board consists of:
- a. President
  - b. Vice-President of External Affairs
  - c. Vice-President of Internal Affairs
  - d. Treasurer
  - e. Communications Coordinator
  - f. Senate Chair
- Section 3. Advisory Board consists of:
- a. Athletics Director
  - b. Campus Recreation, Wilderness Pursuits, and Mountain Rescue Team
  - c. Council for Creative Expression Director (CCE)
  - d. Inter-Club Council Director (ICC)
  - e. Leadership Engagement and Development & Prevention Education Ambassador (LEAD)
  - f. Multicultural Center Director (MCC)
  - g. Program Council Ambassador (PC)
  - h. Residence Life Ambassador
  - i. Campus Sustainability Ambassador
  - j. Experienced Peers Initiating Connections Ambassador (EPIC)
  - k. Honors Ambassador
- Section 4. The Senate consists of thirteen students of the ASB

### **ARTICLE IV. MEMBERSHIP REQUIREMENTS OF STUDENT GOVERNMENT ASSOCIATION**

- Section 1. All members must have at least one full academic year remaining at Western before taking office
1. Students aware that they are available for only one semester may serve as a Senator

- Section 2. Elected Executive positions are only available to members of the ASB who have been a member of SGA for at least one term.
- Section 3. All full-time (minimum of 12 credit hours per semester), degree seeking members of the ASB shall be eligible to be a member of SGA
1. If the student is in their last semester, with intent to graduate, they are required to be enrolled in a minimum of three academic credit hours
  2. All members of SGA and any student that is running for an open position must be in good standing with the Registrar's Office
  3. If a member falls below good standing requirements, a one-semester probationary period will be enforced that includes revocation of pay
  4. Termination of membership will occur if good standing is not met after the probationary period

## **ARTICLE V. STUDENT FEES**

- Section 1. All students currently enrolled at Western shall pay an SGA semester fee to fund any extracurricular activities, clubs, and events dedicated to serving the ASB
- Section 2. The SGA fee will be distributed into the General Fund based on the designated percentage for that fiscal year
1. The General Fund consists of the following sub-committees:
    - a. Council for Creative Expression
    - b. Inter-Club Council
    - c. Leadership Engagement and Development & Prevention Education
    - d. Multicultural Center
    - e. Program Council
    - f. SGA Internal Budget
    - g. Campus Sustainability
- Section 3. The Fund Reserve is the 7.5% of the overall SGA budget that is set aside for emergency funding allocation purposes
- Section 4. A currently enrolled student may request to waive the SGA fee via a petition given their request meets the standards for exemption
1. Standards for Exemption
- Section 5. Senator Duties and Responsibilities
1. Must serve on at least one campus committee
    - a. May create committees to deal with specific items of Senate business. These committees may include any member of the ASB, with Executive Board approval
    - b. Provide student representation within their respective committees
    - c. Provide a report to the Senate, and GA regarding their respective committees
  2. Accurately represent the opinion of and maintain a rapport with the ASB
    - a. Present reports of activities and student concerns at the General Assembly, when applicable
    - b. Communicate information to respective constituents
    - c. Be visible and accessible to the members of the ASB
    - d. Have access to information regarding all past and present issues pertaining to Western

3. Must update assigned boards 24 hours prior to the following General Assembly
4. Serve one hour of tabling and/or student engagement time per week not including all necessary meetings and functions
5. Must be available to sponsor at least one bill per academic year initiated by member of the ASB
  - a. Must be available to present their bill in both Advisory and Senate meetings; if they are unable to attend Advisory, they must meet with the Vice President of External Affairs or Treasurer to develop a working solution
  - b. A Senator may not represent a bill if they are a direct benefactor of the funding request
  - c. A Senator must abstain from voting on a bill if they are a direct benefactor of the funding request
  - d. The sponsor(s) of a bill may abstain from voting on a bill they wrote
  - e. If the bill sponsored passes and funding is granted, the senator must later report back to GA regarding how the funding was spent and the overall success of the sponsorship
6. Each Senator is entitled to one vote in the Senate, and one vote in General Assembly
  - a. Senators are not given a vote in Advisory
7. Elect one of the thirteen senators as the Senate Chair through simple majority vote
  - a. In the case of a tie, there shall be a runoff election of the tied candidates
8. Must send a finalized copy of each bill to the Communications Coordinator after the bill has completed the bill process
9. The SGA senator responsible for authoring bills will attend the presentation given to the student body for off campus events/sponsorships

## ARTICLE VI. ELECTIONS

### Section 1. General Elections

- President
1. The following positions are elected by a simple majority vote of the ASB:

Vice-President of External Affairs  
Vice-President of Internal Affairs  
Twelve Senators

2. The term of all general elected positions shall start at the time of commencement and shall conclude at the end of the following academic year
3. Any and all constitutional and mandatory student fee changes must be voted by the ASB in the General Elections
4. General Elections will be held no later than two weeks prior to the end of the spring semester
5. All eligible degree seeking undergraduates are entitled to vote in the General Election.

Section 2. Special Elections

1. Special Elections shall be held as needed as outlined in Article IV. Section 4 of the SGA By-Laws

Section 3. Qualification for Candidates

1. Any student running for SGA must complete an official SGA application and must be in good conduct and academic standing at Western at the time of application
2. For membership requirements, see Article IV of the Constitution

## ARTICLE VII. APPOINTMENTS

Section 1. Appointed positions of the Student Government Association shall be as follows:

- Communications Coordinator
- Treasurer
- Athletics Director
- Campus Recreation Wilderness Pursuits/Mountain Rescue Director
- Council for Creative Expressions Director
- Inter-Club Council Director
- Leadership Engagement and Development & Prevention Education Ambassador
- Multicultural Center Director
- Residence Life Ambassador
- Program Council Ambassador
- Campus Sustainability Ambassador
- Experienced Peers Initiating Connections Ambassador
- Honors Ambassador
- Twelfth and/or thirteenth senator of either Transfer or Freshman standing if position is vacant after previous elections

Section 2. The President shall have the power to fill any vacancy on the Student Senate with a temporary Senator upon approval of the Student Senate

1. Only two temporary senators may be seated on the Senate per academic year, excluding the freshman/transfer senator position

Section 3. Regulations

1. Applications for available positions will be made available on the SGA website at least ten days prior to the interview dates
2. The Staff or Faculty Advisor for each entity may submit recommendations for their respective Appointed Positions

3. All applications must be submitted through the SGA website
4. All interviews will be scheduled by the Election Committee
5. All candidates will be called to verify the final outcome of the hiring process
6. In the case of discrepancies in appointed positions, concerns can be brought to the Grievance Board for reconsideration

## **ARTICLE VIII. STUDENT GOVERNMENT ASSOCIATION COMMITTEES**

- Section 1. There will be essential committees to the internal operations of SGA which consist of:
1. Advisory Committee
  2. Constitution Committee
    - a. This committee consists of Vice President of Internal, Communications Coordinator, Senate Chair, and two Senators
  3. Election Committee
    - a. The committee consists of the Vice President of External and a minimum of 2 senators and any other SGA members who wish to participate
- Section 2. There will be standing committees which consist of:
- Academic Policies Committee
  - Western Foundation
  - Campus Recreation Fee Committee
  - Council for Creative Expressions
  - Hall of Fame Committee
  - Curriculum Committee
  - Faculty Senate
  - Inter-Club Council
  - Student Athletic Advisory Committee
  - Sustainability Fund Committee
  - Club Sports Council
  - Information Technology (IT)
  - Civic Engagement Committee
  - Diversity Equality and Inclusion Initiative
  - General Education Committee
  - SOURCE Fund
  - Summer Planning Committee
- Section 3. Ad Hoc Committees should be formed as needed by the approval of the Executive Board

## **ARTICLE IX. GRIEVANCE BOARD**

- Section 1. Any member of SGA having a grievance brought against them must appear before the board in review for determination of misconduct or dereliction of duty
- Section 2. The Grievance Board shall consist of five unbiased members of the ASB and that will be appointed by the advisor



## **ARTICLE X. ENACTMENT**

- Section 1. This Constitution, along with consequential amendments and by laws shall take effect following General Assembly and ASB approval, at the end of the academic school year, in accordance with this Constitution and By-Laws
- Section 2. Full faith and credit shall be given to all former administrations, their actions, records, and elections

## **By-Laws**

### **ARTICLE I. STUDENT GOVERNMENT ASSOCIATION MEMBERS DUTIES AND RESPONSIBILITIES**

- Section 1. All members of the Student Government Association, hereafter referred to as SGA, must:
1. Sign and abide by the SGA Honor Code
  2. Have a working knowledge of the Student Handbook, Constitution, By-Laws and any other policy pertaining to the Associated Student Body, hereafter referred to as ASB, at Western Colorado University, hereafter referred to as Western
  3. Attend each General Assembly, hereafter referred to as GA, as well as attend all SGA Retreats
  4. Promote and participate in internal SGA sponsored activities
  5. Remain a full-time student, in good academic standing, throughout the term served
  6. Second semester graduating seniors must be enrolled in a minimum of three credit hours to be eligible for office
  7. Pay for all SGA members will be decided by Executive Board and the advisor(s) in relation to the Colorado State Minimum Wage on an annual basis with a \$1 pay raise for every additional year that the member serves
    - a. Pay rate subject to change annually depending on the rise of the State Minimum Wage and other unforeseen factors
  8. Must abide by the attendance policy outlined in Article XI. General Meeting Operations

### **ARTICLE II. STUDENT RIGHTS**

- Section 1. An Initiative may be requested to implement an idea by the ASB
1. An initiative, i.e. student led change, may be submitted to SGA on any given topic
  2. Any elected member must report the developments of a proposed initiative to the SGA at the next General Assembly
  3. Any elected member of SGA must give initiative protocol to any inquiring member of the ASB
  4. Upon receiving the initiative, SGA shall have the responsibility to determine the validity of the initiative based on the specified criteria
  5. If 10% of the ASB validly sign the initiative, then the initiative will be submitted to the Senate as a piece of legislation for consideration
  6. Upon receiving a petition calling for the initiation of this legislation, the Election Committee shall set a date for an Initiative Election
  7. The initiative shall be resolved by a majority of those members of the ASB casting ballots
  8. Notice of the election, and the initiative, shall be made known via campus media
    - a. Campus media including but not limited to: Western Website, Top O' the World, KWSB, SGA social medias
- Section 2. The ASB may request Petitions
1. A petition can be requested to solve a specific issue by the ASB
    - a. A petition may be submitted to the SGA on any given issue
    - b. The petition shall be valid for the duration of one Academic Year

- c. A petition must state the proposed legislation on the top of each and every page of signatures
- d. A petition must contain the student's full printed name, signature, date, and student identification number
- e. Any elected member must report the developments of a proposed petition to the SGA at the next scheduled SGA meeting
- f. Any elected member of SGA must give petition protocol to any inquiring member of the ASB
- g. Upon receiving the petition, the SGA shall have the responsibility to determine the validity of the petition based on the aforementioned criteria
- h. If 10% of the ASB validly signs the petition, then the petition will be submitted for consideration to the Senate as a piece of legislation

Section 3. Introduction of a new ASB club

1. Any student group seeking formal recognition from SGA must present a constitution or mission statement, advisor, and leadership structure to General Assembly
2. All clubs meeting these requirements have the right to present to general assembly and will be recognized with a majority of 2/3 vote and be designated to an SGA subcommittee

Section 4. Referendum

1. If Section 1 and Section 2 have been fulfilled, then the referendum process will begin

Section 5. A Recall Election can be requested to withdrawal any member of SGA from their position with due cause by the ASB

1. 10% of the ASB may call for a recall of any member of SGA, either elected or appointed, by signing a petition stating the name of the member of SGA in question and a list of charges
2. Upon the receiving a petition for the Recall Election, the whole SGA will review the charges brought against the official in question by the next regularly scheduled GA meeting, and rule whether the charges are sufficient grounds for a recall election by a simple majority vote of the SGA
3. The date of the online Recall Election shall be no later than four academic weeks following the presentation of the petition
4. The issue shall be resolved by a simple majority of the ASB, provided that at 10% of the ASB casts online ballots in the election
5. Should less than 10% of the ASB cast online ballots at the Recall Election, charges shall be dropped, and the election shall be declared invalid

Section 6. The ASB may request the addition of an SGA position

1. A proposal to add a new position to SGA may be submitted by any member of the ASB
  - a. The position must be proposed at least 4 weeks prior to elections and will become active the following academic year if approved
2. Upon approval by the GA, subcommittees represented by the proposed position will be responsible for creating a Constitution and By-Laws or Handbook
  - a. These documents must then be approved by the advisor of the position
3. Members of represented subcommittees and a member of the Constitution Committee must then create an outline of the position's duties and responsibilities to be added to Article VI. of the SGA By-Laws
4. The addition of this position shall be resolved by a simple majority of the ASB online ballot in the election

5. New organizations seeking student fee funding as a subcommittee of SGA should petition the Advisory Committee for a subcommittee grouping no later than the third week of the spring semester

### **ARTICLE III. STUDENT FEES**

#### **Section 1. Student Initiated Optional Fee Changes**

1. Any student or organization of the ASB may place a referendum of an initiative concerning a change to student fees on the ballot of an election. In order to do so they must abide by the Institutional Plan for Student Fees. The referendum or initiative may then be brought before the Senate and Advisory Committee
2. Any change to student fees proposed by Western's Administration, the Senate, or the Advisory Committee must go before the Senate and Advisory Committees

#### **Section 2. A currently enrolled student may waive the SGA fee via petition if they meet the following requirements:**

1. Student may be enrolled through Western while participating in an educational setting outside of campus or the community of Gunnison, Colorado
2. National Student Exchange (NSE) students are not eligible to have the fee waived
3. A petition must be signed by the Academic Department Chair, the student, and the SGA President
4. Final approval must be given by the SGA President or Advisor
5. Any denied petition may be brought in the form of a grievance to the Grievance Board

### **ARTICLE IV. ELECTION REGULATIONS**

#### **Section 1. Candidate Requirements**

1. Prior to election day all Senator candidates must attend at least 1 General Assembly within the Spring semester
2. Candidates must be in Good Academic Standing; as defined by Western's Registrar, and enrolled as a Full Time Student for the semester they wish to serve
  - a. This applies to returning fulltime students only
3. Candidates must attend the Candidates meeting that will happen one week prior to elections

#### **Section 2. Candidates Meeting**

1. One week prior to the General Elections, the Election Committee shall have a meeting with all candidates to approve them and inform them of election regulations
2. No campaigning may take place until candidates receive approval
3. Attendance at the candidate meeting is mandatory for all candidates unless special arrangements have been made with the Election Committee; failure to comply shall render the application void

#### **Section 3. Campaigning**

1. All campaign materials shall be posed only with approval by appropriate building director
2. Campaign materials shall not deface state property; candidates will be held responsible for any damages
3. Candidates must be respectful of opponents and WCU on their personal social media

- a. Candidates are prohibited from endorsing themselves on WCU affiliated club pages
  - b. Candidates are prohibited from campaigning until election week
  - c. Candidates are prohibited from posting false election results
  - d. Candidates will be posted about on SGA's Instagram, but it must be in a fair, regulated way.
4. Candidates' campaign activities must not violate Western Student Policies and Community Standards of Conduct
  - a. Campaign materials shall not attack another candidate in an offensive manner as defined in the Student Handbook
  - b. Offensive materials will result in the candidate being removed from the election
5. No campaign materials shall be posted in the SGA office or on any SGA boards without the approval of Election Committee
  - a. All candidates shall be given equal opportunities and chance to post on these official outlets
6. No candidate shall post campaign materials concerning preliminary or false election results at any time
7. Candidates shall be prepared to submit a statement and photo to the campus media
  - a. Campus media will provide equal opportunities for campaigning
8. Candidates shall remove campaign materials within 48 hours after the election
9. Private email lists are prohibited from the use of campaigning

#### Section 4. General Elections

1. All voting will be done through an official online ballot
  - a. A paper ballot will be used in the case of an online malfunction
2. The order in which the candidates are placed on the ballot will be randomized for each ballot
3. Polls will remain open for a minimum of two school days with a maximum of five school days
4. Tallying of the votes shall begin within one hour of the polls closing
  - a. Votes shall be tallied by an SGA Advisor or the President
5. Election results shall be made known first to the candidates via phone call or other accommodations, second to the ASB via postings in the University Center, campus media, and all student email, within 48 hours of the tallying of the ballots
6. Campus Media must be notified three weeks prior to elections
7. Results shall be held in a secure location by the SGA advisors for a minimum of three weeks in case of recall
8. Results shall be archived thereafter in the SGA office by the Communications Coordinator
9. Runoffs will be held within 14 calendar days of the posting of the results of the election, if necessary
10. The vote count by the online ballot, or Election Committee if paper ballot is used, is final unless an appeal is filed
  - a. Any appeal concerning the election results must be filed with the Election Committee, and Senate if necessary, within one week of the posting of the election results
11. Any infraction of the above rules will be handled by the Election Committee, which has the right to file a grievance with the Grievance Board for a final decision
12. Newly elected officials will take an oath of office at the annual induction ceremony. Their term will begin following the final General Assembly of the spring term in which they were elected

13. A candidate running for elected office unopposed must garner a minimum of five votes, excluding their own vote, to win the seat

Section 5. Accountability

1. Located in the SGA Office, and online, is the Elections Complaint Form
2. The Elections Complaint Form shall serve as the beginning of the official grievance process for SGA elections
3. The Elections Committee will be decided, based on the information provided on the form if the formal grievance is filed
4. If at any time a candidate for SGA elections is in violation of the rules and regulations outlined above, the Election Complaint Form to inform the SGA Elections committee
5. A decision will be made by the current Elections Committee within 48 hours of the submission of the complaint to a grievance board

Section 6. Special Elections

1. When vacancies of the Senate occur, at any point in time, a Special Election will be held to fill the vacancies
  - a. If at any one time there are three or more vacancies, a Special Election shall be held from the ASB
  - b. If less than three vacancies occur, a Special Election shall be held within the General Assembly, and with previously applied Senators
2. When any vacancy of the Executive Board occurs, at any point in time, an appointment will be allowed with the vote of remaining Executive Board members
3. Vacancies must be filled within three weeks of the vacancy occurring
4. If a Special Election is held, all regulations for Special Elections follow those of General Elections
  - a. Changes to procedures in order to accommodate time constraints must be presented to the Senate for approval by a simple majority vote prior to the election
  - b. The constitution may not be submitted for approval of changed during a Special Election

## ARTICLE V. EXECUTIVE COMMITTEE

Section 1. President Duties and Responsibilities

1. Be a member of Board of Trustees, Athletic Hall of Fame Committee, Advisory Committee, and Executive Board
2. The SGA fee will be distributed into the General Fund based on the designated percentage for that fiscal year
3. At the end of a monthly pay period may revoke any monetary compensation for non-performance of SGA members with a simple majority approval of the General Assembly
  - a. President must verbally inform the member in question at least one week prior to the proceeding process; if the member in question is unable to attend the GA meeting when this process is to take place, they may submit their statement to be read and the process will continue without them present
  - b. President must provide the GA with facts regarding why the member's performance is at question and what led to this process, and include their recommended action
  - c. The member in question may then be able to make a statement to the GA regarding their performance

- d. GA may then ask questions and discuss the President's recommendation or alternatives
  - e. The recommendation or alternative must then be approved by a simple majority vote
4. Suggest the participation of SGA members to attend Western committees, functions and events
5. Co-Coordinate with the Vice President of Internal affairs the annual Induction Ceremony for newly elected or appointed SGA members as well as the annual end of the year banquet
6. Sign student fee waivers if determined that student meets the required conditions
7. Act as the chief representative of SGA, both in and out of the University community
8. Appoint members of the Advisory Committee, Communications Coordinator, Treasurer, up to two senators in the case of vacancies and the thirteenth senator in conjunction with the Vice President of Internal Affairs and the Vice President of External Affairs
  - a. The number of appointments is subject to the changes that occur in SGA as the academic year progresses with consultation of the Executive Board and an Advisor.
  - b. Have the power to remove members of the appointed position, alongside the Vice President of Internal Affairs, the Vice President of External Affairs, with the simple majority vote of General Assembly, and approval of Advisory Advisors
9. Convene and preside over weekly meetings of the Executive Committee
10. State the goals of the current SGA administration to the ASB via campus media and the SGA website during the beginning of the Fall term. At the end of the Spring Term, state the accomplishments of SGA to the ASB via campus media, and the SGA website
11. Have veto power over legislation passed by the Senate and Advisory
  - a. Utilize this veto power within 48 hours of the meeting when the legislation was passed
  - b. Must justify the veto to the Advisory Committee and the Senate in the form of a memo at the time the veto is announced
  - c. At the next regularly scheduled meeting of the General Assembly, the matter will be brought up for reconsideration
  - d. The veto may then be overridden by a two thirds affirmative vote of the of the Senate and Advisory
12. Due to the ability to veto, the President is not allotted a voting right
13. May not hold any other student office nor chair any legislative committee, but may serve on any committee
14. Serve as the Student Trustee for Western's Board of Trustees
15. Be responsible for the proper execution of all operational guidelines as set forth by the Senate, Constitution, and By-Laws
16. Serve 1 hour per week tabling or serving as a conduit for SGA initiatives and communication
17. Assist the Vice President of Internal Affairs in the planning of SGA Retreat
18. Assist in the planning and funding of Homecoming
19. Convene and preside over the weekly General Assembly

## Section 2. Vice President of Internal Affairs Duties and Responsibilities

1. Be a member of The Constitution Committee, Campaign Committee, Election Committee, and Executive Board
2. Organize an orientation for all SGA members –to be held after appointments, within the first month of the academic year–and a spring orientation for outgoing and incoming

Executive Board members. SGA members should be notified prior to the beginning of any events with the agenda that includes but is not limited to:

- a. Communications Workshop
- b. Constitution and By-Laws Workshop
- c. Legislative Workshop
- d. Parliamentary Procedure/Roberts Rules of Order Workshop
- e. SGA operational guidelines Workshop
3. Co-Coordinate with the President the annual Induction Ceremony for newly elected or appointed SGA members as well as the annual end of the year banquet
4. Oversee and publicize tabling times and initiatives of SGA members
5. Make sure bills are properly prepared for presentation before being presented to SGA and follow through with Communications Coordinator and Treasurer for proper documentation
6. Approve the agenda for the General Assembly prior to the meeting
7. Be responsible for General Election, Special Election, and Election Committee
8. Have knowledge of all bills brought before the Senate during the term
9. Maintain regular contact with the Senate Chair
10. Enforce member attendance, duties, and responsibilities to SGA meetings, and mandatory functions
11. Have the ability to call the Senate into a special session
12. Chair SGA Election Committee, except in situations where conflict of interest arises
13. Establish necessary and pertinent operational guidelines for the internal operation of SGA
14. The Vice President of Internal Affairs is entitled to one vote in the General Assembly
  - a. The Vice President of Internal Affairs is not given a vote in Senate nor Advisory Meetings
15. Serve one hour of tabling and/or student engagement time per week not including all necessary meetings and functions,

### Section 3. Vice President of External Affairs Duties and Responsibilities

1. Take over the title and position of President in the event that the President cannot or will not complete a term. During any absence of the President, the Vice President of External Affairs shall be required to fill the office of the President
2. Be a member of the Advisory Committee, Election Committee and Executive Board; Chair of the Western Foundation Board; and Co-Chair of Advisory Committee
3. Chair the Advisory Committee by organizing a weekly meeting for all advisory board members overseeing the operations of the Advisory
4. Be informed and versed on local legislation pertaining to students. To relay all external information to the students via the SGA meetings and other public or open forums if necessary
5. May serve as chair on any campus committee involving external affairs
6. Attend all City of Gunnison City Council meetings, and in doing so, serve as the liaison between the Gunnison community and the ASB of Western
7. Meet with or contact Gunnison City Manager at least once a semester, Gunnison Chamber of Commerce, and Chamber Director, as needed
8. The Vice President of External Affairs is entitled to one vote in the General Assembly
  - a. The Vice President of External Affairs is not given a vote in Senate nor Advisory Meetings
9. Serve one hour of tabling and/or student engagement time per week not including all necessary meetings and functions

### Section 4. Treasurer Duties and Responsibilities



1. Be a member of the Advisory Committee, Campus Rec. Fee Committee, Executive Board, and Co-Chair of the Advisory Committee
2. Keep a working document of the SGA budget
3. Assist and educate students about the SGA budget by providing weekly reports to all SGA members
4. Work with and educate Advisory Committee members about their subcommittee budgets
5. Facilitate the budget process according to Article IX of this document
6. Adhere to and administer the Institutional Plan for Student Fees
7. Act as the liaison between SGA and the Representative of Finance Department, and hold meetings with the Representative of Finance Department
8. Maintain financial records for the SGA budget
9. Keep finalized copies of bills on file
10. Keep the intranet SGA page up to date.
11. The Treasurer is entitled to one vote in the General Assembly
  - a. The Treasurer is not given a vote in Senate nor Advisory Meetings
12. Serve one hour of tabling and/or student engagement time per week not including all necessary meetings and functions

Section 5. Communications Coordinator Duties and Responsibilities

1. Be a member of the Advisory Committee and Executive Board
2. Take minutes for General Assembly, Advisory Committee, Senate, and any other committee meeting upon request
  - a. All General Assembly minutes must be typed and stored on SGA folder
3. Send minutes, bills, and agendas to SGA advisor(s) to update the web page
4. Charged with marketing and media management across SGA platforms and advertisements
5. Provide the following materials for the SGA notebooks that are to be distributed at the annual Fall Retreat:
  - a. Current Constitution
  - b. Current By-Laws
  - c. Parliamentary Procedure
  - d. Example of a recent sample bill
  - e. Materials can be provided in physical and/or digital form
6. Agendas must be available 24 hours prior to General Assembly
7. Ensure that all members of SGA have copies of the previous week's minutes emailed to them 24 hours prior to the next General Assembly
8. Set up SGA meeting times and reserve the room with the appropriate building director
9. Make copies of all paperwork as needed by SGA members
10. Keep a detailed record of attendance to SGA meetings and mandatory functions in the minutes
11. Maintain an efficient filing system with records of minutes, legislation, official SGA correspondence, and official Western policies
12. Obtain copies of and file the Constitution, By-Laws, and handbooks of the individual subcommittees
13. Keep a file of bills and the official vote count for each bill
14. Serve as SGA's office manager by overseeing maintenance of:
  - a. Office
  - b. Office Supplies
  - c. Computers, phones, and printer
15. The Communications Coordinator is entitled to one vote in the General Assembly

16. The Communications Coordinator-does not receive a vote in Senate or Advisory
17. Act as a Parliamentarian by remaining educated and informed on SGA processes as outlined in the Constitution and By-Laws

## **ARTICLE VI. ADVISORY COMMITTEE**

### **Section 1. Council for Creative Expression (CCE) Director Duties and Responsibilities**

1. Must oversee and coordinate all operations of all underlying CCE Committee sub-entities students and advisors, consisting of:
  - a. Student Newspaper
  - b. Student Radio Station
  - c. Student Television Station
  - d. Student Annual Publication
  - e. Student Theatre Group
  - f. Student Vocal
  - g. Student Instrumental Musical Ensembles
  - h. Student Literary Performance Group
  - i. Student Art Group
2. Adhere to the policies and regulations of the CCE
3. Keep and file accurate minutes of CCE meetings
4. All student monetary compensation must be submitted to the Director and approved by a simple majority vote of the CCE Committee
5. Act as the liaison and demonstrate support between SGA and CCE
6. Work in conjunction with all student directors of the CCE sub-entities
7. May serve on any respective sub-entities, but may not serve as a director of any of the CCE organizations
8. Before the end of the academic year the current CCE Director and Faculty Advisor must meet with the newly hired CCE Director
9. The Council for Creative Expressions (CCE) Director is entitled to one vote in Advisory Committee and one vote in General Assembly
10. Member must have a designated proxy involved in their respective committee to attend meetings in their place and hold the entrustment of the committee's vote
11. Serve one hour of tabling and/or student engagement time per week not including all necessary meetings and functions

### **Section 2. Athletics Director Duties and Responsibilities**

1. Act as the liaison between Western Athletics and SGA, and vice versa.
2. Be a member of the Advisory Committee, Student Athletic Advisory Committee, and Hall of Fame Committee
3. Must serve as SAAC President
4. Act as the liaison between the Athletic Department and SGA
5. Remain in close contact with the Athletic Director
6. Demonstrate support of all Mountaineer athletic teams
7. Represent student athletes to the Athletic Department
8. Must serve on any respective NCAA athletic team, but may not serve as an Assistant Coach, unless by recommendation of the Director of Intercollegiate Athletics
9. The Athletics Ambassador is entitled to one vote in Advisory Committee and one vote in General Assembly
10. Member must have a designated proxy involved in their respective committee to attend meetings in their place and hold the entrustment of the committee's vote

11. Serve one hour of tabling and/or student engagement time per week not including all necessary meetings and functions

Section 3. Inter-Club Council (ICC) Director Duties and Responsibilities

1. Act as the liaison between ICC and SGA, and vice versa
2. Be a member of the Advisory Committee and chair of the ICC Committee
3. Adhere to ICC policies as outlined in the ICC Constitution and By-Laws
4. Keep and file accurate minutes of ICC meetings
5. Maintain a current list of all club members and a phone number for all club representatives
6. Oversee all expenditures of the ICC and subcommittee budget, as defined in the ICC Handbook
7. Assign and administer policies and procedures for use of club space
8. Keep a file on each recognized club with current club constitution, officers, and other pertinent information for SGA
9. Represent official request for club recognition to the SGA Senate
10. Enforce disciplinary actions according to the ICC Handbook if clubs violate SGA or ICC policies
11. Organize and preside over ICC meetings
12. May serve on any extracurricular student organization, but may not serve as President of any of the participating clubs under ICC
13. The Inter-Club Council (ICC) Director is entitled to one vote in Advisory Committee and one vote in General Assembly
14. Member must have a designated proxy involved in their respective committee to attend meetings in their place and hold the entrustment of the committee's vote
15. Serve one hour of tabling and/or student engagement time per week not including all necessary meetings and functions

Section 4. Program Council (PC) Director Duties and Responsibilities

1. Act as the liaison between PC and SGA, and vice versa
2. Be a member of Advisory Committee and President of Program Council
3. Adhere to the policies of the Program Council Constitution and By-Laws
4. Keep and file accurate minutes of committee meetings
5. Submit weekly updates of upcoming events to SGA
6. Assist in overseeing all expenditures of the Program Council subcommittee budget
7. The Program Council Ambassador is entitled to one vote in Advisory Committee and one vote in General Assembly
8. Member must have a designated proxy involved in their respective committee to attend meetings in their place and hold the entrustment of the committee's vote
9. Serve one hour of tabling and/or student engagement time hours per week not including all necessary meetings and functions

Section 5. Campus Recreation (CR), Wilderness Pursuits (WP), and Western Mountain Rescue Team (MRT) Director Duties and Responsibilities

1. Act as a liaison between CR/WP/MRT and SGA, and vice versa
2. Be a member of the Advisory Committee
3. Attend weekly Club Sports Council, meetings
  - a. Reach out to Wilderness Pursuits and Mountain Rescue Team on a weekly basis

4. Must coordinate and oversee all operations of the entities of Western's Campus recreational programming organizations, which include Club Sports, Mountain Sports and Intramurals
5. Sit on the Campus Recreation Fee Committee with a vote
6. Must serve as the President of Club Sports Council
7. Must maintain contact with all appointed Directors
8. Must review Club and Mountain Sports Handbook and file with the SGA Communications Coordinator
  - a. Must serve on a Club or Mountain Sports team, represent students at all investigations of Club or Mountain Sports coaches, athletes, and other associated members of athletic teams
9. The Campus Recreation Student Director is entitled to one vote in Advisory Committee and one vote in General Assembly
10. Member must have a designated proxy involved in their respective committee to attend meetings in their place and hold the entrustment of the committee's vote
11. Serve one hour of tabling and/or student engagement time hours per week not including all necessary meetings and functions

Section 7. Residence Life Ambassador Duties and Responsibilities

1. Must serve as a Resident Advisor and be a member of the Advisory Committee
2. Act as a liaison between Residence Life and SGA, and vice versa
3. Attend and give input at Residence Life meetings run by the professional staff
4. Maintain good standing with regard to job duties & expectations as outlined by Residence Life
5. Represent students on any search for Residence Life professional staff during the academic year and during summer break, if available
6. The Residence Life Ambassador is entitled to one vote in Advisory Committee and one vote in General Assembly
7. Member must have a designated proxy involved in their respective committee to attend meetings in their place and hold the entrustment of the committee's vote
8. Serve one hour of tabling and/or student engagement time hours per week not including all necessary meetings and functions

Section 8. Leadership Engagement and Development (LEAD) Ambassador Duties and Responsibilities

1. Be a member of the Advisory Committee
2. Must serve as a Peer Educator or LEAD Coordinator within the LEAD Office
3. Act as a liaison between the following sub-groups under the LEAD Office and SGA, and vice versa
  - a. Student Health and Wellness
  - b. LEAD
  - c. Service Initiatives
4. Attend appropriate meetings with Student Affairs professional staff
5. Submit weekly updates of upcoming events pertaining to Student Affairs to SGA
6. Maintain good standing with regard to job duties & expectations as outlined by the LEAD Office, or Student Health and Wellness
7. Assist in overseeing all expenditures of SGA funds used for the purpose of student programming
8. The LEAD Ambassador is entitled to one vote in Advisory Committee and one vote in General Assembly
9. Member must have a designated proxy involved in their respective committee to attend meetings in their place and hold the entrustment of the committee's vote

10. Serve one hour of tabling and/or student engagement time per week not including all necessary meetings and functions

Section 9. Multicultural Center (MCC) Director Duties and Responsibilities

1. Be a member of the Advisory Committee and chair of the MCC Committee
2. Must oversee and coordinate with the following sub-groups under the MCC
  - a. Asian Pacific Islander Club
  - b. Polynesian Chant and Dance Club
  - c. Black Student Alliance
  - d. Native American Student Council
  - e. Amigos
3. Adhere to MCC policies as outlined in the MCC Constitution and By-Laws
4. Keep and file accurate minutes of MCC meetings
5. Maintain a current list of all club members and a phone number for all club representatives
6. Oversee all expenditures of the MCC and subcommittee budget, as defined in the MCC Handbook
7. Keep a file on each recognized club with current club constitution, officers, and other pertinent information for SGA
8. Enforce disciplinary actions according to the MCC Handbook if clubs violate SGA or MCC policies
9. Organize and preside over MCC meetings
10. Act as the liaison between MCC and SGA, and vice versa
11. May serve on any respective sub-entities, but may not serve as a director of any of the MCC organizations
12. The Multicultural Center (MCC) Director is entitled to one vote in Advisory Committee and one vote in General Assembly
13. Member must have a designated proxy involved in their respective committee to attend meetings in their place and hold the entrustment of the committee's vote
14. Serve one hour of tabling and/or student engagement time per week not including all necessary meetings and functions

Section 10. Campus Sustainability Ambassador Duties and Responsibilities

1. Be a member of the Advisory Committee and chair of the Campus Sustainability Committee, hereby referred to as the CSC
2. Must oversee and coordinate with the following sub-groups under the CSC
  - a. Lead Sustainability
  - b. Organics Guild
  - c. Sustainability Coalition
  - d. Western Solar Society
3. Adhere to policies as outlined in the CSC Handbook and By-Laws
4. Keep and file accurate minutes of CSC meetings
5. Maintain a current list of all club members and contact information for all club representatives
6. Participate in expenditures of the CSC and in subcommittee budget planning, including:
  - a. Sustainability Action Committee
  - b. Sustainability Fund
7. Keep a file on each recognized club with current club constitution, officers, and other pertinent information for SGA

8. Enforce disciplinary actions according to the CSC Handbook if clubs violate SGA or CSC policies
9. Organize and preside over CSC meetings
10. Act as the liaison between CSC and SGA, and vice versa
11. May serve on any respective sub-entities, but may not serve as a president of any of the CSC organizations
  - a. Under special conditions, a president may serve as this position with approval from CSC and Advisory Committee
12. The Campus Sustainability Ambassador is entitled to one vote in Advisory Committee and one vote in General Assembly
13. Member must have a designated proxy involved in their respective committee to attend meetings in their place and hold the entrustment of the committee's vote
14. Serve one hour of tabling and/or student engagement time per week not including all necessary meetings and functions

Section 11. Experienced Peers Initiating Connections (EPIC) Ambassador Duties and Responsibilities

1. Be a member of the Advisory Committee
2. Adhere to policies as outlined in Handbook
3. Maintain a current list of all Mentors and contact information
4. Keep and file accurate minutes of meetings
5. Adhere to the terms and conditions of the EPIC employment contract, and perform the duties that are outlined within the current EPIC position outline and current EPIC contract
6. Act as the liaison between EPIC, incoming students, and SGA, and vice versa
7. The EPIC Ambassador is entitled to one vote in Advisory Committee, and one vote in General Assembly
8. Member must have a designated proxy involved in their respective committee to attend meetings in their place and hold the entrustment of the committee's vote
9. Serve one hour of tabling and/or student engagement time per week not including all necessary meetings and functions

Section 12. Honors Ambassador Duties and Responsibilities

1. Be a member of the Advisory Committee
2. Hold the position of Vice President of the Honors Student Advisory Board (SAB) and maintain good standing within the Honors Program
3. Uphold the mission of the Honors SAB:
  - a. Bring social connectivity and community involvement to the greater Western campus and to be the student face of the program to the campus at large as the selected representatives of the Honors community. We serve as an inclusive, multi-disciplinary, positive peer resource for the Honors community that represents diverse areas across campus
4. Exemplify and promote the five value pillars of the Honors Program:
  - a. The Good: Create opportunities for students to develop into virtuous, knowledgeable and articulate citizens for whom the pursuit of knowledge is integral to human development
  - b. Citizenship and Community: Facilitate the development of a deep connection between higher education and citizenship within a supportive academic community
  - c. Interdisciplinarity: Promote cross disciplinary exploration and discovery
  - d. Risk Taking and Autonomy: Support students in developing the resiliency needed when stepping out of one's comfort zone

- e. Social Intelligence: Encourage students to develop the capacity to negotiate and navigate complex social and intellectual environments
- 5. Maintain the budget with financial discipline and keep records
- 6. Preside in the absence of the SAB president
- 7. Annually accept amendments from SAB per the Constitution and Bylaws; accumulate and give to President to bring to the Honors Council
- 8. Attend all regularly scheduled SGA and SAB meetings and meet with Honors Director once per month or upon request for part or all of the meeting
- 9. Work with other SAB officers to invest time during the summer in reaching out to incoming and returning Honors students:
  - a. Welcome incoming Honors students via BOTH phone call and email in July
  - b. Keep all Honors students up to date with plans for the upcoming year (ie events, classes, etc.)
  - c. Assist director and SAB president with Orientation prep and activities
  - d. Generate ideas for events for the upcoming school year and contribute to a general event and activities calendar for SAB
- 10. To support Western's overall recruitment and retention initiatives, be present at numerous campus events, including Orientation, Preview Days, Homecoming, Parents and Family Weekend, Days of Service, prospective student campus visits, and other events as determined by SGA and SAB
- 11. Member must have a designated proxy involved in their respective committee to attend meetings in their place and hold the entrustment of the committee's vote
- 12. Serve one hour of tabling and/or student engagement time per week not including all necessary meetings and functions

## **ARTICLE VII. SENATORIAL DUTIES**

### **Section 1. Senate Chair Duties and Responsibilities**

- 1. Be a member of the Advisory Committee, Constitution Committee, and attend the Executive Board meetings
- 2. Ensure that all senators fulfill their duties as follows:
  - a. Boards are updated when applicable following SGA meetings
  - b. In conjunction with the VP of Internal Affairs ensure that senator's Tabling and engagement time are completed
- 3. Act as a Parliamentarian by remaining educated and informed on SGA processes as outlined in the Constitution and By-Laws
- 4. Adhere to all senatorial duties and responsibilities
- 5. Act as the liaison between the Senators and the Executive Board
- 6. Conduct and organize Senate meetings
- 7. Preside over Special Sessions
- 8. Work in conjunction with the Vice President of Internal Affairs to ensure proper execution of operational guidelines
- 9. Serve as the spokesperson for the Senate
- 10. The Senate Chair is entitled to one vote in the Senate, and one vote in General Assembly
  - a. The Senate Chair is not given a vote in Advisory Committee
- 11. Serve one hour of tabling and/or student engagement time per week not including all necessary meetings and functions



**Section 2. Senator Duties and Responsibilities**

1. Must serve on at least one campus committee
  - a. May create committees to deal with specific items of Senate business. These committees may include any member of the ASB, with Executive Board approval
  - b. Provide student representation within their respective committees
  - c. Provide a report to the Senate, and GA regarding their respective committees
2. Accurately represent the opinion of and maintain a rapport with the ASB
  - a. Present reports of activities and student concerns at the General Assembly, when applicable
  - b. Communicate information to respective constituents
  - c. Be visible and accessible to the members of the ASB
  - d. Have access to information regarding all past and present issues pertaining to Western
3. Must update assigned boards 24 hours prior to the following General Assembly
4. Serve one hour of tabling and/or student engagement time per week not including all necessary meetings and functions
5. Must be available to sponsor at least one bill per academic year initiated by member of the ASB
  - a. Must be available to present their bill in both Advisory and Senate meetings; if they are unable to attend Advisory, they must meet with the Vice President of External Affairs or Treasurer to develop a working solution
  - b. A Senator may not represent a bill if they are a direct benefactor of the funding request
  - c. A Senator must abstain from voting on a bill if they are a direct benefactor of the funding request
  - d. The sponsor(s) of a bill may abstain from voting on a bill they wrote
  - e. If the bill sponsored passes and funding is granted, the senator must later report back to GA regarding how the funding was spent and the overall success of the sponsorship
6. Each Senator is entitled to one vote in the Senate, and one vote in General Assembly
  - a. Senators are not given a vote in Advisory
7. Elect one of the thirteen senators as the Senate Chair through simple majority vote
  - a. In the case of a tie, there shall be a runoff election of the tied candidates
8. Must send a finalized copy of each bill to the Communications Coordinator after the bill has completed the bill process
9. The SGA senator responsible for authoring bills will attend the presentation given to the student body for off campus events/sponsorships

**ARTICLE VIII. SGA ADVISORS**

**Section 1. SGA Advisor**

1. SGA Advisor
  - a. Vice President of Student Success and/or Dean of Students will recommend a candidate to serve in the capacity of advisor for SGA
2. Duties and Responsibilities to SGA
  - a. Give reports at weekly SGA meetings, attend retreats if possible, and assist any member with information pertaining to SGA
  - b. May not make decisions concerning the internal operation of SGA without approval of the Executive Board
3. The role of the SGA advisor shall be to offer suggestions and advice to student directors of the Advisory Committee, Executive Committee, and the Senate



4. A two thirds affirmative vote of the newly elected Senate shall be required to appoint or remove an advisor
5. Maintain knowledge of each SGA Members' academic standing
6. Ensure SGA spending remains in accordance with the fiscal policy
7. In charge of choosing the ASB Members that will partake in a Grievance Board as well as write up the charges

Section 2. SGA Advisory Sub-Committee Advisors

1. Institutional recognition of the subcommittee should not be withheld or withdrawn solely because of the inability of the subcommittee to secure an advisor
2. Advisors may advise organizations in the exercise of responsibility, but they do not have the authority to control the policy of the organization
3. Each student subcommittee director and the Executive Committee as a whole shall select, if required, an advisor for each of their respective subcommittees or Committee after the General Elections for the following year, unless written into a staff member's job description

## **ARTICLE IX. BUDGET, BRANCH RESPONSIBILITIES, AND GENERAL FUND ALLOCATIONS**

Section 1. Student Fee Budget

1. Fall
  - a. The Advisory Committee must meet for organizational meetings and preliminary discussion
  - b. Advisory should determine if a budget shortfall or surplus will occur based on current student enrollment, and make any necessary changes to fund allocation
  - c. Subcommittee expenditure totals and budget guidelines are figured for each subcommittee
  - d. Final budget decisions on student fee allocation to subcommittees must be available upon request
  - e. The current General Assembly votes to adopt or change the budget recommendation from the previous academic year
2. Spring
  - a. Subcommittees shall propose a strong recommendation for student fee expenditures for the next fiscal year, including line item budgets, and justifications
    1. All recommendations set forth by the Advisory Committee must be reviewed and approved by the Senate, then by GA by a simple majority vote
  - b. Advisory Committee sends final recommendations to the Treasurer and the President
  - c. The President and the Treasurer, with the assistance of the SGA advisor, shall present budget options to the whole General Assembly
  - d. Final recommendations must be made available to GA and Sub-committees
  - e. Budget approval in April by the Advisory Committee, Senate, and General Assembly is a recommendation for the following academic year
  - f. If the budget is not approved by both the Senate and the President, then the Advisory Committee shall submit a new budget, and seek approval from both the Senate and President

- g. At the end of the academic year, Advisory members shall report their actual budget breakdown of their respective subcommittees to the Advisory Committee that must include: their actual spending as compared to their proposed budget, any reserves, and mention any future concerns

## Section 2. Branch Responsibilities

### 1. Executive Board

- a. The primary budgetary responsibility of the Executive Board is to provide recommendations for fiscal decisions and to make allocation decisions regarding the Internal Budget
  - 1. Executive Board decisions about the Internal Budget are made at their own discretion
  - 2. Executive Board must inform GA of their Internal Budget decisions with potential discussion regarding alternatives
- b. Responsible for managing the intranet SGA page and helping with the announcements on the main page.

- a. Advisory Committee The primary budgetary responsibility of the Advisory Committee is to set budget guidelines for the current budget subcommittees
  - 1. Council for Creative Expression (CCE)
  - 2. Inter-Club Council (ICC)
  - 3. Multicultural Center (MCC)
  - 4. Program Council (PC)
  - 5. Leadership Engagement and Development (LEAD)
  - 6. Campus Sustainability
  - 7. Athletics - No funding from SGA student fees
  - 8. Campus Recreation, Wilderness Pursuits (WP), Mountain Rescue (MRT)
    - No funding from SGA student fees
  - 9. Residence Life - No funding from SGA student fees
  - 10. Experienced Peers Initiating Connections (EPIC) - No Funding from SGA student fees
  - 11. Honors Ambassador – No funding from SGA student fees
- b. Budget guidelines must include total student fee revenue, expenditure totals for subcommittees, and revenue totals for subcommittees, in both fall and spring semesters
- c. Advisory members are responsible for their individual subcommittee budgets
- d. The Treasurer shall advise budget representatives of any changes made in their respective budgets during Advisory Committee meetings
- e. SGA will abide by the projected budget estimate established by Western Administration
- f. Designated percentages will remain constant unless advisory votes for adjustment with approval by GA
- g. A budget report shall be submitted to the Senate by Advisory Committee upon request
- h. Advisory Committee will meet as requests for funding are brought to them in the form of a bill or by special session requested by the Treasurer
- i. Advisory Committee shall be responsible for ensuring proper implementation of the budget according to the Constitution, By-Laws, and the Strategic Plan
  - j. All bills seeking funding from SGA will be presented to Advisory Committee who will vote on the bill and send it to the Senate for approval
  - 2. Student Advisory members each have a vote, whereas Advisors may set

forth a recommendation.

3. Senate

- a. The primary budgetary responsibility of the Senate is to review and approve all recommendations set forth by the Advisory Committee
- b. Senators must present all fund requests in the form of a bill at the Advisory Committee and Senate meetings
- c. At the end of the academic year, approve any upcoming fiscal year's budget percentages presented by the Advisory Committee, by a two thirds affirmative vote

4. General Assembly

- a. The primary budgetary responsibility of the GA is to address any budgetary disputes between the branches
  1. In the event that the Senate disagrees with Advisory's final vote on a bill, the bill will be moved to the General Assembly
  2. Final decisions must be approved by a two thirds affirmative vote
- b. The GA shall have the ability to adjust Student Fee allocations for the forthcoming academic year
  1. At the end of the academic year, the GA shall organize and vote on a recommendation of student fee allocations to provide for the following GA
  2. At the beginning of the academic year, the GA shall discuss the recommendation and any alternatives, and approve the allocation breakdown for the current academic year
  3. All decisions must be approved by a two thirds affirmative vote of the GA

Section 3. SGA Operational Budget Allocations

1. External requests for funds will be presented in the form of a bill sponsored by a Senator and must fulfill the following requirements as set forth by the Bill Allocation Process document
  - a. If any amendments to the bill are added during discussion in the Senate, the Senator sponsoring shall rewrite the bill to reflect the desired changes; if any amendments are made by the Advisory Committee, the sponsoring senator must put them in writing and add them to the language of the bill to be voted on by the Senate
  - b. Receipts shall be required upon request of SGA
  - c. Any unused funds shall be returned to the SGA internal budget
2. The primary function of the allocated portion of the General Fund shall be for on-campus use
3. The General Fund should benefit 2% or more of students paying into the SGA student fees
4. Bill money cannot be used for meals at conferences outside of the community or substituting a volunteer's salary
5. Issued bills are recommended not to exceed \$500 per student involved for off campus events and conferences
6. Communications Coordinator shall have finalized copies of bills on file

Section 4. Emergency Fund Reserve

1. Allocations of funding from the fund reserve are for urgent use only:
  - a. In the case of a shortfall in student fees the fund reserve may subsidize the funding of subcommittees
  - b. Emergency allocations will require approval of GA

- c. Excess reserve funds may be accessed through a two-thirds majority affirmative vote of the entire SGA and approval of the SGA advisor
2. SGA must always designate 7.5% of the total fee allocation to use as an emergency fund reserve- anything above may be used at the SGA's discretion
3. All interest attained on the fund reserve below the percentage cap will have the same stipulations as the fund reserve and all interest obtained beyond the percentage cap will be placed into SGA operational budget

Section 5. SGA Subcommittee Budget Responsibilities

1. An SGA subcommittee's fund reserve balance should be no greater than 30% of its annual distribution. Any amount greater than 30% (excluding fundraised monies) should be returned to SGA Operations. Any subcommittee shall have the right to keep more than 30%, though the SGA representative will need to submit a proposal, timeline and budget for how the funding will be used to SGA General Assembly.
  - a. Subcommittee's may request additional funding by presenting to GA with a specified amount and explanation of use, appealing to the treasurer

Section 6. Leftover Bill Funds

1. In the case of excess funds in the bill money at the end of the academic year:
  - a. The excess money will carry-over to the bill reserves available for the following academic year, unless otherwise allocated by GA
  - b. The destination of the bill money may be determined through a two thirds affirmative vote of the entire GA and approval of an SGA advisor

## ARTICLE X. CONSTITUTION COMMITTEE

Section 1. Guidelines

1. The Constitution Committee shall meet as needed, with a minimum of a two-year recess, to ensure that all policies are favorable and to hear any grievances or additions to the Constitution or By-Laws
2. All decisions will be made by simple majority vote of the members of the Constitution Committee
3. The Constitution Committee will meet every two years to discuss revisions and additions required for the constitution
4. SGA remains the right to organize a Constitution Committee as deemed fit by members required to serve on Constitution Committee

Section 2. Amendments

1. All amendments to the By-Laws or Constitution must be submitted to the Constitution Committee
2. Once the Constitution Committee makes a decision to alter the By-Laws or Constitution, that decision is presented to the General Assembly for simple majority approval
3. Every member of the SGA must have access to a copy of the proposed changes to the By-Laws or Constitution

## ARTICLE XI. GENERAL MEETING OPERATIONS

Section 1. Attendance Policy and Conduct

1. Mandatory attendance to the General Assembly applies to all SGA members

- a. All SGA members are allowed one unexcused absence and two excused absences per semester for each official SGA meeting
- b. Arrangements must be made with the Vice President of Internal Affairs at least 12 hours prior to the meeting time for an absence to be considered for validly excused
  1. Emergent issues will be dealt with on a case by case basis
- c. Absences may be taken to the Grievance Board and erased from a member's attendance if deemed an emergency absence
2. Excused absences may include, but are not limited to;
  - a. Family emergencies
  - b. Illness
  - c. Faculty approved academic obligation, including scholarship requirements
  - d. NCAA or Club Sport game or competition
  - e. Participation in religious observances
  - f. Transportation complications
3. If the total number of absences allowed is exceeded, the SGA member will automatically begin the termination process
  - a. The SGA member has the opportunity to present their case and petition for reinstatement, first to the Executive Board, and then to the Grievance Board
4. If a member of the Executive Board is absent from a General Assembly meeting, that member is responsible for assigning another present member of Executive Board their duties for that meeting

Section 2. General Assembly

1. Meetings of the SGA shall be held weekly as needed in the fall and spring semesters, except during the week of final examinations and vacation periods
2. Specific times and locations of meetings shall be determined by the SGA and shall be published to the ASB
  - a. Any online meetings will be recorded and must be prefaced with a statement notifying those in attendance of the recording.
    1. All meeting recordings must be accessible to the ASB
3. Executive Board may make motions but may not second motions
4. Approval and Confirmation Duties include:
  - a. Grant recognition of clubs and organizations established through the ICC
  - b. Must approve all appointments made by the President to the Advisory Committee or Senate based on qualifications as outlined in the Constitution and By-Laws, through a simple majority vote
  - c. Discipline or remove any member of the SGA and declare that position vacant, provided that grievances and due process procedures are followed

Section 3. Voting

1. A two thirds affirmative vote from all members of SGA shall be required for all financial and monetary decisions
  - a. If a motion is made and seconded for an anonymous ballot by any SGA member then the issue will be resolved by a closed ballot
2. A simple majority vote shall be required for all ordinary business of the General Assembly
  - a. Any member may make a motion to have a Special Session and excuse non-SGA members from the room for final comments requestors must be present while voting

Section 4. Quorum

1. Quorum constitutes three-fourths of all SGA members being present at any official SGA meeting

2. No official business shall take place without quorum

Section 5. Absentee Voting

1. If a senator is to miss a meeting, a valid absentee vote must be presented in any form of verifiable communication and given to the Vice President of Internal Affairs and Senate Chair within 24 hours of the vote
  - a. Senators shall also have the ability to entrust their vote to another Senator in the case of an absence, but must inform both the Senator they wish to entrust the vote to, and the Vice President of Internal Affairs, within 24 hours of the vote
2. If an advisory member is to miss a meeting, a valid absentee vote must be presented in any form of verifiable communication and given to the Vice President of External Affairs and Treasurer within 24 hours of the vote via proxy
  - a. Advisory members must have a designated proxy involved in their respective committee to attend meetings in their place and hold the entrustment of the committee's vote
3. In the case of an amendment to a bill, all absentee votes are considered irrelevant unless otherwise specified by the absent voter

Section 6. Special Session

1. A Special Session may be called as needed under the jurisdiction of the Vice Presidents, Senate Chair and Treasurer
2. A defined reason must be stated in the motion in order for the Senate to go into Special Session
3. The chair shall be turned over to the Senate Chair, who shall immediately order the chambers cleared of all people except the twelve, senators, and Communications Coordinator
4. The Senate may, by a simple majority vote, invite any necessary persons to partake in the Special Session
5. Special Session will be used for discussion only, the Senators will return to the General Assembly and proceed with a public vote
6. A motion should be made, seconded upon, and shall be passed by a simple majority vote by the Senate

Section 7. Conflict of Interest

1. Any SGA member must abstain from the vote on any bill in which they are a direct benefactor of the funding
  - a. If this does apply to any SGA member, their conflict of interest must be stated prior to discussion
  - b. They may be asked to be excused from the room in the case of a Special Session, approved by a majority vote

## ARTICLE XII. GRIEVANCE BOARD

Section 1. Grievance Process

1. If at any time, any member of SGA or the ASB feels that an SGA member is abusing their power, that individual may create a petition with the name of the person in question and a list stating the grievances against them to be submitted to the Grievance Board for review
2. The grievance procedure shall be as follows:
  - a. The grievant must first contact the individual in question in the form of a meeting and verbally describe the grievance. These meetings must be supervised by the Vice President of Internal Affairs

- b. If the aforementioned step fails to bring satisfactory results, the grievant may then contact the SGA Advisor to voice the grievance
- c. A meeting will then be held including the grievant, individual in question, and SGA Advisor
- d. If none of the above-mentioned actions bring satisfactory results, then the SGA Advisor will submit a written complaint with the Grievance Board for action
  - 1. The Grievance Board will then review the concerns and develop questions for the members involved with the Grievance
  - 2. The involved members will then be allowed to respond and answer the Board's questions, and may be asked additional questions
  - 3. The Grievance Board will then come to a final decision for action
- e. If the behavior allegedly violates Western's Code of Student Conduct, the student will also be referred to the Office of Student Affairs for a conduct review and possible hearing

Section 2. Grievance Board Members

- 1. The Grievance Board shall consist of five unbiased members of the ASB and that will be appointed by the SGA Faculty Advisor

## **ARTICLE XIII. VIOLATIONS AND REGULATIONS**

Section 1. Failure to Comply with SGA Constitution and By-Laws

- 1. First violation may result in a verbal notification of inability to comply with policies expressed to the offender by the Vice President of Internal Affairs
  - a. If the Vice President of Internal Affairs is the violator, then another member of the Executive Board shall deliver the verbal notification
- 2. Second Violation will result in verbal notification delivered by the Vice President of Internal Affairs and the SGA advisor
  - a. If the Vice President of Internal Affairs is the violator, then another member of the Executive Board shall deliver the verbal and written notification
- 3. Third violation will result in a formal grievance filed before the members of the Grievance Board
- 4. In the case that an Advisory member's proxy attends four of the same official SGA meeting within a semester, a discussion must be held between Advisory Committee and Executive Board to discuss the potential of them replacing the current Advisory member

Section 2. The Impeachment Process

- 1. A grievance must be filed with the Grievance Board to begin the impeachment process of any elected member
- 2. Once the Grievance Board has approved a grievance, the decision is forwarded to the GA for a two-thirds affirmative vote
  - a. The vote of the GA is final and cannot be appealed
- 3. Once impeached the SGA member will be removed from office and the position declared vacant
- 4. The President has the power to remove members of appointed positions, alongside the Vice President of Internal Affairs, the Vice President of External Affairs, with the simple majority vote of General Assembly, and approval of relevant Advisory Advisors

Section 3. Suspension of the By-Laws



1. These By-Laws may not be suspended except in a stated case of emergency, which will require a three-fourths affirmative vote of the GA
2. Any individual(s) who motions to suspend the By-Laws may motion to suspend any part(s) of said By-Laws.

Section 4. Cases of Stated Emergency

1. In the event of a stated emergency where the By-Laws have been suspended Executive Board will meet with SGA Advisors to determine how to proceed with fulfilling SGA Duties
  - a. Advisory members will meet separately to discuss how individual sub-committees will proceed

## ARTICLE XIV. DOCUMENT DEFINITIONS

Section 1. Associated Student Body Led Actions

1. Petition: A request made by a member of the ASB to change a specific issue
  - a. Refer to Article 2, Section 2 for requirements
2. Referendum: Submitting to popular vote an initiative and/or petition that meets all of the requirements as stated in Article 2, Sections 1 and 2
3. Bill: A request made by a member of the ASB seeking funding for an event, project, etc. that benefits and gives back to the student body and the community
3. Office Hours consists of: Two hours of service per week outside of regularly scheduled SGA meetings. This includes spending time in the SGA office, hosting tabling events, interacting in on-campus events, and meeting with your constituents. Office hours MUST be logged in either the SGA office binder, or a designated online platform as decided by Executive Board.
4. Clubs: SGA recognized clubs are either affiliated with SGA Subcommittees **OR** have been given recognition after requesting support from SGA
  - a. All recognized clubs have support of SGA in the following:
    1. Voice with Administration, Board of Trustees, State Legislature, etc.
    2. Club use of campus facilities for meetings, events, etc.
  - b. These clubs include but are not limited to all SGA Subcommittee groups