By-Laws
Student Government Association
Western State Colorado University

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 State Colorado University, hereafter referred to as Western
3. Attend each General Assembly and 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. Must abide by the attendance policy outlined in Article VIII, Section 1
8. Assist in the planning and funding of Homecoming

ARTICLE II. STUDENT RIGHTS

Section 1. An Initiative may be requested to implement an idea by the ASB
1. An initiative may be submitted to SGA on any given topic
   a. Must state the proposed legislation on the top of each and every page of signatures
   b. Must contain the students full printed name, signature, date, and identification number
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, the SGA shall have the responsibility to determine the validity of the initiative based on the aforementioned criteria
5. If ten percent 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 plurality of those members of the ASB casting ballots
8. Notice of the election and the initiative shall be made known via the campus media

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 students full printed name, signature, date, and identification number

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Learning, Elevated.
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 ten percent of the ASB validly signs the petition, then the petition will be submitted to the Senate as a piece of legislation for consideration.

Section 3. Referendum

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

Section 4. A Recall Election can be requested to withdrawal any member of SGA from their position with due cause by the ASB

1. Ten percent 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 of a petition for the Recall Election, the whole SGA will review the charges brought against the official in question, by the next regularly scheduled general assembly meeting and rule whether the charges are sufficient grounds for a recall election by a two-thirds majority vote of the SGA.
3. The date of the 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 least thirty percent of the ASB casts ballots in the election.
5. Should less than 15% of the ASB cast online ballots at the Recall Election, charges shall be dropped and the election shall be declared invalid.

ARTICLE III. STUDENT FEES

Section 1. Student Initiated Fee Changes

1. Any student or organization of the ASB may place a referendum of initiative concerning a change to student fees on the ballot of an election by obtaining a petition signed by at least ten percent of the ASB. 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 Committee.
3. The Senate must approve the recommendation with a two-thirds majority vote in order for it to go to the cabinet of Western’s President.

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, but participating in an educational setting outside of campus and the community of Gunnison, Colorado.
   a. National Student Exchange (NSE) students are not eligible to have the fee waived.

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2. A petition must be signed by the Academic Department Chair, the student, and the SGA President
3. Final approval must be given by the SGA President
4. Any denied petition may be brought in the form of a grievance to the Grievance Board

ARTICLE IV. ELECTION REGULATIONS

Section 1. Candidate’s 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 to 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 2. 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. Campaign materials shall not attack another candidate in an offensive manner as defined in the Student Handbook.
   a. Offensive materials will result in the candidate being removed from the election
4. No campaign materials shall be posted in the SGA office or on any SGA boards
5. No candidate shall post campaign materials concerning preliminary or false election results at any time
6. Candidates shall be prepared to submit a statement and photo to the campus media
   a. Campus media will provide equal opportunities for campaigning
7. Candidates shall remove campaign materials within 48 hours after the election

Section 3. General Elections
1. All voting will be done on an official online ballot
   a. A paper ballot will be used in the case of an online malfunction
   b. Absentee ballots will be accepted for two days prior to the election
2. The order in which the candidates are placed on the ballot will be determined through a random drawing by a member of the Election Committee
3. Polls will remain open for a minimum of 12 hours over two or more school days
4. Tallying of the votes shall begin within one hour of the polls closing
5. Election results shall be made known first to the candidates via a phone call or other accommodation and second to the ASB via postings in the University Center and campus media, within 24 hours of the tallying of the ballots
6. Results shall be held in a secure location for a minimum of three weeks in case of recall
7. Results shall be archived thereafter in the SGA office by the Secretary
8. Runoffs will be held within 14 calendar days of the posting of the results of the election, if necessary
9. The vote count by the Election Committee is final unless and 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

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10. Infraction of any 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.

11. 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.

Section 4. Special Elections

1. When three or more vacancies of the Senate occur, at any point in time, a Special Election will be held to fill the vacancies. This election will be held within the General Assembly.

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 Athletic Hall of Fame Committee, Board of Trustees Advisory Committee, Constitution Committee and Executive Board.

2. Hold meetings with the Cabinet of Western when necessary to represent SGA or student concerns.

3. May revoke any monetary compensation of SGA members with a simple majority approval of Senate.

4. Suggest the participation of SGA members to attend Western committees, functions and event.

5. Coordinate annual Induction Ceremony for newly elected or appointed SGA members.

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, Secretary, Treasurer and Thirteenth senator, in conjunction with the Vice President of Internal Affairs and Vice President of External Affairs.
   a. Have the power to remove members of the appointed position, alongside the Vice President of Internal Affairs and the Vice President of External Affairs and the majority senate vote.

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.
   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 Senate, 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.

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12. May not hold any other student office nor chair any legislative committee, but may serve on any committee.

13. Serve as the Student Trustee for Western’s Board of Trustees.

14. Be responsible for the proper execution of all operational guidelines as set forth by the Senate, Constitution, and By-Laws.

15. Serve two office hours per week, not including all necessary meetings and function. Must record all hours served in the interest of SGA to be turned in with time cards each month not as an indication of pay but as a record of activity.

16. Total pay shall be a monthly stipend of $300 received through the University pay periods of August 15th through December 15th and January 15th through April 15th.

Section 2. Vice President of Internal Affairs Duties and Responsibilities

1. Be a member of the Advisory Committee, Constitution Committee, Election Board, and Executive Committee.

2. Organize a summer orientation, to be held after appointments and before the beginning of the subsequent academic year, and spring retreat for all SGA members. The spring retreat shall be held within the first month of the spring semester. SGA members should be notified prior to the beginning of both 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 Workshop
   e. SGA operational guidelines Workshop

3. Coordinate annual end of the year banquet.

4. Oversee and publicize office hours of SGA members.

5. Make sure bills are properly prepared for presentation before being presented to SGA and follow through with Secretary 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. Ensure that all members meet membership requirements by contacting the Registrar’s Office once each semester.

9. Have knowledge of all bills brought before the Senate during the term.

10. Maintain regular contact with the Senate Chair.

11. Convene and preside over the weekly General Assembly.

12. Enforce member attendance, duties, and responsibilities to SGA meetings and mandatory functions.

13. Have the ability to call the Senate into a special session.

14. Chair SGA Election Committee, except in situations where conflict of interest arises.

15. Establish necessary and pertinent operational guidelines for the internal operation of SGA.

16. Serve two office hours per week not including all necessary meetings and functions, and record all hours served in the interest of the SGA to be turned in with time cards each month not as an indication of pay but as record of activity.

17. Total pay shall be a monthly stipend of $300 received through the University pay periods of August 15th through December 15th and January 15th through April 15th.
Section 3. Vice President of External Affairs Duties and Responsibilities

1. Be a member of the Advisory Committee, Election Committee and Executive Board, and Chair of the Advisory and Foundation Board
2. Chair of the Advisory Committee organizing a monthly meeting for all advisory board members and oversee the operations of the Advisory
3. 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
4. Act as the liaison between SGA, external boards and state collegiate governing bodies
5. May serve as chair on any campus committee involving external affairs
6. Take over the title and position of President in the event that the President cannot or will not complete a term. During any extended absence of the President, the Vice-President of External Affairs shall be required to fill the office of the President
7. Attend all City of Gunnison City Council meetings and in doing so serve as the liaison between the Gunnison community and the Western in the ASB
8. Meet with Gunnison City Manager at least once a semester and as needed
9. Serve two office hours per week not including all necessary meetings and functions and record all hours served in the interest of SGA to be turned in with time cards each month
10. Total pay shall be a monthly stipend of $300 received through the University pay periods of August 15th through December 15th and January 15th through April 15th

Section 4. Treasurer Duties and Responsibilities

1. Be a member of the Advisory Committee and Executive Board, and 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 and making Advisory Committee’s minutes available to all members of SGA
4. Work with and educate Advisory Committee members about their sub-committee 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. Be responsible of the time cards, ensuring that no time cards are processed without proper documentation of advisory hours served in the interest of the ASB
8. Act as the liaison between SGA and the Representative of Finance Department, and hold regular monthly meetings with the Representative of Finance Department
9. Maintain financial records for the SGA budget
10. Keep finalized copies of bills on file
11. Serve two office hours per week not including all necessary meetings and functions and record all hours served in the interest of SGA to be turned in with time cards each month not as a indication of pay but as record of activity
12. Total pay shall be a monthly stipend of $200 received through the University pay periods of August 15th through December 15th and January 15th through April 15th

Section 5. Secretary Duties and Responsibilities

1. Be a member of the Advisory Committee and Executive Board
2. Take minutes for General Assembly, and any other committee meeting upon request

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a. All General Assembly minutes must be typed and stored on SGA server, flash-drive, and the SGA website
3. Must update SGA web page weekly with minutes, bills and agenda
4. Provide the following materials for the SGA notebooks:
   a. Current Constitution  
   b. Current By-Laws  
   c. Parliamentary Procedure  
   d. Example of a recent sample bill  
   e. Updated Institutional Plan for Student Fees
5. Agendas must be available 24 hours prior to General Assembly  
6. 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
7. Set up SGA meeting times and reserve the room with the appropriate building director  
8. Make copies of all paperwork as needed by SGA members
9. Keep a detailed record of attendance to SGA meetings and mandatory functions in the minutes
10. Maintain an efficient filing system with records of minutes, legislation, official SGA correspondence, and official Western policies  
11. Obtain copies of and file the Constitution, By-Laws, and handbooks of the individual subcommittees
12. Keep a file of bills and the official vote count for each bill
13. Serve as SGA’s office manager by overseeing maintenance of:
   a. Office  
   b. Office Supplies  
   c. Computers, phones, and printer
14. Serve two office hours per week not including all necessary meetings and functions and record all hours served in the interest of SGA to be turned in with time cards each month not as a indication of pay but as record of activity
15. Total pay shall be a monthly stipend of $200 received through the University pay periods of August 15th through December 15th and January 15th through April 15th

Section 6. Senate Chair Duties and Responsibilities
1. Be a member of the Advisory Committee, Constitution Committee, and upon request attend the Executive Board meetings
2. Provide Senators with the information presented at the General Assembly in the Senate meetings within 24 hours of the General Assembly
3. Ensure that all senators fulfill their duties as follows:
   a. Boards are updated when applicable following SGA meetings Senator mail box contents are put in the proper place  
   b. In conjunction with the VP of Internal Affairs ensure that senators’ office hours are completed
4. Act as a parliamentarian and consultant during meetings for questions concerning parliamentary procedure, the Constitution, and By-Laws
5. Adhere to all senatorial duties and responsibilities
6. Act as the liaison between the Senators and the Executive Board

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7. Conduct and organize Senate meetings
8. Preside over Special Sessions
9. Work in conjunction with the Vice-President of Internal Affairs to ensure proper execution of operational guidelines
10. Serve as the spokesperson for the Senate
11. Serve two office hours per week not including all necessary meetings and functions and record all hours served in the interest of SGA to be turned in with time cards each month not as an indication of pay but as record of activity
12. Total pay shall be a monthly stipend of $100 received through the University pay periods of August 15th through December 15th and January 15th through April 15th

ARTICLE VI. ADVISORY COMMITTEE
Section 1. Council for Creative Expressions (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 two-thirds 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. Serve two office hours per week not including all necessary meetings and functions and record all hours served in the interest of SGA to be turned in each month not as a indication of pay but as record of activity
10. Total pay shall be a monthly stipend of $200 received through the University pay periods of August 15th through December 15th and January 15th through April 15th

Section 2. Athletics Ambassador 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. Represent students at all NCAA investigations on coaches, athletes, and other associated members of athletic teams
4. Must be SAAC President.
5. Attend and give input at all athletic committee meetings run by the faculty athletic representative and stay informed on issues concerning Title IX, coaching searches, investigations, and gender equality
6. Act as the liaison between the Athletic Department and SGA
7. Remain in close contact with the Athletic Director and attend monthly meetings
8. Demonstrate support of all Mountaineer athletic teams
9. Represent student athletes to the Athletic Department
10. 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
11. Serve two office hours per week not including all necessary meetings and functions and record all hours served in the interest of SGA to be turned in each month not as an indication of pay but as record of activity
12. Total pay shall be a monthly stipend of $100 received through the University pay periods of August 15th through December 15th and January 15th through April 15th

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 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 sub-committee 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. Act as the liaison between ICC and SGA
13. May serve on any extra-curricular student organization, but may not serve as President of any of the participating clubs under ICC
14. Serve two office hours per week not including all necessary meetings and functions and record all hours served in the interest of SGA to be turned in each month not as a indication of pay but as record of activity
15. Total pay shall be a monthly stipend of $200 received through the University pay periods of August 15th through December 15th and January 15th through April 15th

Section 5. Program Council Ambassador Duties and Responsibilities
1. Act as the liaison between Program Council and SGA, and vice versa.
2. Be a member of Advisory Committee and Advisory Committee, and president of Program Council

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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 sub-committee budget
7. Serve two office hours per week not including all necessary meetings and functions and record all hours served in the interest of SGA to be turned in each month not as a indication of pay but as record of activity
8. Total pay shall be a monthly stipend of $100 received through the University pay periods of August 15\textsuperscript{th} through December 15\textsuperscript{th} and January 15\textsuperscript{th} through April 15\textsuperscript{th}

Section 7. Wilderness Pursuits (WP) Ambassador Duties and Responsibilities
1. Act as a liaison between WP and SGA
2. Be a member of the Advisory Committee and Advisory Committee
3. Must be a member of either WP and/or Mountain Rescue
   a. If the ambassador only retains membership to WP, they must attend all Mountain Rescue board meetings.
4. Fulfill the duties outlined in the WP Handbook
5. Update and change handbook yearly with support from the WP Staff and file handbook with the SGA Secretary
6. Serve two office hours per week not including all necessary meetings and functions and record all hours served in the interest of SGA to be turned in each month not as a indication of pay but as record of activity
7. Total pay shall be a monthly stipend of $100 received through the University pay periods of August 15\textsuperscript{th} through December 15\textsuperscript{th} and January 15\textsuperscript{th} through April 15\textsuperscript{th}

Section 8. Campus Recreation Student Director Duties and Responsibilities
1. Be a member of the Advisory Committee and Advisory Committee
2. Attend monthly Club and Mountain Sports meetings
3. Must coordinate and oversee all operations of the entities of Western’s Campus recreational programming organizations which include Club Sports, Mountain Sports and Intramurals.
4. Must maintain contact with the appointed Intramural Director.
5. Must review Club and Mountain Sports Handbook and file with the SGA Secretary
6. Act as the liaison between the Club and Mountain Sports Program and SGA
7. Must serve on a Club or Mountain Sports team
8. Represent students at all investigations of Club or Mountain Sports coaches, athletes, and other associated members of athletic teams
9. Serve two office hours per week not including all necessary meetings and functions and record all hours served in the interest of SGA to be turned in each month not as a indication of pay but as record of activity
10. Total pay shall be a monthly stipend of $200 received through the University pay periods of August 15\textsuperscript{th} through December 15\textsuperscript{th} and January 15\textsuperscript{th} through April 15\textsuperscript{th}

Section 9. Residence Life Ambassador Duties and Responsibilities
1. Must serve as a Resident Advisor and be a member of the Budget and Advisory Committees.
2. Act as a liaison between Residence Life and SGA
3. Must serve as a Resident Advisor for Residence Life
4. Attend and give input at Residence Life meetings run by the professional staff
5. Maintain good standing with regard to job duties & expectations as outlined by Residence Life
6. Represent students on any search for Residence Life professional staff during the academic year and during summer break, if available
7. Serve two office hours per week not including all necessary meetings and functions and record all hours served in the interest of SGA to be turned in each month not as an indication of pay but as record of activity
8. Total pay shall be a monthly stipend of $100 received through the University pay periods of August 15th through December 15th and January 15th through April 15th

Section 10. Peer Education and Coordination Ambassador Duties and Responsibilities
1. Be a member of the Advisory Committee and Advisory Committee
2. Must serve as a Peer Educator or LEAD Coordinator within the LEAD Office
3. Attend weekly meetings with Student Affairs professional staff
4. Submit weekly updates of upcoming events pertaining to Student Affairs to SGA
5. Maintain good standing with regard to job duties & expectations as outlined by the LEAD Office
6. Assist in overseeing all expenditures of SGA funds used for the sole purpose of peer education programming
7. Serve two office hours per week not including all necessary meetings and functions and record all hours served in the interest of SGA to be turned in each month not as an indication of pay but as record of activity
8. Total pay shall be a monthly stipend of $100 received through the University pay periods of August 15th through December 15th and January 15th through April 15th

Section 11. Multicultural Center (MCC) Director Duties and Responsibilities
1. Be a member of the Advisory Committee and Advisory Committee, and chair of the MCC Committee
2. Must oversee and coordinate the APIC, Black Student Alliance, Native American Student Council and Amigos organizations.
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 sub-committee 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
11. May serve on any respective sub-entities, but may not serve as a director of any of the MCC organizations
12. Serve two office hours per week not including all necessary meetings and functions and record all hours served in the interest of SGA to be turned in each month not as an indication of pay but as record of activity

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ARTICLE VII. SENATORIAL DUTIES

Section 1. Senator Duties and Responsibilities
1. Must serve on at least two year-long campus committees, as well as the Advisory Committee
2. Accurately represent the opinion of and maintain a rapport with the ASB
3. Must update assigned boards 24 hours after the General Assembly
4. Serve two office hours per week not including all necessary meetings and functions and record all hours served in the interest of SGA to be turned in with time cards each month not as an indication of pay but as record of activity
5. Total pay shall be a monthly stipend of $50 received through the University pay period of August 15th through May 15th, excluding December

Section 2. Legislative Duties
1. Voting on bills will be conducted through a roll call vote
   a. Anonymous or paper ballots will be used only when a motion to do so is passed
2. Review, enact, repeal, and/or amend any legislative matters of policy affecting members of the ASB and operational guidelines of SGA
3. Be available to sponsor bills initiated by members of the ASB

Section 3. Administrative Duties
1. Present reports of activities and student concerns at the General Assembly, when applicable
2. Communicate information to respective constituents
3. Be visible and accessible to the members of the ASB
4. Have access to information regarding all past and present issues pertaining to Western

Section 4. Budgetary Duties
1. Review all recommendations set forth by the Advisory Committee
2. Present all fund requests in the form of a bill at the General Assembly
3. Approve the new fiscal year’s budget presented by the Advisory Committee by a two-thirds affirmative vote

Section 5. Committee Duties
1. May create committees to deal with specific items of Senate business. These committees may include any member of the ASB
2. Provide student representation within their respective committees
3. Provide a report to the Senate regarding their respective committees

Section 6. Approval and Confirmation Duties
1. Grant recognition of clubs and organizations established through the ICC
2. 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
3. Discipline or remove any member of the SGA and declare that position vacant, provided that grievances and due process procedures are followed
4. 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 re-vote of the tied candidates

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ARTICLE VIII. FACULTY ADVISOR

Section 1. SGA Faculty Advisors

1. Faculty Advisor
   a. Vice President or Associate Vice President of Student Affairs 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 fall and spring retreat, and assist any member with information pertaining to SGA
   b. May not make decisions concerning the internal operation of SGA without approval of the President and Senate

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. Each student sub-committee director and the Executive Committee as a whole shall select, if required, an advisor for each of their respective sub-committees or Committee after the General Elections for the following year, unless written into a staff member’s job description

Section 2. SGA Sub-Committee Faculty Advisors

1. Institutional recognition of the sub-committee should not be withheld or withdrawn solely because of the inability of the sub-committee 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

ARTICLE IX. BUDGET, ADVISORY COMMITTEE, AND GENERAL FUNDS ALLOCATIONS

Section 1. Budget

1. Sub-Committees
   a. New organizations seeking student fee funding as a sub-committee of SGA should petition the Advisory Committee for a sub-committee grouping no later than the third week of the fall semester. This decision can be appealed to the Senate through the appeal process
   b. All awards and bonuses in the form of monetary compensation or scholarships given through a sub-committee’s budget must be submitted to the director of said sub-committee and approved by the Treasurer and voted upon by the Senate

2. Student Fee Budget Schedule
   a. September
      i. The Advisory Committee must meet for organizational meetings and preliminary discussion
      ii. Must be determined if a budget shortfall or surplus will occur based on current student enrollment and make any necessary changes to fund allocation with the approval of the Senate
      iii. Sub-committee expenditure totals and budget guidelines are figured for each sub-committee

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b. October
   i. Begin distribution of monthly budget notices to sub-committee chairs and individual budget representatives by the Treasurer
   ii. Notices include budget guidelines and fee expenditure totals for each sub-committee
   iii. Final budget decisions on student fee allocation to sub-committees must be published in campus media

c. March
   i. Sub-committees shall propose student fee expenditures for the next fiscal year, including line item budgets and justifications
   ii. Advisory Committee sends final recommendations to the Senate and the President
   iii. Final recommendations must be published in the campus media

d. April
   i. Sub-committees will be notified by the Treasurer of final budgets after approval by the Senate and President
   ii. 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

Section 2. Advisory Committee

1. The primary responsibility of the Advisory Committee is to set budget guidelines for the current budget sub committees
   a. CCE
   b. Club and Mountain Sports
   c. ICC
   d. Intramural Sports
   e. MCC
   f. Program Council
   g. Student Affairs

2. Budget guidelines must include total student fee revenue, expenditure totals for sub-committees, and revenue totals for sub-committees

3. Individual sub-committee budgets, line item control, and intra-budget variances are the responsibility of each sub-committee

4. The sub-committees shall consult with all budget representatives under their jurisdiction during each session of sub-committee meetings

5. The Treasurer shall advise budget representatives of any changes made in their respective budgets during Advisory Committee meetings

6. A weekly report, presented by the Treasurer, shall be submitted to the Senate on Advisory Committee decisions

7. Advisory Committee will meet on a bi-monthly basis, during discussion weeks, unless a special session of Advisory Committee is called by the Treasurer

8. Advisory Committee shall be responsible for insuring proper implementation of the budget according to the Constitution, By-Laws, and the Institutional Plan
9. All bills seeking funding from SGA will be presented to Advisory Committee who will set forth a recommendation in the form of an amendment on the bill sent to the Senate for approval.
   a. In the event that the Senate disagrees with one or more of the amendments set forth by the Advisory Committee, the bill will be moved to a 2/3rds majority vote of the General Assembly not including Executive Board members.

10. Attendance to Advisory Committee meetings is required for each member of SGA.
   a. Any member who has three unexcused absences for these meetings could have their membership terminated

Section 3. SGA Operational Budget Allocations

1. Internal requests for monetary expenditures will require the signature of the SGA President, these decisions can be appealed by the Senate through a two-thirds majority vote

2. 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 re-write the bill to reflect the desired changes; if any amendments are made by the Advisory Committee, the Treasurer 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

3. The primary function of the allocated portion of the General Fund shall be for on-campus use

4. After approval of a bill, with the President’s signature, the bill shall be processed within one week

5. Secretary and Treasurer shall have finalized copies of bills on file

Section 4. Fund Reserve

1. Allocations of funding from the fund reserve are for emergency use only:
   a. In the case of a shortfall in student fees the fund reserve will subsidize the funding of sub-committees
   b. Emergency allocations will require approval of Advisory Committee and Senate
   c. Excess reserve funds may be accessed through a 2/3rds majority vote of the entire SGA and approval of the SGA faculty advisor

2. Percentage cap on the fund reserve will be discussed and researched by Advisory Committee and will be submitted to the Senate for approval

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

ARTICLE X. CONSTITUTION COMMITTEE

Section 1. Guidelines

1. The constitution committee shall meet biweekly 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 a 2/3rds majority vote of the members of the Constitution Committee

3. Minutes must be kept during all Constitution Committee meetings and kept on file
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 2/3rds 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
2. All SGA members are allowed one unexcused absence and two excused absences per semester
   a. Arrangements must be made with the Vice President of Internal Affairs at least 24 hours prior to the meeting time for an absence to be considered for validly excused
   b. Absences may be taken to the Grievance Board and erased from a member’s attendance if deemed an emergency absence
3. Excused absences may include, but are not limited to;
   a. Family emergencies
   b. Illness
   c. Faculty approved academic obligation
   d. NCAA or Club Sport game or competition
   e. Participation in religious observances.
4. If the total number of absences allowed is exceeded, the SGA member will automatically lose their seat
   a. The SGA member has the opportunity to present their case and petition for reinstatement through the Grievance Board

Section 2. General Assembly
1. Regular meetings of the SGA shall be held each week of 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
3. Executive Committee may make motions but may not second motions that require a senate vote
4. Advisory Committee members may not make motions or second motions that require a senate vote

Section 3. Voting
1. Each Senator has one vote on legislative matters
2. A two-thirds majority vote from the Senate shall be required for all financial and monetary decisions
3. A simple majority vote shall be required for all ordinary business of the General Assembly

Section 4. Quorum
1. Quorum constitutes three-fourths of the Senate at the commencement of the General Assembly
2. No official business shall take place without quorum

Section 5. Absentee Voting
1. Senators shall have the ability to delegate, in writing, their voting status to another Senator in the case of absence

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2. If a Senator wishes to provide a valid absentee vote, it must be presented in writing and given to the Vice President of Internal Affairs and Senate Chair within 24 hours of the vote

Section 6. Special Session
1. The Vice President of Internal Affairs or any member of the Senate may call for a Special Session
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
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

Section 7. Conflict of Interest
1. A Senator should not vote on any issue that affects any organization, club, or activity in which they have a vested interest
   a. The Senator may either abstain from the vote or be excused from the room until the vote has been completed

ARTICLE XII. GRIEVANCE BOARD
Section 1. 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

Section 2. 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 verbally contact the SGA Faculty Advisor to voice the grievance
   c. A meeting will then be held including the grievant, individual in question, and SGA Faculty Advisor
   d. If none of the above mentioned actions bring satisfactory results, then the SGA Faculty Advisor will submit a written complaint with the Grievance Board 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

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

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Section 2. The Impeachment Process
1. A grievance must be filed with the Grievance Board to begin the impeachment process
2. Once the Grievance Board has approved a grievance, the decision is forwarded to the Senate for a two-thirds majority vote
   a. The vote of the Senate is final, it cannot be appealed
3. Once impeached the SGA member will be removed from office and the position declared vacant

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 Senate