



**WICHITA STATE  
UNIVERSITY**

***STUDENT GOVERNMENT  
ASSOCIATION***

# The Rules and Regulations of the Association

66<sup>th</sup> Session of the Student Government Association

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# The Constitution of the Student Body

## Preamble

We, the students of Wichita State University, believe that having certain collective authority, we are charged with the accompanying inescapable responsibility to further a democratic community marked by mature citizenship habits, attitudes, and skills; and recognizing that this degree of responsibility will be manifested in the total community when we, as individuals, take our places there; do herein define and organize this collective authority into a student association and, by this constitution, guarantee that our use of it will always be in harmony with our trust.

## Article I: The Association

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### Section 1. Name

The name of the student association shall be Wichita State University Student Government Association (hereafter referred to as the Association).

### Section 2. Membership

All students at Wichita State University (hereafter referred to as the University) from whom the Association derives income through established University policy, shall automatically be members of the Association.

### Section 3. Duties

The duties of the Association shall be to promote and stimulate student participation in the University's activities, which will serve to enhance the educational, social, and cultural experiences of the members of the Association; provide a channel of communication between the students, faculty, staff, and administration; foster loyalty to the University; promote the extracurricular efforts of the University community; establish jointly with the University administration rules to govern the conduct of members of the Association in their actions as students of the University; finance, with funds authorized by the University administration, the activities necessary and incidental to carrying out the purposes of the Association; and to ensure that all students are afforded free and equal access to all opportunities the Association has to offer.

### Section 4. Authority

The authority granted to the Association in this section is derived from and shall be subject to the authority of the Kansas Board of Regents and the President of the University.

The authority granted to student organizations, through a grant of official recognition, is derived from and shall be subject to the authority of the Association and its representative bodies.

The Association, in order that it might perform its duties effectively, shall have the authority to delegate its legislative, executive, and judicial authority to representative bodies. These bodies shall have the authority to:

Prescribe procedure for the election and appointments of the membership of the said bodies of the Association; extend official recognition and provide oversight to groups of students seeking privileges of a recognized student organization (hereafter referred to as organizations); establish criteria and conduct a review for the granting and removal of said recognition; levy reasonable penalties for Statutes; provide to the Vice President of Student Affairs or designee reasonable penalties for students who violate the Association's Statutes or University rules and policies; reasonably provide for the execution of the Association's duties as prescribed in this Article, through the establishment of Statutes and the appointment of special or regular committees with a specific grant of authority.

## Section 5. Division of Authority

The legislative authority of the Association shall be vested in the members of the Student Senate (hereafter referred to as the Senate).

The executive authority of the Association shall be vested in the Student Body President

The judicial authority of the Association shall be vested in the Supreme Court (hereafter referred to as the Court).

# Article II: The Senate

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## Section 1. Composition

The Senate shall consist of seats filled by Senators elected from the membership of the Association or, in the case of freshman seats and seats left vacant, appointed by the Senate.

All members of Senate shall be reserved as follows:

- A. One (1) seat shall be reserved for the Student Body Vice President, serving in the capacity of President of the Senate.
- B. Each College shall have at least two (2) representatives with one (1) additional representative being allocated for every 1,000 students over and above 1,000 students enrolled in the college.
- C. Seats shall be reserved for Association members elected at-large from the general Association membership. The seats shall be apportioned with one (1) representative for each 1,000 students enrolled in the University (1-1,000: 1 representative; 1,001-2,000: 2 representatives; 2,001-3000: 3 representatives; etc).
- D. One (1) seat shall be reserved for Association members continuing their education in the graduate school of the University with one (1) additional representative allocated for every 1,000 students over and above 1,000 students enrolled in a graduate program.
- E. One (1) seat shall be reserved for Association members entering their freshman year with one (1) additional representative allocated for every 1,000 students over and above 1,000 students enrolled as a freshman. "freshman" shall be defined as any student with fewer than thirty (30) credit hours immediately entering from a secondary institution.
- F. One (1) seat shall be reserved for Association members who are United States citizens or permanent residents but have not established residency in the State of Kansas with one

- (1) additional representative allocated for every 1,000 students over and above 1,000 students enrolled under these same criteria.
- G. One (1) seat shall be reserved for Association members who have ever served in any of the branches of the United States Military with one (1) additional representative allocated for every 1,000 students over and above 1,000 students enrolled under these same criteria and to also include the number of military dependents as defined by the University's Office of the Registrar. This addition shall not be construed as to allow military dependents to hold said seat.
  - H. One (1) seat shall be reserved for Association members who are not U.S. Citizens, currently in any non-immigrant status, and do not have approved United States permanent residency status with one (1) additional representative allocated for every 1,000 students over and above 1,000 students enrolled under these same criteria.
  - I. One (1) seat shall be reserved for students who are considered adult learners with one (1) additional representative allocated for every 1,000 students over and above 1,000 students enrolled under these same criteria.
  - J. One (1) seat shall be reserved for Association members who are identified as underserved students as defined through the University's Strategic Enrollment Management Plan with one (1) additional representative allocated for every 1,000 students over and above 1,000 students enrolled under these same criteria.

## Section 2. Senatorial Candidates Qualifications

To be a candidate for Senator, an Association member must be a currently enrolled student as defined by the College in which member is enrolled and must have and maintain a 2.5 cumulative grade point average as an undergraduate student and be in good standing as defined by the Graduate School as a graduate student, except in cases when the candidate is an incoming student and does not have a college grade point average. In such case it shall be necessary for the incoming student to be admitted in good standing as defined by the University. Exceptions may be made as prescribed by law.

## Section 3. Election of Senators

All elective seats in the Senate shall be filled at an election held in the month of April or upon declaration of a special election. That number of candidates for senatorial seats who receive the largest totals of votes shall be declared elected.

## Section 4. Responsibilities of Senators

Senators of the Association shall have the following responsibilities:

- A. To attend all meetings of the Senate;
- B. To perform the committee work to which they are assigned;
- C. To understand the Association's Constitution, Statutes, and Bylaws.

## Section 5. Powers and Duties of the Senate

The Senate shall have the following powers and duties:

- A. To take action, which is in harmony and pursuant to the duties of the Association as, prescribed in this Constitution and its Preamble;

- B. To call a special meeting of the Senate upon a written petition signed by fifty percent (50%) of the members of the Senate with not less than twenty-four (24) hours' notice of said meeting;
- C. To recognize organizations;
- D. To approve all allocations of Student Government and oversee Student Fee monies;
- E. To reverse any action taken by an officer of the Association by a two-thirds (2/3) vote of the entire Senate excluding vacant seats. The authority of the Senate granted herein shall be binding upon the membership of the Association, the officers, the Court, and upon organizations.

## Section 6. Impeachment of Senators

The following will be grounds for removal of a Senator:

- A. The failure to maintain good academic standing with the University;
- B. The failure to fulfill prescribed duties.
- C. Others as specified in the University Code of Conduct and outlined in the Bylaws.

If a Senator is charged with one (1) or more of the grounds for removal, the Senate shall review said Senator's case, and may expel the Senator by a two-thirds (2/3) vote of the entire Senate, excluding vacant seats.

Recall Election: When presented with a valid petition signed by a number of the Association members equal to twenty-five (25%) percent of those voting in the last general election for that specific position, the Senate must call a special election within thirty (30) days.

Valid Removal Petitions: A valid petition must be validated by the Association's Advisor, prior to public exposure and presentation. If the requisite number of signatures has not been obtained within thirty (30) days of said validation and dating, the petition shall be null and void. If the requisite number of signatures is obtained within thirty (30) days, the Association's Advisor, or equivalent to, must validate the signatures as those of constituent members of the Association.

## Section 7. Filling Vacant Seats

If for any reason a seat in the Senate is vacated, it shall be filled with an Association member appointed by the Speaker of the Senate. Said appointment is subject to two-thirds (2/3) ratification of the entire Senate, excluding vacant seats.

## Section 8. Legislative Sessions of the Senate

The Senate shall automatically convene in regular weekly session during the academic year (excluding periods of official recess. A senatorial quorum shall be defined as a simple majority of the total Senate.

# Article III: The Executive Branch

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## Section 1. The Association's Officers

The President of the Association and Vice President of the Association shall be elected on the same ballot, as a team, from the Association at an election held during the month of April. The Treasurer of the Association shall be appointed by the President, said appointment is subject to a two-thirds (2/3) ratification of the entire Senate, excluding vacant seats.

## Section 2. Qualifications of Officers

To be eligible to be an officer of the Association, an Association member must have and maintain a 2.50 cumulative grade point average as an undergraduate student or remain in good academic standing as defined by the Graduate School as a graduate student. Officers must be at least a junior by the beginning of the fall term following the election or appointment. An Association officer shall not hold the same office more than twice. Exceptions may be made as prescribed by law.

## Section 3. Administrative Authority

All administrative powers granted herein shall be vested in the officers of the Association with the President of the Association being the Chief Executive Officer. The President of the Association shall be granted administrative powers not already governed by law of the Association

## Section 4. Powers and Duties of the Officers

1. The President of the Association shall have the following powers and duties:
  - A. To enforce the Statutes and administer the Resolutions of the Association;
  - B. To execute the policies of the Senate and the decisions of the Court;
  - C. To be granted administrative authority
  - D. To act as the official spokesperson for the Association;
  - E. To veto and invalidate any action of the Senate, excluding Senate resolutions, within fourteen (14) days. The Senate shall have seven (7) days to act upon the President's veto. If after such reconsideration, if two-thirds of the entire Senate votes to override, it shall be enacted.
  - F. Other duties as specified in the Association's Bylaws.
2. The Vice President of the Association shall have the following powers and duties:
  - A. To assume all duties of the President in that individual's absence;
  - B. To serve as the President of the Senate, who shall, in the event of a tie, cast a vote in the Senate and shall preside as they wish;
  - C. Other duties as specified in the Association's Bylaws.

## Section 6. Impeachment of Association Officers

The following will be grounds for removal of an Association officer:

- A. The failure to maintain good academic standing;
- B. The failure to execute prescribed duties;
- C. Others as established by the Code of Conduct and outlined in the Bylaws.

If an Association Officer is charged with one (1) or more of the grounds for removal, the Senate shall review said Officer's case, and may impeach the Officer by a two-thirds (2/3) vote of the entire Senate, excluding vacant seats.

Recall Election: The Senate must call a special election of the Association within thirty (30) days if presented with a petition to recall an Association Officer signed by a number of the Association members equal to twenty-five percent (25%) of those voting in the last general election. Such petition must be validated by the Association's Advisor, or equivalent to, prior to public exposure and presentation. If the requisite number of signatures has not been obtained within thirty (30) days of said validation and dating, the petition shall be null and void. If the requisite number of

signatures is obtained within thirty (30) days, the Association's Advisor, or equivalent to, must validate the signatures as those of members of the Association.

## Article IV: The Supreme Court

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### Section 1. Composition

The Court shall be composed of seven (7) members of the Association appointed by the President of the Association and confirmed by the Senate.

### Section 2. Qualifications for Appointment

Members shall be eligible for appointment if the student is a currently enrolled student as defined by the College or School in which they are enrolled, and has a cumulative grade point average of 2.50. Justices shall be ineligible to serve or seek election or appointment to any other Association position while a member of the Court.

### Section 3. Term of Appointment and Vacancies

The term of appointment shall expire upon graduation, resignation or removal. A Justice may be recalled by a two-thirds (2/3) vote of the entire Senate excluding vacant seats.

### Section 4. Jurisdiction

The Court shall have jurisdiction in cases arising from the Constitution, Statutes, and Bylaws of the Association. The Court shall hear appeals from Traffic Court, Parking Appeals, and Library Court of Appeals and shall render decisions in these cases. The Court shall have the authority to render advisory opinions at the written request of any member of the Association. An advisory opinion will be provided by the Court which then will be sent to the Senate. Any further jurisdictional areas are only granted by the Senate and approved by the President of the Association.

### Section 5. Court Rules and Procedures

All minutes and written opinions involving the Association must be taken and filed with the Association's Office before the decision can take effect. The right of parties before the Court to have a spokesperson (example: family member or member of campus community) communicate directly with the Court verbally, in writing, or in other manner on the parties' behalf shall not be infringed. The Rules and Procedures are set by the Senate and approved by the President of the Association.

### Section 6. Quorum

Four (4) members shall constitute a quorum in any case before the Court; provided a case may be assigned to a single member for pre-trial conference for the purpose of identifying the issues and facts of law involved in the case. Any disposition based on a pre-trial conference shall be made a quorum of the Court.

## Article V: The Association's Statutes

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The Association's Statutes are laws, which are specific in their terminology. They shall carry over from Session to Session enduring until they are repealed. The Senate shall have the authority to make Statutes pursuant to this Constitution, which shall be binding.

A Statute may be passed only at a regular session of the Senate and may not be passed at the same session it is proposed. Providing that they have been afforded a first reading at a previous regular meeting of the Senate, Statutes and statutory amendments shall be deemed passed if they receive a simple majority of the vote at a regular Senate session.

Statutes may be repealed only at a regular session of the Senate, by a simple majority of the Senate, or by a two-thirds (2/3) vote of members' present, if no notice has been given at a prior regular session. When a Statute is passed, amended, or repealed, by the Senate, the President of the Association, if approved by the President, shall deliver within three (3) days, a written copy of the change in the Statute to the President of the University. The President of the University shall, within the next thirty (30) days review the proposed change in the Statute and pass or veto the change. If the President of the University does not notify the President of the Association of their decision, in writing, within the thirty (30) day period the Statute, amendment, or repeal shall officially take effect. If all provisions of this article are met for a particular Statute, that Statute shall constitute a binding agreement between the University and the Association. The Association Bylaws shall decide procedural matters of the Association's bodies not provided for herein.

## Article VI: The Association Resolutions

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Resolutions are formal expressions of the opinion, will or intent of the Association. They shall remain in effect only during the Session in which they are passed. The Senate shall have the authority to make resolutions pursuant to this Constitution. A Resolution shall be deemed passed if it receives a simple majority of the vote at any session of the Senate and approved by the President of the Association.

## Article VII: Bylaws of the Association

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This Constitution shall be expanded by a body of Bylaws that relate to the operation of the Student Government and are approved by a two-thirds (2/3) majority vote of the Senate, excluding vacant seats and approved by the President of the Association. A Bylaw may be passed only at a regular session of the Senate and may not be passed at the same session it is proposed. Changes to the Bylaws may be approved by a simple majority of the Senate. No Bylaw may have the effect of altering or suspending the nature of the Constitution as all such measures are contradictory to the purposes of the Association and thereby void.

## Article VIII: Association Funding Bills

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Funding Bills are formal expressions of the will of the Senate regarding financial expenditures. No funds may be appropriated without a Funding Bill, unless otherwise provided for in the Constitution of the Association. Funding Bills may be passed only at a regular session of the Senate and may not be passed at the same session at which it was proposed, unless it is deemed to be of a timely nature. A funding bill shall be deemed passed if it receives a simple majority vote of those Senators present and voting, unless otherwise specified by law.

# Article IX: Constitutional Amendments

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This Constitution shall be deemed amended if any proposed amendment receives a simple majority of the votes cast at any election. The Senate must call said special election if it is presented with a petition signed by seven percent (7%) of the Association's members proposing a specific amendment. An amendment to the Constitution submitted in a referendum shall become effective only upon receiving a positive vote in a referendum participated in by at least seven percent (7%) of the Association's membership



# The Student Bill of Rights

## Joint Statement on Rights and Freedoms of Students

Approved and Enacted by the Student Senate, by the Faculty Senate, and by the President of the University on 2012-08-08. Amended from the Student Bill of Rights previously approved and enacted in 04-1968 and on 2000-05-04.

### Preamble

All students of this University have a guaranteed safeguard for their rights as members of this Association: these rights exist because they are held to be the means through which mankind achieves its greatest fulfillment. A bill of rights exists to prevent encroachment upon this freedom.

This relationship should be no less for the academic community which seeks to promote similar ideals and associations. Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility.

To ensure that all students of the academic community of Wichita State University have access to the opportunities for growth and learning, this enumeration of the safeguard is intended. To ensure that this freedom is not betrayed, safeguards are incorporated that protect its permanence and create a responsible attitude in the minds of the students enjoying this liberty.

## Article I: Classroom Freedom

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### Section 1. Protection of Freedom of Expression

Students should be free to take reasoned exception to the views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

### Section 2. Protection Against Improper Academic Evaluation

Students are responsible for maintaining standards for academic performance established for courses in which they are enrolled. At the same time, they should have protection against prejudiced or capricious academic evaluation. To provide this protection, the Court of Student Academic Appeals is empowered to review all cases of academic dispute that arise; request all information and witnesses' necessary to render a decision; and have the final authority in all such cases.

### Section 3. Protection Against Improper Disclosure

Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisors, and counselors should be considered confidential

according to the guidelines laid out in the Family Educational Rights and Privacy Act (FERPA). Protection against improper disclosure is a serious professional obligation. Judgment of ability and character may be provided under appropriate circumstances, but only with the knowledge and consent of the student.

## Article II: Student Records

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### Section 1. Maintenance of Records

To minimize the risk of improper disclosure of student records, academic and disciplinary records shall be separate, except in rare cases, and the conditions of access to each shall be set forth in an explicit policy statement. Transcripts of academic records shall contain only information about academic status.

### Section 2. Access to Student Records

Information from disciplinary or counseling files shall not be available to unauthorized persons on campus, or to any person off campus without the express consent of the student involved except under legal compulsion or in the cases where the safety of persons or property is involved in following with FERPA.

### Section 3. Excluded Records

No records shall be kept which reflect the political activities or beliefs of students unless such information is of vital interest in Conduct Hearing records per the University Code of Conduct.

### Section 4. Periodic Elimination of Records

Provision shall be made for periodic routine destruction of non-current disciplinary records according to the University's Records Retention Schedule policy. Administrative staff and faculty members must respect confidential information about students which they acquire in the course of their work.

## Article III: Student Affairs

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### Section 1. Freedom of Association

Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They should be free to organize and join associations to promote their common interests.

*Clause 1.* The membership, policies, and actions of a student organization will be determined by vote of only those students who hold bonafide membership on the college or university community.

*Clause 2.* Affiliation with an extramural organization does not of itself disqualify a student organization from institutional recognition.

*Clause 3.* If campus advisors are required, each organization shall be free to choose its own advisor. Campus advisors may advise organizations in the exercise of responsibility, but they do not have authority to control the policy of such organization.

*Clause 4.* Campus organizations, including those affiliated with an extramural organization, shall be open to all students without respect to race, creed, or national origin, except for religious qualification which may be required by organizations whose aims are primarily sectarian.

*Clause 5.* No officially recognized campus organization shall be deprived of that recognition for reasons other than violations of the criteria set forth in the preceding five (5) clauses, or criteria established by Student Government Association Statutes.

## Section 2. Freedom of Inquiry and Expression

*Clause 1.* Students and student organizations shall be free to examine and to discuss all questions of interest to them, and to express opinions publicly and privately. They shall be free to support causes by orderly means which do not disrupt the regular and essential operations of the University. At the same time, it must be made clear to the academic and the larger community that in their public expressions or demonstrations students or student organizations speak for themselves.

*Clause 2.* Students shall be allowed to invite and to hear any person of their own choosing. Those routine procedures required by the University before a guest speaker is invited to appear on campus shall be designated only to ensure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. University control of campus facilities shall not be used as a device of censorship. It must be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the University.

## Section 3. Student Participation in University Government

As constituents of the academic community, students shall be free, individually and collectively, to express their views on issues of University policy and on matters of general interest of the student body; and this right participation shall be outlined by the Wichita State University Student Code of Conduct.

## Section 4. Freedom of Student Communications

*Clause 1.* The student press and radio shall be free of censorship and advance approval of copy.

*Clause 2.* Editors and managers of student communications shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes shall editors and managers be subject to removal. The agency responsible for the appointment of editors and managers shall be the agency responsible for their removal, such action shall be subject to the Vice President of Student Affairs' ratification.

*Clause 3.* All University published and financed student communications shall explicitly state on the editorial page or in broadcast that the opinions that are expressed by them are not necessarily those of the college, University, or student body.

*Clause 4.* For the expression of contrary views, equal time and space should be allowed for those wishing to express their views according to the Code of Conduct and Policies and Procedures manual of the University.

*Clause 5.* A student or student organization has the right to publish and distribute written materials on campus without the approval of the administration; further, the administration shall make no effort to suppress such publication unless their distributions disrupt the regular and essential operations of the University. The student press and radio shall be free of censorship and prior approval of copy, except that radio station and University rules and policies concerning radio operations shall comply with all applicable federal statutes, rules, and regulations.

## Article IV: Student Citizenship

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### Section 1. Exercise of Rights of Citizenship

College and university students are both citizens and members of the academic community. As citizens, students shall enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy and as members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership.

### Section 2. Faculty and Administration Restraint

Faculty members and administrative officials should ensure that University powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus.

### Section 3. University Penalties

Students who violate the law may incur penalties prescribed by civil authorities. Only where the University's interests as an academic community are distinctly and clearly involved should the special authority of the institution be asserted.

### Section 4. Incidental Violations

The student who incidentally violates University regulations in the course of their off-campus activity shall be subject to no greater penalty than should normally be imposed. Institutional action shall be independent of community pressure.

## Article V: Standards in Disciplinary Proceedings

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### Section 1. Standards of Conduct Expected of Students

Wichita State University has an obligation to clarify those standards of behavior which it considers essential to its educational mission and its community life. Disciplinary proceedings shall be instituted only for violations of the University's Student Code of Conduct.

### Section 2. Investigation of Student Conduct

Students detected or arrested in the course of serious violations of University regulations, or infractions of ordinary law, should be informed of their rights. No form of harassment should be used by University representatives to coerce admissions of guilt or information about conduct of other suspected persons.

### Section 3. Status of Student Pending Final Action

Pending action on the charges, the status of a student shall not be altered, or their rights to be present on the campus and to attend classes suspended, except for reasons delineated in the Student Code of Conduct such as those relating to their physical or emotional safety and well-being, or for reasons relating to the safety and well-being of students, faculty, or University property.

# The Bylaws of the Student Government

The Constitution of the Student Body shall be expanded by a body of Bylaws that relate to the operation of the Association and are approved by a two-thirds (2/3) majority vote of the Senate, excluding vacant seats. No Bylaw may have the effect of altering or suspending the nature of the Constitution. All such measures are contradictory to the purposes of the Association and thereby void

## Article 1: The Legislative Branch

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### Chapter I. The Senate

#### Section 1. Duties of a Senator

1. To fulfill all expectations of the Office of Senator listed in the Constitution.
2. To serve a term of office of one (1) year that shall commence two (2) weeks after official election results are announced.
3. To attend all Senate sessions, including presence at opening and closing roll call and any votes held.
  - A. Three (3) unexcused absences from meetings will subject a Senator to Senate Review Board
  - B. Submission for an excused absence must be made twenty-four (24) hours in advance and approved by the Speaker of the Senate unless otherwise discussed with the Speaker of the Senate. If the Speaker of the Senate does not respond to an excuse submission within twenty-four (24) hours of receipt, the submission is automatically approved.
4. To attend all meetings of the Committees to which the Senator has been appointed, including presence at opening and closing roll and any votes held;
5. To attend mandatory events as directed by the Speaker of the Senate;
6. To comply with the Association's dress code as outlined

#### Section 2. Compliance with Duties

1. The Speaker of the Senate shall monitor and maintain records of the fulfillment of these duties.
2. The Speaker of the Senate may, at their discretion, temporarily excuse a Senator's failure to fulfill any of these duties upon receipt of a written request submitted within one (1) week of the failure to fulfill any duty.

### Chapter 2. Speaker of the Senate

#### Section 1. Duties of the Speaker

1. The Speaker of the Senate will be the presiding officer of the Senate and the administrative head of the Legislative Branch
2. The Speaker will appoint the Officers and Staff of the Senate
3. The Speaker will coordinate the efforts of all Standing Committees and Subcommittees of the Senate.

4. The Speaker of the Senate may, at their own discretion, establish any policies for the management of the legislative branch, its Members, and its staff
5. The Speaker of the Senate may, at their own discretion, establish a seating arrangement for the Senate meeting
6. The Speaker of the Senate may, at their own discretion, determine the method for any vote
7. The Speaker of the Senate may, at their own discretion, declare the Senate to be recessed for no more than thirty (30) minutes.
8. The Speaker of the Senate may, at their own discretion, remove any or all individuals gathered in the gallery.
9. The Speaker of the Senate may, at their own discretion, recruit whatever aid one may need in making or implementing any decision.
10. The Speaker of the Senate may, at their own discretion, table, lift, review or hold any piece of legislation
11. The Senate may overturn any decision of the Speaker of the Senate with a two-thirds (2/3) majority vote.
12. The Speaker will perform all other functions and duties of their office as prescribed by the Association's Bylaws or Standing Rules of the Senate.

## **Section 2. The Election of the Speaker of the Senate**

1. At the first meeting of the Session, the President of the Senate shall serve as Presiding Officer for the purposes of facilitating the election of the Speaker of the Senate
2. The Speaker of the Senate shall be an item on the agenda at the first Business meeting of the Senate
3. The Speaker will be elected by the majority of those Senators present and voting. No person will be eligible for nomination to the Office of the Speaker unless they are a sitting member of the Senate.
4. The election for Speaker of the Senate will consist of an election of all nominated candidates. Candidates will be given five (5) minutes to speak, followed by three (3) minutes of Q&A, after which debate will take place. All nominees for Speaker will wait outside the Senate Chamber during debate on the nominees. Following debate, a voice vote must take place. If no candidate receives a majority vote of Senators present and voting in the first round, a second round will be conducted including only the two (2) nominees who received the most votes in the first round. In the second round, the top two (2) candidates will come back into the Senate Chamber for a second round of speeches and questions. In the event of a tie between 2nd round candidates, the President of the Senate will cast a vote to break the tie.
5. The Speaker-elect will assume the Office after taking the Oath of Office at the end of the first session of the Senate and shall expire at the end of the Session of the Association

## Chapter 3. The Clerk of the Senate

### **Section 1. Appointment**

1. The Clerk of the Senate will be appointed by the Speaker, from the membership of the Association. The Clerk cannot be a sitting official of the Association.
2. The Clerk of the Senate shall serve until a new Clerk is appointed by the Speaker

### **Section 2. Duties of the Clerk of the Senate**

1. The Clerk of the Senate, when sworn in, shall serve as the Chief Operating Officer of the Senate by:
  - a. maintaining a permanent record of all Senate proceedings;
  - b. maintaining an accurate and up-to-date Senate roster;
  - c. maintaining a record of all absences and excuses;
  - d. maintaining the Senate's record of legislation;
  - e. maintaining the Senate voting record;
  - f. Facilitating the signing of all Legislation.

## Chapter 4. Senate Operations

### Section 1. Meetings of the Senate

1. The Senate shall meet each Wednesday that classes are in session during the fall and spring semesters. Meetings shall begin at 6:30 pm unless an alternate schedule is announced at least 24 hours in advance by the Speaker and meetings shall adjourn by 9:30 pm unless the meeting is extended by a two-thirds majority vote of the Senate.
2. The latest edition of Robert's Rules of Order, Newly Revised shall be the official standard of parliamentary procedure for the Senate in all situations not specifically addressed in the Constitution, Bylaws, or Statutes.

### Section 2. Quorum and Voting Standards

1. A quorum shall be at least fifty percent (50%) of the total number of installed Senators.
2. A simple majority vote shall be more than fifty percent (50%) of Senators present
3. A two-thirds ( $2/3$ ) majority vote shall be at least sixty-six-point six percent (66.6%) of Senators present
4. A two-thirds ( $2/3$ ) vote of the entire Senate, when stated in the Constitution, Bylaws and Statutes, shall be at least sixty-six-point six percent (66.6%) of the total membership of the Senate.

### Section 3. Speaking and Procedural Rights

1. The Vice President of the Association shall retain speaking and procedural rights.
2. The President of the Association, members of the Cabinet, the Student Advocate, and other Association appointees shall retain speaking rights but may under no circumstances retain procedural or voting rights
3. The Association Advisor shall retain speaking rights at any time and shall be able to yield their time but may under no circumstances retain procedural or voting rights.
4. Any individual in the gallery shall retain speaking rights for any piece of business which pertains to the individual directly, but under no circumstances shall retain procedural or voting rights.
5. Emeritus shall be given as a permanent status to honor and individuals who have served in the Association whose accomplishments have had a significant impact on the Association. Emeritus status may only be granted to up to three individuals per session. Any individual with emeritus status shall retain speaking rights but may under no circumstances retain procedural or voting rights.

### Section 4. Public Forum

1. At each regularly scheduled Senate meeting, a portion of the agenda shall be designated as Public Forum.



2. Any member of the University community in the gallery shall have the right to address the Senate during Public Forum. Individuals from outside the University community in the gallery may address the Senate during Public Forum with the prior permission of the Speaker of the Senate

### **Section 5. Senate Agenda**

1. Any member of the University community may request that the Speaker of the Senate commit any form of legislation.
  - A. Such legislation shall be placed on the agenda under New Business
  - B. The author(s) of any such legislation shall be responsible for answering any questions regarding its content.
  - C. Such legislation may not be acted on at the same Senate meeting in which it is presented for a First Read unless deemed timely by the Speaker
  - D. After the First Read, the Speaker of the Senate shall assign the legislation to Committee
  - E. Such legislation shall be placed on the agenda for the next Senate meeting under Unfinished Business after being reported out of the assigned Committee or by a two-thirds (2/3) of the Senate
  - F. Unfinished agenda items shall be placed on the agenda for the next Senate meeting under Unfinished Business.
2. Consent Agenda
  - A. Items may be placed on the consent agenda after a first read at the discretion of the Speaker or a simple majority vote of the Senate.
  - B. Items on the Consent Agenda will be taken up, unless object to, in which case they are restored for consideration on the regular agenda.

## Chapter 5. Standing Committees of the Senate

### **Section 1. Purpose of the Standing Committees of the Senate**

1. Standing Committees of the Senate shall research, report, and make recommendations to the Senate regarding action related to their respective areas of responsibility and undertake other efforts as decided by the Senate.

### **Section 2. Meetings of the Standing Committees**

1. The Standing Committees of the Senate shall meet biweekly that classes are in session during the fall and spring semesters. Meetings shall begin at 7:30 pm unless an alternate schedule is announced at least 24 hours in advance by the Speaker or Chairperson.
2. The latest edition of Robert's Rules of Order, Newly Revised shall be the official standard of parliamentary procedure for the Standing Committees of the Senate in all situations not specifically addressed in the Constitution, Bylaws, or Statutes.

### **Section 3. Quorum and Voting Standards**

1. A quorum shall be at least fifty percent (50%) of the total number of installed Committee members
2. A simple majority vote shall be more than fifty percent (50%) of the Committee members present

### **Section 4. Speaking, Voting, and Procedural Rights**

1. Any member of the Senate shall retain only speaking rights
2. The Association Advisor shall retain speaking rights in any Committee at any time and shall be able to yield their time but may under no circumstances retain procedural or voting rights.
3. Any individual in the gallery shall retain only speaking rights for any piece of business which pertains to the individual directly

#### **Section 5. Authority of the Standing Committees**

1. Each standing committee shall consider legislation referred to the Committee.
2. Each standing committee shall report the legislation to the Senate with a recommendation that it either be passed or not passed, or without recommendation.
3. Each standing committee may hold legislation in Committee until reported out by a simple majority vote of the Committee. Such held legislation may be discharged and considered on the floor of the Senate by a two-thirds (2/3) majority vote of the Senate.
4. Each standing committee shall have the ability to amend the legislation by a majority vote of the Committee and send it to the Senate.
5. The Committees shall be accountable to the Senate for their activities and exercise of their duties.
6. The Committees may not take any decision or hold any vote, including votes by general consent, without a quorum consisting of fifty percent (50%) of the entire Committee present.

#### **Section 6. The Chairpersons of all Standing Committees**

1. The Chairpersons of all Standing Committees of the Senate must be a Senator and serve as Officers of the Senate
2. The Chairperson presides over all their Committee meetings;
3. To coordinate the overall performance of their Committee;
4. To report all Committee activities to the Speaker of the Senate;
5. Chairpersons of the Standing Committees serve as the pleasure of the Speaker, who may at any time remove or suspend such Chairpersons.

#### **Section 7. Committee on Legislative Affairs**

1. The Committee on Legislative Affairs shall serve as the Senate Leadership and shall
  - A. assign topics or problems to any of the other Standing Committees and Subcommittee;
  - B. review and make recommendations to the Senate on actions to address issues with the legislative progress of the Senate;
  - C. direct the projects, legislation, and initiatives of the Legislative Branch
2. The Committee shall hold jurisdiction over the Senate's Standing Rules of Order as well as the legislative process of the Senate. Additionally, the Committee shall set the rules for any removal proceedings recommended by the Membership Review Board.
3. The Committee shall facilitate Senate Development Sessions at least twice per Session
4. The Committee shall consist of the Speaker of the Senate, serving as Chairperson, the Chairpersons of the Standing Committees and Subcommittees, the Clerk of the Senate and the Association's Advisor, serving as a non-voting, ex-officio member.

#### **Section 8. Committee on Government Oversight**

1. Serve as the chief oversight committee and shall represent the interests of student organizations and facilitate communication by acting as liaison between student

organizations, the Association, and Office of Student Engagement, Advocacy, and Leadership; and attend relevant meetings with the Office of Student Engagement, Advocacy, and Leadership.

2. Shall oversee all government related impacts and shall identify policy concerns and legislation relevant to higher education and students' interests; hold events with the intent of increasing student education and involvement both in the Association and in local, state, and federal government; expand the Senate's influence outside the sphere of the Association; and represent the Association on the Voter and Election Campus Coalition
3. The Committee shall hold jurisdiction over Local, State and National government issues, Higher Education law in Kansas and United States and engagement with government issues.
4. The Committee shall hold jurisdiction over Student Service Fees policies, the Association budget, funding regulations, Association scholarships and hardship funds.
5. The Committee shall hold jurisdiction over the oversight of all Student Government Association Agencies that meet the civic engagement directorate.
6. The Committee shall consist of no more than one-third (1/3) of total allocated Senate seats, including the Chairperson and the Speaker of the Senate.

### **Section 9. Committee on Diversity, Empowerment and Inclusion Committee**

1. The Committee on Diversity, Empowerment and Inclusion shall oversee all diversity and inclusion areas and shall advocate on behalf of the needs of underrepresented students at Wichita State University by working with diverse populations, campus organizations, administration, and the Senate to champion the needs of underrepresented students; perform assessments of issues facing students regarding diversity, inclusion, and equity; work with the Tilford Commission and the Office of Diversity and Inclusion to enhance programming of public dialogue about racial equality, diversity, and other topics critical to the future; and designate a student representative for the President's Diversity Council, advocating for the regular conduction of meetings and adherence to a predetermined schedule of meetings set by the council to be met on an annual basis.
2. The Committee shall hold jurisdiction over the oversight of all Student Government Association Agencies that meet the advocacy directorate.
3. The committee shall consist of an Underrepresented Populations Subcommittee and an Accessibility Subcommittee, and the committee shall retain the responsibilities of such subcommittees.
4. The Committee shall consist of no more than one-third (1/3) of total allocated Senate seats, including the Chairperson and the Speaker of the Senate.

### **Section 10. Committee on Student Services**

1. The Committee on Student Services shall provide oversight to all non-financial academic and student affairs matters.
2. The Committee shall hold jurisdiction over Financial Aid, Registrar's Office, Admissions, Undergraduate Research, and Research, Residence Life, Parking and Traffic Concerns, University Police Department, University Student Service areas, Rhatigan Student Center, Student Employment, and the Office of the Student Advocate.
3. The Committee shall hold jurisdiction over the oversight of all Student Government Association Agencies that meet the leadership and service directorate and the health and wellness directorate.
4. The committee shall consist of a Student Affairs Subcommittee and an Academic Affairs Subcommittee, and the committee shall retain the responsibilities of such subcommittees.

5. The Committee shall consist of no more than one-third (1/3) of total allocated Senate seats, including the Chairperson and the Speaker of the Senate.

## Chapter 6. Standing Subcommittees of the Senate

### **Section 1. Purpose of the Standing Subcommittees of the Senate**

1. Standing Subcommittees of the Senate shall research, report, and make recommendations to the Senate regarding action related to their respective areas of responsibility and undertake other efforts as decided by the corresponding Standing Committee and Senate.

### **Section 2. Meetings of the Standing Subcommittees**

1. The Standing Subcommittees of the Senate shall meet every biweekly while classes are in session during the fall and spring semesters. Meetings shall begin at 6:30 pm unless an alternate schedule is announced at least 24 hours in advance by the Subcommittee Chairperson Speaker or Standing Committee Chairperson and meetings shall adjourn by 6:20 pm
2. The latest edition of Robert's Rules of Order, Newly Revised shall be the official standard of parliamentary procedure for the Standing Committees of the Senate in all situations not specifically addressed in the Constitution, Bylaws, or Statutes.

### **Section 3. Quorum and Voting Standards**

1. A quorum shall be at least fifty percent (50%) of the total number of installed Committee members.
2. A simple majority vote shall be more than fifty percent (50%) of the Committee members present.

### **Section 4. Speaking, Voting, and Procedural Rights**

1. Any member of the Senate shall retain only speaking rights.
2. The Association Advisor shall retain speaking rights in any Committee at any time and shall be able to yield their time but may under no circumstances retain procedural or voting rights.
3. Any individual in the gallery shall retain only speaking rights for any piece of business which pertains to the individual directly.

### **Section 5. Authority of the Standing Subcommittees**

1. Each standing subcommittee shall consider legislation referred to the Committee.
2. Each standing subcommittee shall report the legislation to the Standing Committee with a recommendation that it either be passed or not passed, or without recommendation.
3. Each standing subcommittee may hold legislation in Committee until reported out by a simple majority vote of the subcommittee. Such held legislation may be discharged and considered on the floor of the Standing Committee or the Senate by a two-thirds (2/3) majority vote of the Standing Committee or by the Senate.
4. Each standing Subcommittee shall have the ability to amend the legislation by a majority vote of the Committee.
5. The Subcommittees shall be accountable to the Standing Subcommittee and Senate for their activities and exercise of their duties.
6. The Subcommittees may not take any decision or hold any vote, including votes by general consent, without a quorum consisting of fifty percent (50%) of the entire Subcommittee present.

## **Section 6. The Chairpersons of all Standing Subcommittees**

1. The Chairpersons of all Standing Subcommittees of the Senate must be a Senator and serve as Officers of the Senate.
2. The Chairperson presides over all their Subcommittee meetings.
3. To coordinate the overall performance of their Subcommittee.
4. To designate a recorder of the minutes for their Subcommittee meetings.
5. To report all Subcommittee activities to the corresponding Standing Committee Chair and the Speaker.
6. Chairpersons of the Standing Subcommittees serve at the pleasure of the Speaker, who may at any time remove or suspend such Chairpersons.

## **Section 7. The Subcommittee on Underrepresented Populations**

1. The Subcommittee on Underrepresented Populations shall provide oversight to all areas that improve the student experience of racial and ethnic minorities of the Association and shall work with the Tilford Commission, Office of International Education, and the Office of Diversity and Inclusion to enhance programming of public dialogue about racial equality, diversity, and other topics critical to the future.
2. The subcommittee shall hold jurisdiction over the ethnicity-based SGA Agencies that meet the primary directorate of advocacy;
  - a. Such agencies are the Asian Student Conference, Black Student Union, Hispanic American Leadership Organization, and International Student Union
3. The subcommittee shall consist of no more than one-fifth (1/5) of total Senate seats, including the Chairperson.
4. The Chairperson of the Subcommittee on Underrepresented Populations shall serve as the recorder of the minutes to the Diversity, Empowerment, and Inclusion Committee

## **Section 8. The Subcommittee on Accessibility**

1. The Subcommittee on Accessibility shall provide oversight to areas dealing with non-ethnic intersectional identities of the members of the Association and shall identify services available to members of the association, advocate to expand existing resources, and the generation of additional resources.
2. The subcommittee shall hold jurisdiction over the Office of Disability Services, Child Development Center, TRIO and the non-ethnicity-based SGA Agencies that meet the primary directorate of advocacy;
  - a. Such agencies are the First-Generation Student Organization, Graduate Student Council, and Spectrum LGBTQ+ Allies.
3. The subcommittee shall consist of no more than one-fifth (1/5) of total Senate seats, including the Chairperson.

## **Section 9. The Subcommittee on Student Affairs**

1. The Subcommittee on Student Affairs shall provide oversight to all non-financial student service and experiences matters; shall identify services that are available to members of the Association through the University and to communicate such information to members of the Association; work on safety initiatives and cultivate a relationship with the University Police Department.
2. The subcommittee shall hold jurisdiction over the Office of Counseling and Prevention Services, Shocker Support Locker, Housing and Residence Life, Parking and Traffic

Concerns, University Police Department, University Student Service areas, Rhatigan Student Center, Student Employment, and the Office of the Student Advocate.

3. The subcommittee shall consist of no more than one-fifth (1/5) of total Senate seats, including the Chairperson.
4. The Chairperson of the Subcommittee on Student Affairs shall serve as the recorder of the minutes to the Student Services Committee.

#### **Section 10. The Subcommittee on Academic Affairs**

1. The Subcommittee on Academic Affairs shall address all academic concerns of students and shall hear and make recommendations to the Senate on actions to address issues of the academic nature; monitor the actions of the Faculty Senate
2. The subcommittee shall hold jurisdiction over Financial Aid, Registrar's Office, Admissions, Undergraduate Research, Research
3. The subcommittee shall consist of no more than one-fifth (1/5) of total Senate seats, including the Chairperson.

## Chapter 6. The Legislative Council

#### **Section 1. The Legislative Council**

1. The Council serves as the de-facto Senate over the Summer Session of the academic year when traditionally the Senate would not be in Session and is convened to address the business of the Association

#### **Section 2. Members of the Legislative Council**

1. The Speaker of the Senate, serving as Chair of the Council
2. The Clerk of the Senate
3. The President of the Senate
4. One (1) Senator from each of voting blocks of the Senate, who is the most senior representative
5. The Association Advisor, serving as ex-Officio member.

#### **Section 3. Duties and Actions of the Legislative Council**

1. Act as the Senate and represent the Senate when the Senate is not in session.
2. Conducting business on behalf of the Senate when not in session.
3. Govern mechanics and procedure of legislative committee work and activities when Senate is not in session.
4. Communicating the Council's decisions and activities to all members of the Executive Cabinet, all members of the Student Senate, and members of the Supreme Court

#### **Section 4. Meetings of the Legislative Council**

1. The Speaker of the Senate must call the Council into session twice per month during the Summer Session and shall Chair said meeting
2. The Speaker of the Senate shall determine the format for Council Meetings such as virtual meetings, hybrid meetings or in-person meetings.
3. The Council shall meet and follow the same rules as the full Senate during normal session
5. The Council shall consider legislation as necessary and must be passed by a two-thirds (2/3) majority vote in order to encourage consensus building and non-bias representation.

# Article II: The Executive Branch

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## Chapter 1. The Executive Officers

### **Section 1. The President of the Association**

1. To fulfill all expectations of the Office of the President of the Association listed in the Constitution;
2. To appoint the Court Justices as provided for in Article V, Section 1;
3. To appoint Association members to positions in pursuit of purpose of the Association.
4. To recommend to the Senate any policy, which the individual considers to be in pursuit and expedient of the purposes of the Association;
5. To call any special sessions of the Senate
6. To assume a term of office for one (1) year that shall commence two (2) weeks after official election results are announced;
7. To create or dissolve executive committees and positions to aid in the fulfillment of the position's duties;
8. To attend meetings of the Kansas Board of Regents and the Students' Advisory Committee as the Association's delegate;
9. To serve as Chairperson of official Cabinet Meetings;
10. The President may be sanctioned or removed for failure to maintain eligibility for office or to fulfill any of these duties according to the procedure outlined the Bylaws.

### **Section 2. The Vice President of the Association**

1. To fulfill all expectations of the Office of the Vice President of the Association listed in the Constitution;
2. To serve as President of the Senate, voting only in the event of tie; and shall preside as they wish
3. To appoint Student Representatives, in pursuit of purpose, of the Student Senate and Association Committees;
4. To serve as the student representative to the Board of Directors for the Intercollegiate Athletic Association, Publications Board and the Rhatigan Student Center
5. To be responsible for all Standing Committees of the Association
6. To assume a term of office for one (1) year that shall commence two (2) weeks after official election results are announced;
7. To monitor and hold accountable the progress of ongoing initiatives and projects of the executive branch;
8. To assist Committee members of the Association, and individual students in the drafting and publication of legislation for presentation to the Senate;
9. To recommend to the Senate any policy or action which they believe expedient in improving the internal operation of the Association and the Association's office;
10. To maintain an operational knowledge and understanding of the Constitution, Bylaws, and Statutes, both current and historical, and to provide this insight to members of the Association and University Community;
11. To perform a comprehensive review of the Legislative Journal over the course of the Summer, reviewing the document for mistakes in spelling and grammar as well as for flaws or contradictions in the internal workings of the Association;
12. To assist the President in the collection and review of applications, interviews, and making selections for appointment to any vacant Association position;
13. The Vice President may be sanctioned or removed for failure to maintain eligibility for office or to fulfill any of these duties according to the procedure outlined in the Bylaws

### **Section 3. The Treasurer of the Association**

1. To fulfill all expectations of the Office of the Treasurer of the Association listed in the Constitution;
2. To assume a term of office for one (1) year that shall commence after confirmation of the Senate
3. To execute all financial transactions of the Association in compliance with the Association's budget;
4. To submit the Association's budget to the Senate for approval at least once per fiscal year;
5. To ensure that all contracts to which the Association or any organization recognized according to the regulations and procedures outlined in S002 is party to or executed according to University policy;
6. The Treasurer may be sanctioned or removed for failure to maintain eligibility for office or to fulfill any of these duties according to the procedure outlined in S061.

## Chapter 2. The Association's Cabinet

### Section 1. The Purpose of the Association's Cabinet

1. The Cabinet shall serve to advise and assist the President in the execution of the will of the Senate and the members of the Association and to communicate the activities of the Executive Branch to the Senate.
2. The Office of the Student Advocate shall be considered semi-members of the Cabinet
3. The President of the Association may add additional duties and/or expectations to members of the Cabinet through Executive Order
4. The President of the Association may create, develop, implement and appoint any additional members of the Cabinet they deem necessary through Executive Order including allocating a stipend not to exceed the pay of the lowest member of Cabinet. Such act shall expire upon revoking of such Order or overturned by the Senate in the following Session.
5. Members of the Cabinet serve at the pleasure of the President, who may at any time remove or suspend such Members; excluding the Vice President and Advocates.

### Section 2. Chief of Staff

1. The Chief of Staff shall maintain order and function within the Offices of the Association through the following duties:
2. To oversee and execute the codification, collection, publication, and distribution of the Legislative Journal
3. To oversee the preservation and distribution of all public records of the Association and to make preliminary determinations regarding any open records requests to the Association, with denied requests being appealed automatically to the President;
4. To record all official action by the Executives and Cabinet and, together with official office memos, submit the records to be added to the journal each year;
5. To monitor and hold accountable the progress of ongoing initiatives and projects of the executive branch;
6. To record minutes of each official Cabinet meeting and to upload these to the Association's chosen student organization management system, which shall be uploaded no later than thirty (30) days after each meeting;
7. To distribute any legislation passed by the Senate to any party mentioned specifically in that legislation and to any other concerned parties;



8. To facilitate effective communication between the Cabinet and individuals working on official Association projects and initiatives;
9. Assess both on campus and off campus policies that affect decisions of the Executive Branch
10. Draft, investigate, produce and develop recommendations to University policies or KBOR policies as well as complete necessary research over specifics of policies
11. To facilitate the maintenance and creation of transition guides for each paid position;
12. To assist the Vice President, especially organizationally, in performing a comprehensive review of the legislative Journal over the course of the Summer;

### **Section 3. The Director of Public Relations**

1. The Director of Public Relations shall serve a term no longer than one (1) year ending at the last regularly scheduled Senate meeting of the session to which they are appointed
2. To manage the public relations efforts of the Association
3. To serve as the spokesperson of the Association including but not limited to relationships with news outlets such as the Sunflower, Strategic Communications and local news media
4. To handle and develop outreach efforts and initiatives for the Association
5. To manage programming sponsored by the Executive Branch
6. To manage the issuing and distribution of press releases regarding the activities of the Association;
7. To report at each Senate meeting on the Association's public relations efforts;
8. To complete any assignment as directed by the President and the Vice President;

### **Section 4. The Director of Media**

1. The Director of Media shall serve a term no longer than one (1) year ending at the last regularly scheduled Senate meeting of the session to which they are appointed
2. To manage the Association's online and social media presence;
3. To serve as the Association's graphic designer, website manager, photographer and videographer
4. To report at each Senate meeting on the Association's Media efforts;
5. To manage the visual brand and advertisement of services of the Association;
6. To advertise on the Association's online and social media presence, in the Shocker Blast, and in any other appropriate media outlet
7. To complete any assignment as directed by the President and the Vice President;

### **Section 5. The Director of Community Engagement and Outreach**

1. To coordinate volunteer events, services and mutual aid resources for the WSU community and the Shocker Neighborhood
2. To serve on the University's Community Village Team by attending all Community Village meetings
3. To advocate for the prosperity of the Shocker Neighborhood by engaging with local community members to ensure awareness of what the community wants/needs as well as Councilmembers and local government officials
4. To strengthen relationships between community members and students on campus
5. To ensure community services and mutual aid opportunities are flourishing within the community

6. Plan and host community gatherings in which community members, students, staff and administration can connect and foster relationships
7. If opportunity presents itself, to serve on the Fairmount Neighborhood Association
8. Advise the Cabinet on policy driven decisions, projects, and initiatives
9. To advocate on behalf of the community to University officials in regards to community usage of certain buildings, working to decrease food insecurity in the area and ensure community member voices are at the table during Community Village discussions

#### **Section 6. The Director of Health and Wellness**

1. Chairs the Health and Wellness Advisory Board and serves on the Prevention Services Advisory Board
2. Develop relationships with and meet regularly with leaders from all the health and wellness related student organizations
3. Develop a working relationship with health and wellness professional staff.
4. Proactively address health and wellness concerns and policy issues
5. Direct students to the proper outlets to obtain assistance with questions related to health, counseling, wellness, prevention, and safety
6. Work on projects and programming to address student health and wellness needs
7. Serve on University health and wellness committees, task forces, and work groups
8. Ensure the vision of the Executive Branch is furthered and achieved
9. Advise the Cabinet on policy driven decisions, projects, and initiatives

#### **Section 7. The Director of Legislative Affairs and Policy**

1. Aid President with KBOR Student Advisory Committee Meetings
2. To report to the President on legislation and public affairs relevant to higher education in the State of Kansas and the United States of America;
3. Communicate and engage with Legislative Directors from the other KBOR institutions.
4. Assist in coordination of State Higher Education Day.
5. Assist in coordination of communication to State and Federal Governments
6. Attend Legislative Review sessions hosted by the Office of Governmental Relations
7. Advise the President and Vice President on Legislative matters
8. Other duties as assigned by the President or Vice President

#### **Section 8. The Director of Sustainability**

1. Studies and recommend strategies for the utilization of resources and identifies development opportunities to ensure a more sustainable future for Wichita State University
2. Work with Wichita State Green Group to ensure the success and maintenance of the Wichita State Community Garden
3. Work on projects and programming to address sustainability needs and efforts
4. Sit on any University committees relating to Sustainability
5. Plan and execute SGA Sustainability Month each April
6. Advise the Cabinet on sustainability practices and policy
7. To complete any assignment as directed by the President and the Vice President

#### **Section 9. The Director of Leadership and Engagement**

1. Serves as the student leader to the Freshman Leadership Council;
2. Report directly to the Student Body President;
3. Coordinate any leadership and/or student engagement programming or initiatives on behalf of the Student Government;

4. Oversee and assist in all aspects of the Freshman Leadership Council including, but not limited to the selections process, recruitment, coordinating meetings, events and initiatives of the Council;
5. Advise the Cabinet on practices and policy pertaining to the position;
6. To complete any assignment as directed by the President and/or the Vice President

#### **Section 10. The Director of International Student Affairs**

1. Lead outreach and advocacy with and on behalf of international students, working to ensure that all international students on campus are supported;
2. Assist international students in gaining access to resources that can be useful to the mission of student government;
3. Work with partners in the university and the City of Wichita to develop and execute initiatives to enhance the college experience for international students at Wichita State;
4. Work directly with recognized international student organizations and serve as a liaison between Student Government and the International Student Union;
5. Serve as the Student Government liaison to the Office of International Education;
6. Coordinate efforts with campus to improve experiences for international students;
7. Advise the President, Vice President, and Cabinet on issues pertaining to and affecting international students;

#### **Section 11. Assistant Treasurer**

1. To coordinate funding processes as directed by the President and/or Treasurer of the Association;
2. To assist in executing all financial transactions of the Association in compliance with the Association's budget;
3. To assist in reconciling the Association's budget at least quarterly throughout the fiscal year;
4. To assist in ensuring that all contracts to which the Association or any organization recognized according to the regulations and procedures outlined in S002 is party to or executed according to University policy;
5. Advise the President, Vice President, Treasurer and Cabinet on issues pertaining to and affecting financial literacy;

## Chapter 3. Executive Operations

### **Section 1. Meetings of the Cabinet**

1. The Cabinet shall meet each week during the term. Meetings shall be set by the President and/or Chief of Staff

### **Section 2. Policies and Procedures**

1. The Cabinet may develop its own rules and procedures if they are consistent with the Constitution, Bylaws, and Statutes through Executive Order
2. The Association Advisor shall retain speaking rights at any time

## Article III: The Judicial Branch

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### Chapter 1. The Judicial Officers

#### **Section 1. The Chief Justice of the Association**

The Chief Justice shall fulfill all expectations of the Supreme Court of the Association listed in the Constitution and:

1. Shall be nominated by another Justice and elected by a majority of Justices from within the Supreme Court and shall be confirmed by two-thirds of the Senate, excluding vacant seats and approved by the President of the Association
2. May serve a renewable one- year term as Chief Justice
3. Shall preside over all cases and acts of the Court and shall serve as the Court's senior officer and representative.
4. Shall function as the principal officiator of procedure within the Court whether it is a private meeting or public hearing.
5. Shall host required trainings for all Justices over the Constitution of the Student Body once per semester.
6. Shall train all new Justices on their role.
7. Shall act as the Court Librarian and maintain an accurate and organized record of all Supreme Court happenings.
8. Shall receive all evidence upon submission. It shall be the responsibility of the Chief Justice to provide all members of the Court with copies of all evidence and a list of those who will be called to testify in a timely (no later than twenty-four hours) and prudent manner.
9. The Chief Justice may also appoint an Associate Justice to preside over the Court for private meetings and/or hearings at their discretion.
10. The Chief Justice shall also retain the authority to call the Court into session.
11. In the event the office of the Chief Justice becomes vacant or the Chief Justice is not able to be in attendance, the most senior Associate Justice shall assume the role of the presiding Justice until the Chief Justice returns or the Court elects a successor in the event the Office becomes vacant due to resignation, absence, or removal.
12. The Chief Justice shall retain the authority to designate a member of the Court as a representative of the Court when needed.

### **Section 3. The Associate Justice of the Association**

1. In addition to the Chief Justice, the Court shall be composed of six Associate Justices.
2. Each student Justice shall have the ability to preside over the Court at the discretion of the Chief Justice.
3. Each Justice shall have one vote on Court rulings and opinions.

### **Section 4. The Clerk of the Court of the Association**

1. The position of Clerk of the Court shall be occupied by a member of the Court by the Chief Justice; nominated by the Chief Justice.
2. In this capacity, the Clerk of the Court will be required to document meetings (minutes) and keep written record of all case hearings, rulings, and opinions rendered by the Court.
3. In the event the position is vacant temporarily, the Chief Justice may temporarily appoint another Justice to the position at the beginning of a meeting. If the position becomes permanently vacant, the Chief Justice may delegate the work to another Justice temporarily until the position is filled.

## Chapter 2. Meetings of the Court

### **Section 1. Court Hearings**

1. The purpose of the court hearing is to allow interested parties access to an unbiased judicial body.
2. The Court will render its verdict in favor of the majority opinion of the justices present.
3. All oral arguments shall be open to the public.
4. The Chief Justice or their designee shall preside over the Court and call the room to order.
5. The Chief Justice will allow each party to present their case beginning with the party filing the action.
6. Any Justice of the Court, upon recognition by the Chief Justice may speak during the hearing.
7. The Court can postpone hearings and/or call the Court into recess at the discretion of the Chief Justice or with a majority vote in favor of such action
8. If there are any circumstances in which there is a potential privacy violation due to discussion or presented information, meetings of this hearing shall be allowed to hold the status of Permanent Select Status and shall be considered closed pursuant under Kansas Open Meetings Act, K.S.A. 75- 4319(a). Records of Permanent Special Hearings shall be considered closed pursuant under Kansas Open Records Act, K.S.A. 45-215 and under the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g. Once presentation of information or discussion on the matter is concluded, the Court must go back into Open Session.

## Chapter 3. Court Procedures

### **Section 1. Initiating a Case**

1. Members of the Association may submit a case to the Court to appeal a lower Court's decision
2. Members of the Association, excluding members of the Court, may submit a case to the Court for review

### **Section 2. Submitting Evidence to The Court**

1. All evidence and documentation must be submitted to the Clerk of the Court.
2. It is the responsibility of all parties involved in hearings to submit this evidence as well as a list of those who will be called to testify before the Court no later than forty-eight hours before the hearing.
3. All evidence must be accompanied with a consent to release form.
4. A chain of custody receipt shall also be attached to the evidence.
5. After the hearing and subsequent ruling, all evidence shall be returned to the respective party along with a signed custody receipt.
6. No evidence shall be reproduced in any way under any circumstance.

### **Section 3. Speaking Before the Court**

1. The Supreme Court is designed so that all members of the Association may have access to its intended services.
2. The Court will not expect interested parties to act as trained lawyers but rather as representatives of their respective case.
3. The Court will strive to facilitate an environment where all may respectfully voice their opinions and testimony.

#### **Section 4. Amicus Curiae**

1. Amici curiae that bring relevant information not already mentioned by the parties regarding the case before the Court may be found in favor and of value to the Court in making a sounder judgment.
2. An amicus curia may be admitted to the hearing at the discretion of the Court.

#### **Section 5. Disorderly Conduct**

1. If any unreasonable repeated actions such as use of profanity, physical violence, or other disruptive action should occur, the Court may immediately recess to remove any responsible party. The Court shall move back into session once said party is removed.

### **Chapter 4. Rulings and Opinions**

#### **Section 1. Court Ruling Procedure**

1. After the hearing, the Chief Justice shall call the Court into a private conference. The Court shall write a majority, concurring, and/ or dissenting ruling as applicable. A dissenting opinion shall be written on behalf of dissenting justices, unless the decision from the Court is unanimous. The official ruling shall be placed on file in the Association's Office before the decision can take effect.

#### **Section 2. Court Opinions**

1. The Court may render official opinions at the written request of the President of the Association, the Senate, the Student Advocate, and University employees submitted to the Court.
2. In the event that an official opinion is requested, the Court shall review the information submitted and may call members involved to testify before the Court. The Supreme Court's opinions will be final and submitted before the respective party(s), filed with the Association's Office and placed on public record in the Association's Record.
3. The Court shall write majority, concurring, and/ or dissenting opinions as applicable.
4. In the event of a unanimous decision, the Court shall author one opinion.
5. In the event of a decision that is not unanimous, the Court shall author a majority opinion and a dissenting opinion.
6. The Court may also author concurring opinions.
7. All rulings and opinions of the Court are final.
8. The Court reserves the right to deny the rendering of official opinions if it is determined the request is unsubstantiated.
9. The majority, concurring, and dissenting opinions on hearings will be represented in the final ruling filed no later than one week after the hearing or rendered advisory opinion. Authoring of these rendered opinions shall be decided by the respective parties in regard to the majority and minority dissent. Such opinions shall remain in effect unless re-issued by the Court.

#### **Section 3. Traffic Court, Parking Court and University Library Appeals Committee**

1. As prescribed by the Constitution, all members of the Association can appeal any lower court decision to the Supreme Court.
2. The Court shall follow the processes as outlined Chapter 3 of this Article.
3. All rulings of the Supreme Court are final.

#### **Section 4. Cases Regarding the Laws of the Association**

1. Any member of the Association, excluding members of the Court, may appeal the passing of Association legislation that they believe is not in adherence to the Laws of the Association.

# Article IV: Standing Committees of the Association

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## Chapter 1. The Election Commission

### Section 1. Members of the Election Commission

1. Five (5) Election Commissioners, who are members of the Association not serving in any elected or appointed position within the Association designated and appointed by the Association Advisor
2. To limit political interference and remove ethical concerns, the Commissioners are not required to be confirmed by the Senate

### Section 2. The Election Commission Duties

1. To administer any election according to the procedure outlined in S003 in a manner that is fair and equitable to all candidates and tickets competing in the election;
2. To maintain strict neutrality with regard to the outcome of any election;
3. To make every effort to advertise broadly the date and time of any election; to educate the members of the Association regarding the candidates, the contents of any Constitutional Amendments or referenda, and the regulations and procedures governing elections; and to encourage and facilitate widespread and active participation in any election;
4. To enforce all regulations according to the procedures outlined in that Statute.
5. A member of the Election Commission may be sanctioned or removed for failure to maintain eligibility for office, to maintain strict neutrality regarding the outcome of any election, or to fulfill any of these duties by the Association's Advisor

## Chapter 2. The Finance Commission

### Section 1. Members of the Commission

1. The Treasurer of the Association, serving as Chairperson
2. The Vice President of the Association, serving as Vice Chair
3. The Chief of Staff, serving as the Clerk of the Commission
4. The Student Body President, or designee
5. The Speaker of the Senate, or designee
6. A member of the Association from each College, Graduate School, Freshman, Out of State, military and veteran, international, adult learner and underserved populations; appointed by the Vice President of the Association;
7. The Association's Advisor or designee

### Section 2. The Commission Duties

1. The Committee shall be responsible for hearing and making recommendations to the Senate on the distribution of Individual Funding, Organization Funding, Appropriation Funding and the SGA Student Services Fee

### Section 3. Commission Regulations

1. The Commission is required to hold open hearings and deliberations at a time set by the Chair and formal records and minutes of all hearings and deliberations must be taken.

2. A quorum of a least fifty percent (50%) of the total number of installed members shall be required to take any action
3. All decisions must be made by a simple majority vote of members present

#### **Section 4. Commission Regulations and Membership when sitting as Student Fees**

1. University members have speaking members have speaking privileges only when a pointed question is directed to them by the Chair at the request of a Member only when a pointed question is directed to them by the Chair at the request of a Member and are non-voting, ex-officios members,
  - A. The Vice President of Student Affairs, or designee;
  - B. The Vice President for Finance and Administration or designee;
  - C. The Associate Vice President for Finance and Administration and Director of University Budgets, or designee;
  - D. The Executive Director of Financial Aid and Scholarships, or designee;
2. Each presentation shall be set for a total of thirty (30) minutes with fifteen (15) minutes for the line item presentation and with fifteen (15) minutes for questions by the Commission
3. No member, minus the Chair, may interrupt the presenter until they are done presenting
4. At the conclusion of each presentation, the Chair shall open the floor to questions. Members must seek recognition prior to addressing the presenter. The Chair reserves the right to silence a Member if they speak out of turn or not called on. The Chair will establish a method for recognition.
5. The Chair shall regulate the question period, ensuring that similar questions are not asked more than twice

#### **Section 5. The Student Fees Procedures for Budget Deliberations**

1. The Chair will call the meeting to order at start of the deliberations period
2. The Chair must then proceed with Roll Call to ensure a quorum of members are present
3. Each member is entitled offer an opening statement if they wish, when called by the Chair at each day of deliberations
4. At the conclusion of remarks, the Chair will proceed going line item by line item for discussion, including reserve accounts
5. The Chair will entertain motions to allocation for each fund per line. Each motion must be seconded and then the original Member to offer the motion shall speak first.
6. The Chair will proceed Member by Member who wishes to speak on the motion. Amendments may not be made to the motion. Each motion must be voted on or retracted by the Member. No friendly amendments will be accepted.
7. Each line item is limited to no more than thirty (30) minutes of debate. A motion may be made for an extension of debate, by simple majority vote.
8. The Chair shall continue this process for each line item up for vote.

#### **Section 6. Final Vote**

1. After all line items and reserves have been discussed, the Chair shall call for an individual vote on the following items by simple majority:
  - a. The percentage of the increase or decrease to student fees
  - b. The overall allocation of the student fees
  - c. To forward this recommendation to the Senate for review by the legislative process



### **Section 8. The Legislative Process for Student Fees**

1. The Chair and Advisor shall draft legislation and alert the Speaker of the Senate of the passage of the recommendation for Legislative review.
2. The First Read of the package shall be the first time the Senate is presented the funding bill. During the first read, Senators shall have the chance to advocate for changes of a specific line item, not the overall student fee rate. To do so, a Senator must make a motion to request a review on the line item with a two-thirds vote on that specific line to discuss the change. With the call for that review, it must include the difference for changes to the overall budget. If successful vote on changes, during the second read, the Senate will hear specifically from representatives from that line item.
3. The Second Read of the package shall be the second time the Senate is presented the funding bill regardless of first read reviews request(s). If reviews are called during the first read, the Senate will hear specifically from representatives from that line item. Any formal adjustments to the recommendation of the specific line items must pass with a two-thirds (2/3) majority. This shall be the final time the Senate is presented with the recommendations and must pass by a simple majority roll call vote.

## Chapter 3. The Child Development Center Advisory Board

### **Section 1. Members of the Child Development Center Advisory Board**

1. The President of the Association or designee, serving as the Chairperson
2. The Vice President of Student Affairs or designee;
3. The Child Development Center Lead Teacher, appointed by the Director of the Child Development Center, serving a term of two (2) years;
4. One (1) parent who has benefited from the sliding fee scale, selected by the Director of the Child Development Center, serving a term of two (2) years;
5. One (1) faculty member from the Early Childhood Development Curriculum and Instruction department, selected by the Vice President of Student Affairs, serving a term of two (2) years;
6. One (1) member of the Association appointed by the President of the Association;
7. One (1) member of the Association appointed by the Speaker of the Senate;
8. The Director of the Child Development Center, serving as a nonvoting, *ex officio* member.
9. The Association's Advisor, serving as a nonvoting, *ex officio* member.

### **Section 2. The Child Development Center Advisory Board Duties**

1. The Child Development Center Advisory Board shall be responsible to meet at least once per semester to review, develop, and establish the Child Development Center's policies and programs and consult on its budgets for the benefit of the University community and to approve the Child Development Center's funding request at least two (2) weeks before its submission to the Student Fees Committee.
2. The student members of the Child Development Center Advisory Board may be sanctioned or removed for failure to fulfill any of these duties according to the procedure outlined in S061.

## Chapter 4. The Association Hardship Fund Permanent Select Committee

### **Section 1. Members of the Association Hardship Fund Permanent Select Committee**

1. The Association Advisor; or designee, serving as the Chairperson;
2. The Student Body Vice President or designee;
3. The Speaker of the Senate or designee;
4. The Undergraduate Student Advocate;
5. The Graduate Student Advocate;

### **Section 2. The Association Hardship Fund Permanent Select Committee Duties**

1. Meetings of this Committee shall be bestowed with the status of Permanent Select Committee and shall be considered closed pursuant under Kansas Open Meetings Act, K.S.A. 75-4319(a). Records of Permanent Special Committees shall be considered closed pursuant under Kansas Open Records Act, K.S.A. 45-215 and under the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g
2. The Association Hardship Committee shall be responsible to oversee and award all Hardship funds of the Association.

## Chapter 5. The Membership Review Board

### **Section 1. Members of the Membership Review Board**

1. The Speaker of the Senate, serving as the Chairperson,
2. The Clerk of the Senate, serving as Clerk of the Board
3. The Chairpersons of each of the Standing Senate Committees and Subcommittees,
4. The Association's Advisor or a designee

### **Section 2. Recusal from the Membership Review Board**

1. In any case reviewing the performance of any member of the Membership Review Board or if a member of the Membership Review Board is the complainant, that member shall be recused from the case.
2. Should any member of the Membership Review Board be recused from a case, the Chair Pro-Tempore shall take their place on the Board
3. Should the Speaker of the Senate be recused from a case, Government Oversight Chair shall serve as Chairperson and the Pro-Tempore of the Government Oversight Board shall take their place on the Board

### **Section 3. The Membership Review Board Duties**

1. To monitor and enforce duties, and standards for ethical conduct of the Association's elected and appointed officials, any student member of an Association committee, and any employees of the Association;
2. To hear and make decisions on any complaints regarding the fulfillment of duties, and ethical standards of conduct and to decide any action regarding any violations;
3. To maintain strict fairness in any hearing or deliberation and ensure that each party's due process rights are protected;
4. To apply all requirements, expectations, and standards and decide any action in a consistent, uniform, and measured manner;

5. To recommend any sanction other than imposing a probationary status or removal to the Senate for approval and enactment or rejection;
6. To recommend the removal of any appointed or elected official of the Association to the Senate for approval and enactment or rejection;
  - a. In the event that a voting member of the Senate is under review and facing a vote to remove them from their position, that Senator shall be recused from their voting role for that vote only.
  - b. If the recusal or removal of the Senator in the previous subsection results in a loss of quorum, the President of the Senate shall cast a vote in place of the recused Senator.
7. To determine eligibility exceptions only as it pertains to cumulative grade point average and good standing of Senators, Justices, and Executive Officers and Cabinet members.
  - a. If a Senator, Justice, Executive Officer or Cabinet member is not in good standing with Wichita State University, the Association Advisor retains the ability to vacate the position
  - b. If a Senator, Justice, Executive Officer or Cabinet member is brought up on University charges and/or investigation, the Association Advisor retains the ability to temporarily suspend this Member until the investigation is complete
8. The Membership Review Board may only consider complaints or documentation directly related to an individual's performance in their role as an elected or appointed official of the Association or any student member of an Association committee
9. The Membership Review Board may not consider any complaint or decide any action regarding any behavior or activity *ex post facto* should any eligibility standards, duties, or regulations be amended.
10. No decision or action of the Membership Review Board may be understood as protection or exemption from any other disciplinary or legal proceedings regarding a behavior or activity.
11. The Speaker of the Senate shall, when serving as chairperson, report to the Senate the number of cases that will be handled, but nothing else pertaining to the cases.
12. Members of the Board, the Respondent or Compliant are strictly prohibited from any dissemination, distribution, or copying of any communication, discussion, or other decisions of the Board. Only the Chairperson shall communicate information at their discretion.

## Chapter 6. The Association Banquet Committee

### **Section 1. Members of the Association Banquet Committee**

1. Association Advisor shall select one member of leadership from each branch to serve on the Committee

### **Section 2. The Association Banquet Committee Duties**

1. Responsible for planning and executing the Association's Annual Banquet to take place at the close of the spring session;
2. Facilitate annual awards such as Senator of the Year, Executive of the Year, Justice of the Year as well as any other awards deemed by the Committee, Senate Leadership or Executive Cabinet
3. Funding to the Annual Banquet shall come from the Association's Budget

## Chapter 7. The Student Organization Council

### **Section 1. Members of the Council**

1. The Council shall consist of Representatives that have been elected as President or designated by the President, of any Recognized Student Organization on campus in good standing.
2. Each Representative shall be responsible to fulfill the following duties:
  - A. To attend all Council meetings, including presence at opening and closing roll call and any votes held;
  - B. To represent the interest of their organization to the Council;
  - C. To attend mandatory events as directed by the Chair;

## **Section 2. Purpose of the Student Organization Council**

1. The Student Organization Council (SOC) purpose is to provide support, collaboration, collegiality, and guidance to all Recognized Student Organizations at the University and recognized by the Association, as well as provide an avenue to increase communication among one another so that they may present new development opportunities for their organization and their members. Additionally, the Council
  - A. Shall have the authority to recommend new organizations for recognition to the Senate
  - B. Shall have the authority to recommend to remove recognition status of a Recognized Student Organization to the Government Oversight Committee;
  - C. Shall have the authority to establish inter-Council activities;
  - D. Shall have the authority advise on new policies that impact student organizations;
  - E. The Council, through the Chair, will receive notification of any changes to or new University policy and procedures that relate to Registered Student Organizations.

## **Section 3. Meetings, Quorum, and Procedural Rights**

1. The Council will meet once a month as a full council to conduct business.
2. The Leadership shall meet at least weekly or as set by the Chairperson
3. Representatives may not have more than three (3) unexcused absences from meetings. Such absences shall be reviewed by the Chair.
4. Each member of the Council shall retain procedural and speaking rights and have one vote;
5. The President of the Association and the Speaker of the Student Senate shall retain speaking rights, but shall hold no vote nor procedural rights;
6. The Association's Advisor or designee shall retain speaking rights, but shall hold no vote nor procedural rights;

## **Section 4. Council Leadership**

1. Chairperson
  - A. The Chairperson is appointed annually by the President of the Association and confirmed by the Senate. The Chair must be a member of a recognized student organization in good standing
  - B. The Chairperson shall presides over all Council and Leadership meetings;
  - C. To coordinate the overall performance of the Council to the President of the Association;
  - D. To act as the liaison between the Council, the Association, and Student Involvement;
  - E. To report all pertinent Council activities to the Senate through quarterly reports;
  - F. To act as the primary spokesperson for the Council;
  - G. To maintain and update a roster of organizations eligible for funding;

- H. To enforce all tenants of the Association Statutes, Rules and Regulations, as well as the Student Organization Handbook;
- I. To maintain contact with each organization;
- J. To be aware of the needs of the organizations;
- K. To maintain and disseminate all records of the Council including meeting attendance, minutes and votes;
- L. To coordinate education programming for student organizations;
- M. To coordinate educational programming and team building activities for the Council;
- N. To coordinates socials and events to build community for the Council;
- O. To provide additional support for new student organizations including awareness and understanding of Student Government Association and University policies and procedures.
- P. Meet weekly with the Advisor;
- Q. Recommend new organizations for recognition to the Government Oversight Committee
- R. The Chairperson may be sanctioned or removed for failure to maintain eligibility for office or to fulfill any of these duties by the President of the Association

## Chapter 8. ICT Cross Campus Coalition

### Section 1. Members of the Coalition

1. The Coalition shall consist of (9) total Representatives from the Student Government Associations of Friends University, Newman University, and Wichita State University.
  - A. Each Association's President shall have the authority to appoint (3) student Representatives to the Coalition.
2. Each Representative shall be responsible for fulfilling the following duties:
  - A. To attend all Coalition meetings, including presence at opening and closing roll call and any votes held;
  - B. To represent the interests of their respective Association and its corresponding constituent populations;
  - C. To attend mandatory events as directed by the Chairperson.

### Section 2. Purpose of the ICT Cross-Campus Coalition

1. The purpose of the ICT-Cross Campus Coalition shall be to establish a means of communication and coordination between the leading post-secondary institutions in Wichita in the pursuit of a more effective means of advocating on behalf of this constituency group to its representatives in local and statewide government office. Additionally the Coalition
  - A. Shall focus on policy matters impacting students at post-secondary institutions in Wichita;
  - B. Shall have the authority to determine a policy agenda designed to improve the lives of post-secondary students in Wichita;
  - C. Shall have the authority to represent the combined interest of the post-secondary student population represented by from the Student Government Associations of Friends University, Newman University, and Wichita State University;

- D. Shall have the authority to provide event programming that represents the Student Government Associations of Friends University, Newman University, and Wichita State University as directed by the Coalition.

### **Section 3. Coalition Leadership**

1. Chairperson
  - A. The Chairperson is elected annually by the Coalition;
  - B. The Chairperson shall preside over all Coalition meetings;
  - C. The Chairperson shall have the authority to reconvene the Coalition at their discretion;
  - D. To coordinate the goals and initiatives of the Coalition;
  - E. To act as the primary spokesperson for the Coalition;
  - F. The Chairperson may be sanctioned or removed for failure to fulfill any of their assigned duties by a majority vote of the Coalition;
  - G. The Chairperson of the Kansas Board of Regents' Student Advisory Committee shall not be eligible to serve as the Chairperson of the ICT Cross-Campus Coalition.
2. Chairperson Pro-Tempore
  - A. The Chairperson Pro-Tempore shall serve as the Chairperson of the Coalition in the absence of the Chairperson;
  - B. The Chairperson Pro-Tempore shall not serve as a member of the same Association as the Chairperson.

### **Section 4. Meetings, Quorum, and Procedural Rights**

1. The ICT-Cross Campus Coalition shall meet once a month as a full coalition to conduct business;
2. A quorum of at least three-quarters of the Coalition shall be met in order to conduct business;
3. Each member of the Coalition shall retain procedural and speaking rights and have one vote;
4. Meetings of the Coalition shall adhere to the Roberts Rules of Order.

### **Section 5. Elections and Voting**

1. Chairperson Elections
  - A. The ICT-Cross Campus Coalition shall hold an annual election to determine the Chairperson;
  - B. Each Association shall appoint one nominee to the position of Chairperson;
  - C. The nominee that receives the most votes from the Coalition shall be appointed to the role of Chairperson;
  - D. The nominee that receives the second most votes from the Coalition shall be appointed to the role of Chairperson Pro-Tempore.
2. Voting
  - A. Determinations of any action impacting the entirety of the Coalition shall require a three-quarters vote of approval from the Coalition.

### **Section 6. Finances**

1. Each Association shall allocate an amount as determined by the unanimous consent of the Coalition.

## Chapter 10. The Menstrual Product Advisory Board

### **Section 1. Members of the Menstrual Product Advisory Board**

1. The following individuals shall make up the Committee and shall retain speaking and procedural privileges:
  - A. The Director of Health & Wellness, or designee, as Chairperson;
  - B. The Vice President of the Association, or designee,
  - C. The Chief of Staff as Clerk;
  - D. Three Senators, chosen by The Speaker;
  - E. Two representatives from FOCUS;
  - F. One representative from Spectrum LGBTQ+Allies;
2. At least some makeup of the board must be of a demographic impacted by this policy.

### **Section 2. The Menstrual Product Advisory Board Duties**

1. The Board shall be responsible for reviewing the functions of the Menstrual Product Initiative and reporting findings to the President of the Association. Subject matters that should be documented in the report include, but are not limited to, the following:
  - A. Utilization of products such as restocking frequency of bathrooms, buildings, etc.;
  - B. Feedback from students in the form of survey results, commentary, etc.;
  - C. Summary of program successes, failures, areas needing improvement;
  - D. An update on cost changes from distributors;
  - E. List of restrooms presently included in the program, by building;
  - F. A review of readiness for program expansion;
  - G. A list of recommendations, if necessary, including:
    1. Improvements to standing processes;
    2. Change of product distributor;
    3. Expansion of product availability;
    4. Cost of operations for the following Fiscal Year;
      1. The Board may use student population and inflationary increases as a gauge to operational spending recommendations.
2. Expansion of product availability shall be defined as actions that can be taken to increase the influence of this program, such as:
  - A. The addition of campus buildings and facilities to the program previously not included;
  - B. The addition of individual campus restrooms to the program previously not included;
  - C. The inclusion of Wichita State satellite campuses previously not included;
  - D. The board should seek statements from stakeholders, such as:
    1. Executive Director of Facilities Services, or designee, to report from Facilities Services;
    2. Presentation of student feedback in the form of written statements or public forum;
    3. Other speakers at the discretion of the Board;
3. The Menstrual Product Advisory Board Chairperson duties
  - A. Organizing Board meetings at least three times per academic year;
  - B. Inviting speakers to Board meetings;
  - C. Ensuring the final report is well organized and complete;
  - D. Delivering a final report to the President of The Association, prior to Student Fees Deliberations in the spring semester;
  - E. Include report in transition to the next Chairperson.

## Chapter 11. Task Force on the Black Student Experience

### Section 1. Members

1. This Task Force shall be chaired by an Executive member appointed by the President of the Association.
2. Two members of the Association, appointed by the Vice President
3. In addition to Association appointments,
  - A. The President of the Black Student Union,
  - B. President of the Black Academic Honor Society,
  - C. President of the National Society of Black Engineers,
  - D. Representative from members of the National Pan-Hellenic Council

### Section 2. Purpose:

1. The purpose of the Association's Task Force on the Black Student Experience is to evaluate and assess the black student experience at Wichita State University and to develop recommendations and goals that the Association can support that are to be put in place to support mechanisms, experiences, policies, and procedures that will allow black students to thrive on campus.

## Chapter 12. The Health and Wellness Commission

### Section 1. Members of the Health and Wellness Commission

1. The Health and Wellness Commission shall be chaired by an Executive member appointed by the President of the Association
2. No more than ten (10) but no less than five (5) fee-paying students, not including the Chairperson appointed by the Vice President of the Association
3. The Directors of the Steve Clark YMCA, Counseling and Prevention Services, Student Health Services, Campus Recreation, the Vice-President for Student Affairs or designee

### Section 2. Purpose

1. The purpose of the Association's Health and Wellness Commission is to give students to provide input on the Steve Clark YMCA, Student Health Services, Counseling and Prevention Services, and Campus Recreation coordination and identify long-term service needs:
  - a. The Steve Clark YMCA:
    - i. Work with branch staff to advise on branch programs and services to assure quality service to members and effective community outreach within established association guidelines
    - ii. Encourage student input through making known to the student population the developments and existence of the YMCA on campus
    - iii. Enhance public standing of the branch in the community and be an advocate for the YMCA
  - b. Wellness Center (Counseling and Prevention Services and Student Health Services):
    - i. Work with University staff in these two departments to advise on quality of the service provided
    - ii. Make known to University staff the concerns that arise regarding these two departments implemented in the wellness center
    - iii. Provide awareness of the wellness center and the services provided therein
  - c. Campus Recreation Coordination:



- i. Advise on how the YMCA and campus recreation can work together on new initiatives and programming
  - ii. Assist with the development and growth of campus recreation programs and offerings
- d. General Expectations of Board Members:
  - i. Attend regularly and participate constructively in advisory board meetings
  - ii. Give leadership to, or participate on, the advisory board workgroups and events as requested (such as task forces, committees, and/or special projects)
  - iii. Act as an ambassador, interpreting and promoting the work of the health and wellness initiatives in the community
  - iv. Participate in activities put on by the YMCA and Wellness Center

## Chapter 13. Parking and Transportation Commission

### Section 1. Members of the Parking and Transportation Commission

1. The Parking and Transportation Commission shall be chaired by the Student Body President or designee.
2. The remaining membership shall be,
  - a. The Speaker of the Senate or designee,
  - b. A representative of the Steve Clark YMCA,
  - c. A representative of the Division of Finance and Administration,
  - d. A representative of the University Police Department to be appointed by the Chief of Police
  - e. A representative of the Faculty Senate to be appointed by the Faculty Senate President
  - f. A representative of the Staff Senate to be appointed by the Staff Senate President,
  - g. The Student Advocates or designee,
  - h. The Parking Services Supervisor or designee,
  - i. The Association's Advisor or designee serving as an ex officio member,
  - j. The Chair of the Parking Appeals Committee or designee,
  - k. No more than Five (5) student representatives appointed by the Vice President of the Association
  - l. A representative from Housing and Residence Life appointed by the Director of Housing and Residence Life;

### Section 2. Purpose

1. The Parking and Transportation Advisory Board shall be responsible to meet at least twice each semester to review, develop, and establish parking policies and to consult on enforcement and other similar matters. The student members of the Parking and Transportation Advisory Board may be sanctioned or removed for failure to fulfill any of the these duties according to the procedure outlined in S061.

## Article V: The Association's Policies

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### Chapter 1. The Association's Nondiscrimination Policy

1. All elected or appointed officials of the Association subscribe to the University's policy of nondiscrimination according to the Policies and Procedure Manual Section 3.02.

2. The Association shall not discriminate in its resources, programming, or services on the basis of race, religion, color, national origin, gender, gender identity, gender expression, age, sexual orientation, marital status, political affiliation, status as a veteran, or disability.
3. This policy of nondiscrimination shall not interfere with the Senate's ability to set guidelines for eligibility for funding

## Chapter 2. The Association's Policy on Hazing

1. The Association defines hazing as any action taken or situation created, intentionally or unintentionally, whether on or off University premises, to produce mental and/or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include paddling in any form; creation of fatigue; physical and psychological shocks; publicly wearing any apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; and/or, morally degrading or humiliating games and activities.
2. No organization recognized according to the procedure outlined in S002 may, actively or passively, allow any hazing of its members or potential members to any degree whatsoever, including the action of any individual regardless of whether such actions are officially approved or allowed by the organization.
3. The determination of whether a given activity meets the definition of hazing shall be reached by an investigation culminating in a two-thirds (2/3) vote of the entire Senate or by an investigation and ruling by the Office of Student Conduct and Community Standards
4. The determination that an organization has allowed any activity that meets the definition of hazing shall be grounds for denial of or immediate withdrawal of Association recognition.

## Chapter 3. The Association's Dress Code

1. The Association's dress code ensures a level of professionalism and responsibility to the elected or appointed officials of the Association when representing the Association and the University.
2. All elected or appointed officials of the Association shall at minimum dress in business casual attire during Official meetings or any other times officially representing the Association including but not limited to attendance at events sponsored by the Association or participation in a University Committee or community project.
3. The Head of Branch may also amend, add, suspend, enforce this policy at their discretion

## Chapter 4. University Offered Trainings

1. The incoming President, Cabinet members, Student Advocate, Senators, and members of the Supreme Court shall be required to complete at least eight (8) hours of University offered diversity trainings across no fewer than three (3) trainings.
2. The incoming President shall coordinate with the University and determine when trainings will be held by August 1st of the year they were elected.
3. All trainings must be completed by the end of the Fall semester following the election or must otherwise be completed within three (3) months of the official's appointment.

## Chapter 5. Succession of Power

### Section 1. Succession for the Office of the Student Body President

1. In the case of the removal of the President from Office, or death, resignation or inability to discharge the powers and duties of the office or a prolonged absence of ten (10) days or

more, or a suspension by the Senate by Senate Resolution, the Office of the Presidency, with all rights and responsibilities thereof shall fall to the line of succession as follows

- A. The Vice President of the Association;
  - B. The Speaker of the Senate;
  - C. The Treasurer of the Association;
  - D. Public Relations Director;
  - E. Media Relations Director;
  - F. Sustainability Director;
  - G. Undergraduate Student Advocate;
  - H. Graduate Student Advocate.
2. Whenever the Office of Vice President shall become vacant, the President of the Association shall nominate a member of the Association to fill the vacancy with the advice and consent of the Senate by a two-thirds (2/3) vote of the members.
  3. In the case of a temporary absence of ten (10) days or less or whenever the President transmits to the Speaker of the Senate, the Chief Justice of the Supreme Court, and the Association's Advisor, their written declaration that they are unable to discharge the powers and duties of the Office, and until they transmit to them a written declaration to the contrary, such powers and duties shall be discharged by the Vice President as Acting President.
  4. Whenever the Vice President and a majority of the President's Cabinet, transmit to the Speaker of the Senate, the Chief Justice, and the Association's Advisor their written declaration the President is unable to discharge the powers and duties of the office, the Vice President shall assume the powers and duties of the Office of the President as Acting President. The President may challenge this declaration to the Senate who may overturn or sustain this decision by a two-thirds vote. The Court may not override this Order.
  5. The Association's Advisor, under extreme circumstances and when deemed necessary may call into question the ability of the President of the Association to serve and transmit a letter issuing a temporary suspension lasting no more than ten (10) business days as such to the Vice President, members of the President's Cabinet, the Speaker, members of the Senate Leadership, Members of the Senate, the Chief Justice and Members of the Court. The Vice President and the Cabinet may invoke Clause 4 of this Section or the Membership Review Board may invoke an investigation according to their procedures.

## **Section 2. Succession for the Office of the Speaker of the Senate**

1. In the case of the removal of the Speaker from Office, or death, resignation or inability to discharge the powers and duties of the office or a prolonged absence of ten (10) days or more, or a suspension by the Senate by Senate Resolution, the office of the Speaker of the Senate, with all rights and responsibilities thereof shall fall to the line of succession as follows
  - A. The Chair of Government Oversight;
  - B. The Chair of Diversity, Empowerment and Inclusion
  - C. The Chair of Student Services
2. In the case of a temporary absence of ten (10) days or less or whenever the Speaker transmits to the President of the Association, Chief Justice of the Supreme Court, and the Association's Advisor their written declaration that they are unable to discharge the powers and duties of the office, and until they transmit to them a written declaration to the contrary, such powers and duties shall be discharged by the Chair of Government Oversight as Acting Speaker.

3. Whenever the Chair of Government Oversight and a majority of the Senate Leadership, transmit to the President, the Chief Justice, and the Association's Advisor their written declaration the Speaker is unable to discharge the powers and duties of the office, the Chair of Government Oversight shall assume the powers and duties of the Office of the Speaker as Acting Speaker. The Speaker may challenge this declaration to the Senate who may overturn or sustain this decision by a two-thirds vote. The Court may not override this Order.
4. The Association's Advisor, under extreme circumstances and when deemed necessary may call into question the ability of the Speaker of the Senate to serve may transmit a letter issuing a temporary suspension lasting no more than ten (10) business days as such to the Chair of Government Oversight, members of the Senate Leadership, members of the Senate, the President, members of the President's Cabinet, the Chief Justice and Members of the Court. The Chair of Government Oversight and members of the Senate Leadership may invoke Clause 4 of this Section or the Membership Review Board may invoke an investigation according to their procedures.

### **Section 3. Succession for the Office of Chairpersons of Senate Standing Committees**

1. In the case of the removal of the Chairperson from Office, or death, resignation or inability to discharge the powers and duties of the office or a prolonged absence of ten (10) days or more, or a suspension by the Senate by Senate Resolution, the office of the Chairperson, with all rights and responsibilities thereof shall fall to the line of succession as follows:
  - A. For the Diversity, Empowerment, and Inclusion Committee;
    - i. The Chairperson of the Subcommittee on Underrepresented Populations;
    - ii. The Chairperson of the Subcommittee on Accessibility;
  - B. For the Student Services Committee;
    - i. The Chairperson of the Subcommittee on Student Affairs;
    - ii. The Chairperson of the Subcommittee on Academic Affairs

## Chapter 6. Code of Ethics and Conduct

### **Section 1. Purpose**

1. The Code of Ethics and Conduct provides a codified set of expectations for those individuals who serve in elected or appointed positions within the Legislative, Executive, or Judicial Branches. All officials, upon taking the Oath of Office, shall sign the Oath to ensure compliance with the Code of Ethics. The signature shall release the Association's Office to ensure compliance with the eligibility requirements and standards of each Official as listed.
2. All Officials of the Association are to be held to the Student Code of Conduct as set forth in the Student Handbook of the University. However, service as Official of the Legislative, Executive, or Judicial Branch, is both a privilege and a responsibility and as such, Officials are held to a higher standard.
3. The expectations for Officials include fair and ethical behavior and full accountability to the Student Body of Wichita State University. As campus leaders and role models, Officials must be dedicated to increased campus unity and school spirit, to full and open communication with constituents, and to efforts for positive and realistic change.
4. The nature of serving as an Official represents responsibility as Public Officials and Representatives of the Wichita State University Student Body. Each who serves as a Official shall honor the:

- A. Responsibility to abide by laws, rules, policies, election codes, and duties related to the business of the SGA,
- B. Responsibility to standards of personal integrity and civic behavior as befits a member of the governing body of the SGA,
- C. Responsibility to the public trust and to put first the public interest and thereby avoid actions for private gain.

**Section 2. Responsibility to standards of Personal Integrity and Civic Behavior as befits a member of the governing body of the SGA**

- 1. No Official shall make, directly or indirectly, any oral or written public or private statements that are false and disparaging of the Student Government Association, any of its present officers, or its Constitution, Bylaws, Codes, procedures, and regulations.
- 2. No Official who is in a position of authority shall threaten, attempt to threaten, or condone threatening, either verbally or in writing, the current or future employment, funding, or position of a subordinate Official.
- 3. Officials shall demonstrate professional and personal conduct and shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of fellow Officials, boards, committees, and commissions, and the Student Body.
- 4. Officials will abide by the University Student Code of Conduct and the Rules and Regulations of the Association.
- 5. No Official shall aid, advise, condone, or in any way induce another to act in violation of any provision in the Constitution, Student Bill of Rights, Bylaws or Statutes.

**Section 3. Responsibility to the Public Trust and to put first the public interest and thereby avoid actions for private gain**

- 1. No Senator shall cast a vote in any bill, resolution, or appropriation that would place that Senator in a position where there may be a conflict of interest between a private interest and the interest of the Student Body.
- 2. If an Official serves in a student organization(s) leadership role(s), they must abstain from any vote relating to their student organization (s) and the receipt of money, awards, or other beneficial services from the Association for said student organization(s).
- 3. No Official shall commit or attempt to commit extortion, blackmail, bribery, slander, or libel.

**Section 4. Violations, Interpretation and Review**

- 1. Violation of the Code of Ethics and Conduct may be considered malfeasance and shall be reviewed by the Senate Review Board, upon submission to the Board. Any University allegations must be made by the Association's Advisor directly to the Board with direct information.
- 2. This Chapter is up to the interpretation of the Senate Review Board.
- 3. The Association shall review this Code of Ethics and Conduct every session.

## **Article VI: The Association's Agencies**

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### **Chapter 1. The Association's Agencies**

- 1. An agency is an entity within Student Government Association and is defined as an organization in which the primary mission is to perform services that are of direct immediate benefit to the student body and to the community of Wichita State University by promoting the mission of Student Government. Additionally, an agency is a programmatic division

created to provide support for and education on a particular select identity group of the Wichita State University whether it be based on race, ethnicity, sex, sexual orientation, gender identity, gender expression, disability, or veteran status

2. Each agency should meet at least one of the following four policy directorate
  - A. Civic Engagement;
  - B. Advocacy;
  - C. Leadership and Service;
  - D. Health and Wellness
3. Agencies should meet at least one of the following four qualifiers:
  - A. Develop service and leadership potential
  - B. Serve and advocate on behalf student interests
  - C. Promote Wichita State University Spirit, Tradition, and Core Values
  - D. Provide Service to Campus and Community
4. Agencies are supported, guided and advised by the Association Advisor and housed within the Office of Student Engagement, Advocacy and Leadership as determined by the Director, with support of the Agencies Board of Directors

## Chapter 2. Creation of an **Association's** Agencies

1. In addition to a bill to create an agency by Senate, or by referendum, the Student Body President may request the creation of an agency upon identifying a need, pursuant to this Chapter.
2. The proposed agency will be created upon the enactment of the Bill. The new agency will be incorporated into the organizational structure of the Association and shall be immediately subject to all privileges and responsibilities inherent with agency status
3. If a Recognized Student Organization is transformed into an Association Agency, the Recognized Student Organization will cease to exist, and the agency shall have no identity separate from the Student Government Association.
  - A. Should the Recognized Student Organization ever disaffiliate from the Agency, their Recognized Student Organization status will be reinstated automatically.

## Chapter 3. Operations of an **Association's** Agencies

1. Association agencies are required to be in compliance with the laws of the Association at all times while in operation. Non-compliance with these provisions shall call for remedial action. The Student Body President and Speaker of the Senate shall be authorized to take whatever action is deemed necessary and proper as defined in the Student Body Statutes.
2. All agencies shall have a Director.
  - A. The Director shall act within the provisions to achieve maximum execution of the statutory responsibilities of the agency.
  - B. The Director shall be chosen in the manner specified by the agency's individual statutes.
  - C. The Director shall be responsible and accountable for all actions of the agency and its personnel.
3. The supervision and regulation of the agencies is the responsibility of the Association Advisor, President of the Association and Speaker of the Student Senate.
4. An approved Agency can act independently of the Association to advocate for policies that are in alignment with their mission and values.
5. Pursuant to the Funding regulations, the Senate shall be the allocation and revisionary authority in all budgetary matters pertaining to Agencies.

6. Agencies can put on any event or meeting without the approval of the Senate, President of the Association or the Speaker of the Student Senate.

## Chapter 4. **Association's** Agencies Board of Directors

1. The Association Agencies Board of Directors shall be made up of:
  - A. The Association Advisor, or designee, serving as the Chair of the Board
  - B. The President, or designee, of each Agency
  - C. The President of the Association, or designee
  - D. The Speaker of the Student Senate, or designee
2. The Board of Directors will act as the unifying body and conduit of information between Agencies and the Association.
3. At Board of Directors meetings:
  - A. Each Agency will provide an update on their work and budget.
  - B. The President of the Association will provide an update of the Executive Agenda.
  - C. The Speaker of the Senate will provide an update of Legislative Action.
  - D. Any other conversations pertinent to their work or concerns effecting students on campus may take place.

## Chapter 5. **Association's** Agencies

1. Shockers Vote Agency
  - A. The Wichita State University Shockers Vote! Coalition is made up of students, faculty and staff who are committed to ensuring that our students and stakeholders have the tools, resources and education that they need be smart, engaged, and educated voters. The Coalition's goal is to target underserved populations, first-time voters, and those who have lost the joy of voting. Our efforts collectively, representing various areas on campus is to educate and motivate students to be civically engaged.
2. Spectrum LGBTQ Agency
  - A. Spectrum: LGBTQ & Allies envisions A campus that promotes lifelong success for people of all sexualities and gender identities. Spectrum achieves that vision by sustaining a visible, active, inclusive, and fun community that promotes academic success, fosters social and professional connections, and serves as a strong voice for LGBTQ+ students.
3. Black Student Union
  - A. The mission of the Black Student Union is to be a positive and productive representation of the Black community on and off the Wichita State University campus. BSU promotes proactive leadership, scholarship, and community outreach and student empowerment. BSU embraces Black cultural heritage, unity, and diversity.
4. Graduate Student Agency
  - A. The Graduate Student Council serves as a consultation resource for the University, the SGA, and other groups on matters related to graduate students. The Council's purpose is to provide a collective voice for all graduate and professional students at Wichita State University, and it seeks serve these students by working to enhance their experience through advocacy on policies impacting health, finances, research activities, and the improvement of conditions under which graduate students live and work.
5. First Generation Student Agency
  - A. The First Generation Student Organization seeks to raise awareness within Wichita State University's student and professional community through activities and programs designed to foster the education of first generational students. The WSU First

- Generation Student Organization pledges to lead the change for more acknowledgement and advocate for the implementation of practices which grow and sustain our underrepresented student group.
6. Asian Student Conference
    - A. Asian Student Conference is a cultural-based organization aimed to unite Asian Pacific Islander Desi American (APIDA) students of differing heritages while encouraging them to be the change agents through the use of their strong voices and thoughts and educating others of these cultures. The following list contains the objectives of ASC: Members will learn about APIDA culture:
      1. Develop and maintain a network between other students.
      2. Promote leadership among APIDA students through programs including, but not limited to, workshops, conferences and other various programming.
      3. Address educational needs and rights of the APIDA community and provide scholarship information for all APIDA students.
      4. Support and encourage students to work toward social change by providing a forum for social consciousness.
      5. Unite and strengthen the APIDA community within the institution.
  7. Hispanic American Leadership Organization
    - A. The Hispanic American Leadership Organization (HALO) was created to provide a safe space for our Hispanic/Latino students to come together and celebrate our culture. HALO focuses on the importance of better serving our people, the community, and fellow students. Our goals for every semester include creating a home away from home, having access to good opportunities to volunteer, and last but not least, providing the tools so students can be successful not only on campus but in their personal journeys after graduating
  8. International Student Union
    - A. The International Student Union (ISU) is devoted to bringing together international students in every aspect of student life and to fostering a better understanding and cooperation among all cultures. In addition, ISU is committed to developing an international awareness not only at Wichita State but also in whole Wichita community.

## Article VII: **The Association's** Records

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### Chapter 1. Maintenance

#### **Section 1. Maintenance of Records**

1. The Chief of Staff, Clerk of the Senate, and Clerk of the Court shall be responsible to oversee the maintenance and compilation of the Association's public records. The Chief of Staff shall have the responsibility of the fulfilling any requests for public records.

#### **Section 2. Public Records**

1. The following shall constitute the Association's public records:
  - A. All current Association regulations and procedures;
  - B. All records relating to the activities of the Senate, each Senate Committee, each Association Committee and the Senate Review Board;
  - C. All records relating to the activities of the Executive Officers;
  - D. All records relating to the activities of the Supreme Court.



2. All public records not available on the Association's website shall be made available within one (1) week of a request;
3. The Student Advocate shall be responsible to maintain any records related to their Office's caseload; such records contain confidential and legally protected information and shall therefore not be considered public records.

## Chapter 2. Compilation and Publication

### Section 1. Association's Journal

1. The Association's public records produced in each academic year shall be compiled and published in a document known as the Association Journal containing the following sections:
  - A. The Constitution;
  - B. The Student Bill of Rights;
  - C. The Bylaws;
  - D. Any Statutes;
  - E. The Legislative Record, including the records of each Senate and Committee meeting and the complete text of all Senate Bills, Funding Bills, and Resolutions;
  - F. The Executive Record, including the complete text of all Executive Orders and all official reports submitted to the Executive Officers and the Senate;
  - G. The Judicial Record shall include records of each Court meeting, and the official text of any majority and minority Opinions of the Court.

## Chapter 3. Current Regulations and Procedures

### Section 1. The Constitution

1. Volume One shall include a section containing the current Constitution.
2. This section shall be titled: "Student Government Association Constitution."
3. The Constitution shall be preceded by: "Approved and Enacted by a Referendum of the members of the Association and by the President of the University on (date)."
4. The Constitution shall be followed by: "Amended from the Constitution previously approved and enacted on (date), (date), and (etc)."

### Section 2. Student Bill of Rights

1. Volume One shall include a section containing the current Student Bill of Rights.
2. This section shall be titled: "Student Bill of Rights."
3. This section shall bear the subtitle: "Joint Statement on Rights and Freedoms of the members of the Association."
4. The Student Bill of Rights shall be preceded by: "Approved and Enacted by the Student Senate, by the Faculty Senate, and by the President of the University on (date)."
5. The Student Bill of Rights shall be followed by: "Amended from the Student Bill of Rights previously approved and enacted on (date), (date), and (etc)."

### Section 3. Bylaws

1. Volume One shall include a section containing the current Bylaws.
2. This section shall be titled: "Student Government Association Bylaws."
3. The Bylaws shall be preceded by: "Approved and Enacted by the Student Senate and the President of the University on (date)."

4. The Bylaws shall be followed by: “Amended from the Bylaws previously approved and enacted on (date), (date), and (etc.).”

#### **Section 4. Statutes**

1. Volume One shall include a section containing the current text of any Statutes.
2. This section shall be titled: “Student Government Association Statutes.”
3. The text of each Statute shall be preceded by its Statute Number and title.
  - A. The Statute Number shall be in the format of the letter S followed by three (3) digits indicating its ordinal place among the Statutes.
  - B. Statute Numbers shall persist in perpetuity regardless of its amendment or repeal.
  - C. Each Statute shall be followed by: “Amended from the Statute previously approved and enacted on (date), (date), and (etc.).”

### **Chapter 4. Senate Bills**

1. A Senate Bill shall be drafted for the following actions or decisions:
  - A. Any amendment to the Constitution;
  - B. Any amendment to the Bylaws;
  - C. Any new statute, amendment thereto, or repeal thereof;
  - D. Any appointment made according to the regulations and procedures
  - E. Granting or revoking recognition of any organization according to the regulations and procedures outlined in S001;
  - F. The sanction of any Association Official, Senator, or Committee Member
2. A single Senate Bill may include multiple related actions or decisions that shall be approved or rejected by a single vote.
3. Senate Bills shall be organized by the date of their presentation to the Senate.
4. The text of each Senate Bill shall be preceded by its Senate Bill Number and title.
  - A. The Senate Bill Number shall be in the format of the letters SB, followed by two (2) digits representing the Session, followed by three (3) digits indicating its ordinal place among Senate Bills.
  - B. Senate Bill Numbers shall persist for the duration of the Session regardless of approval or rejection.
5. The signature of the Speaker of the Senate and the President of the Association and the dates of their signatures shall follow the text of each Senate Bill.
  - A. Should the President of the Association veto any Senate Bill amending the Bylaws or enacting, amending, or repealing any Statute, the President’s signature line shall bear the word “veto” and the Executive Order Number for the Executive Order issuing the veto.
  - B. The text of each Senate Bill enacting, amending, or repealing any Statute shall be followed by the signature of the President of the University and the date of the signature.
  - C. Should the President of the University veto such a Senate Bill, their signature line shall bear the word “veto” and the date of the Memorandum issuing the veto.

### **Chapter 5. Executive Records**

1. An Executive Order shall be drafted for the following actions or decisions:
  - A. The creation or dissolution of any Executive Committee;

- B. The transfer of the duties and responsibilities of the President to the Vice President in the case of the President's temporary absence;
  - C. The transfer or expenditure of funds by the Treasurer not requiring Senate approval according to the regulations and procedures outlined in S027;
  - D. Any action of Administrative Authority
  - E. Directive to the Executive Branch and its responsibilities
  - F. A veto.
2. Executive Orders shall be organized by the date of their issue.
  3. The text of each Executive Order shall be preceded by its Executive Order Number.
    - A. The Executive Order Number shall be in the format of the letters EO, followed by two (2) digits representing the Session, followed by three (3) digits indicating its ordinal place among Executive Orders.
    - B. Executive Order Numbers shall persist for the duration of the Association regardless of approval or rejection until rescinded or overrode by the Senate
  4. The text of each Executive Order shall be preceded by the date of its presentation to the Senate.
  5. The text of each Executive Order shall contain enough Whereas Clauses justifying it.
  6. The text of each Executive Order shall contain Ordered Clauses outlining the action ordered therein.
  7. The text of each Executive Order shall contain an Ordered Clause designating its recipients.
  8. The text of each Executive Order shall be followed by the date of its issue in the format: "Issued: (date)"
  9. The text of each Executive Order shall be followed by the signature of the President of the Association.
  10. Volume Two shall include the complete text of all official reports submitted to the Executive Officers and to the Senate, including election reports, financial reports, and Senate Review Board complaints and outcomes.

## Chapter 6. Judicial Records

1. These records shall be organized by the date of each meeting, beginning with the first meeting of the academic year.
2. The record for each meeting shall be titled: "Supreme Court Meeting, (date)."
  - A. Each record shall include an agenda for the meeting.
  - B. Each record shall include an attendance and voting record for the meeting.
3. Each record shall include the text of any majority and minority Opinions.
4. Each Opinion shall include the signature of its author(s) and any concurring Justice(s) and the dates of their signatures.
5. Each record shall end with a summary of all substantive decisions or actions taken during the meeting.

# Article VIII. Association Funding Regulations

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## Chapter 1. Individual Funding Guidelines

### Section 1. Eligibility for Funds

1. Individuals must submit the Individual Funding Request Application, with all documentation, to the Treasurer of the Association, ten (10) business days prior to the first date of travel;
2. Any currently enrolled, SGA fee paying student shall be eligible to request individual funding from the Association up to \$1,500 in funding per individual per fiscal year.

### **Section 2. Regulations for the Allocation**

1. Individual funding may only be allocated for reducing the costs related to a student's participation in an academic or professional conference;
2. Priority for similar completed individual applications shall be on a first come, first serve basis.
3. Any receipts not submitted within ten (10) business days of return from travel shall not be reimbursed. No reimbursement may be made in excess of the amounts indicated on these receipts or in excess of the amount allocated by the Senate.

### **Section 3. Approved Expenditures**

1. Individual funding may be allocated to cover the cost of registration, which may also include virtual conference registration;
2. Individual funding may be allocated to cover travel more than fifty (50) miles outside of Wichita and reimbursed according to University Travel Office rates
3. Individual funding may be allocated to cover lodging
  - A. Individuals not requesting lodging may be asked to provide additional proof of attendance;
4. Submission or publication of research or creative activity;
5. The costs of meals during the direct trip with no more than \$25 per day of the direct trip

### **Section 4. Prohibited Expenditures**

1. Any recreation or entertainment pursued during travel;
2. Inherent costs of being a student;
3. Clothing.

### **Section 5. Documentation required to apply for Individual Funding**

1. Notice of acceptance to the conference
2. An official description of the conference;
3. An itemized budget and proof and/or estimation of all costs
4. For car travel, submit a mileage itinerary using the University as the point of origin.
5. A completed University Sanctioned Travel Form;
6. A completed W9 form;

### **Section 6. The Treasurer Review**

1. The Treasurer shall decide to accept or decline the request;
2. Upon acceptance of the request, the Chair shall set a date to hear the request before the Finance Commission;
3. Upon the Treasurer's declination of the request, the Treasurer shall communicate this decision to the requestor.

### **Section 7. The Finance Commission Review**

1. The Finance Commission shall hear each request that the Treasurer has accepted and make a recommendation to the Senate regarding the request;
2. Upon approval of the request entirely, in part, or with revisions, the Chair shall present a Funding Bill to that effect at the next Senate meeting, inform the requester of the meeting date;
3. Upon rejecting the request, the Chair shall communicate the decision and the reasoning behind that decision to the requestor in writing;
4. Should the requestor believe that the Finance Commission is biased in its decision, they may submit a written appeal to the Chair of Government Oversight Committee. The Chair of Government Oversight Committee may, at their own discretion, refer the request to the full Committee. Should the requestor disagree with the determination of the acting Senate Committee, they may appeal the decision to the Senate.

### **Section 8. The Student Senate Review**

1. A Funding Bill outlining a request for funding shall be considered as a matter of timely nature by the Finance Commission.
2. Should the Senate approve and enact the Funding Bill, the requestor shall submit all receipts for approved expenses to the Treasurer.
3. Should the Senate reject the Funding Bill, the Chair shall communicate this decision to the requestor in writing.

### **Section 9. Reimbursement Process**

1. Any receipts not submitted within ten (10) business days of return from travel shall not be reimbursed. No reimbursement may be made in excess of the amounts indicated on these receipts.
2. The Treasurer of the Association shall have the sole power to deny the disbursement of funds for the following reasons:
  - A. Submission of documentation for a different use than what the individual was approved for;
  - B. Inability of the individual's request to comply with the Division of Accounts & Reports Policy and Procedure Manual, pursuant to K.S.A. 75-3728;
  - C. Fraud or misrepresentation of documentation, or any attempt to defraud or embezzle funds from the Association
3. Any funds not allocated shall revert to the Association's Reserve at the end of the fiscal year.
4. At the discretion of the Treasurer of the Association, for individuals who may not have the resources to cover the costs of the travel or events, may supplement upfront costs prior to the reimbursement, to not exceed 50% of the total allocation by the Senate

## **Chapter 2. Organization Funding Guidelines**

### **Section 1. Eligibility for Funds**

1. Organizations requesting funds must submit the Funding Request Application from the University's chosen organization management portal funding module with all documentation to the Treasurer ten (10) business days prior to the first event date or prior to the first date of travel;

2. Funding Request Applications for Organizational Funding may be submitted anytime between the renewal of an organization's management portal and the final meeting of the current year's session;
3. Any organization recognized according to the procedure outlined in S002 shall be eligible to request organization funding from the Association;
4. Only four (4) funding request per organization may be considered per session year.
5. Up to \$3000 in funding per student organization may be approved per fiscal year.
6. Up to \$1000 in funding per provisional organization may be approved per fiscal year;
7. Up to \$1500 in funding per student organization with appropriation funding per fiscal year

## **Section 2. Regulations for the Allocation of Funds**

1. Organization funding may be allocated for the support and expansion of programming and operation costs to Recognized Student Organizations;
2. Priority for completed Organization applications shall be on a first come, first serve basis;
3. Organization funding may not be allocated to multiple organizations for the same event, project, trip, etc;
4. Organizations may only apply for one (1) funding allocation per funding request;
5. All purchases must be made within thirty (30) days of approval or forfeit reimbursement;

## **Section 3. Funding Limits**

1. Organization funding may be allocated to cover conference registration
2. Organization funding may be allocated to cover travel more than fifty (50) miles outside of Wichita, and reimbursed according University Travel Office rates, up to:
  - A. The Association shall fund only one (1) form of travel for each excursion per each participant;
3. Organization funding may be allocated to cover lodging for the duration of the organization's stay at the conference. Organizations not requesting lodging must provide additional proof of attendance;
4. Organization funding may be allocated to cover expenses arising from organization programming or projects that primarily serve members of the Association.

## **Section 4. Prohibited Expenditures**

1. Inherent costs of being a student;
2. Programs or projects intended to raise any funds or other material support for the organization or for third parties;
3. Donations or other material support to third parties;
4. Chapter dues to national or international organizations;
5. Banking charges, maintenance fees, or utilities expenses;
6. Gifts, competitive awards, gift cards, or unapproved honoraria;
7. Firearms, ammunition, weapons, or any devices whose primary function is violence or destruction;
8. The cost of any alcohol;
9. Petty cash or cash-on-hand;
10. Clothing;
11. Any recreation or entertainment pursued during travel;
12. Telephonic expenditures;
13. Stipends or salaries, or any form of payroll in the form of a 1099 or W-2

## **Section 5. Documentation Required**

1. A description of the funding's intended use and the ways in which it benefits the University and members of the Association;
2. An itemized budget;
3. For travel funding the following must also be provided:
  - A. A completed University Sanctioned Travel Form;
  - B. Notice of acceptance to the conference;
  - C. An official description of the conference;
4. Agendas for projects must be submitted in writing if requested by the Treasurer;

## **Section 6. The Treasurer Review**

1. The Treasurer shall decide to accept or decline the request;
2. Upon acceptance of the request, the Chair shall set a date to hear the request before the Finance Commission;
3. Upon the Treasurer's declination of the request, the Treasurer shall communicate this decision to the requestor.

## **Section 7. The Finance Commission Review**

1. The Finance Commission shall hear each request that the Treasurer has accepted and make a recommendation to the Senate regarding the request;
2. Upon approval of the request entirely, in part, or with revisions, the Chair shall present a Funding Bill to that effect at the next Senate meeting, inform the requester of the meeting date;
3. Upon rejecting the request, the Chair shall communicate the decision and the reasoning behind that decision to the requestor in writing;
4. Should the requestor believe that the Finance Commission is biased in its decision, they may submit a written appeal to the Chair of Government Oversight Committee. The Chair of Government Oversight Committee may, at their own discretion, refer the request to the full Committee. Should the requestor disagree with the determination of the acting Senate Committee, they may appeal the decision to the Senate.

## **Section 8. The Student Senate Review**

1. A Funding Bill outlining a request for funding shall be considered as a matter of timely nature by the Finance Commission.
2. Should the Senate approve and enact the Funding Bill, the requestor shall submit all receipts for approved expenses to the Treasurer.
3. Should the Senate reject the Funding Bill, the Chair shall communicate this decision to the requestor in writing.

## **Section 9. Reimbursement Process**

1. Any receipts not submitted within ten (10) business days of return from travel shall not be reimbursed. No reimbursement may be made in excess of the amounts indicated on these receipts.
2. The Treasurer of the Association shall have the sole power to deny the disbursement of funds for the following reasons:
  - A. Submission of documentation for a different use than what the organization was approved for;

- B. Inability of the organization's request to comply with the Division of Accounts & Reports Policy and Procedure Manual, pursuant to K.S.A. 75-3728;
  - C. Fraud or misrepresentation of documentation, or any attempt to defraud or embezzle funds from Association sponsored events.
3. No more than sixty-five percent (65%) of all individual and organization funding available in a given fiscal year shall be allocated prior to December 31 of that year and no more than thirty-five percent (35%) shall be allocated prior to June 30 of that year without the approval of a two-thirds (2/3) majority of the Senate as defined by the Bylaws.
  4. Any funds not allocated shall revert to the Association's Reserve at the end of the fiscal year.
  5. At the discretion of the Treasurer of the Association, organizations who may not have the resources to cover the costs of the travel or events, may supplement upfront costs prior to the reimbursement, to not exceed 50% of the total allocation by the Senate
  6. No personal reimbursements may be issued when using Organization Funding, all funding is sent to Safekeeping budgets

## Chapter 4. The Tri-Annual Budget

### **Section 1. Definition of the Tri-Annual Budget**

1. The Tri-Annual Budget shall be defined as the three year base budget approved by the Senate as prescribed in S003.
2. The Association's Advisor shall be responsible for alerting the Session if they are charged with the development of the Tri-Annual Budget

### **Section 2. Preparing the Tri-Annual Budget**

1. The Session responsible for developing the Tri-Annual Budget shall be the session prior to the tri-annual Student Fees Review as prescribed in S003
2. The Tri Annual Budget shall be prepared and developed by the Treasurer of the Association and Association's Advisor
3. The Treasurer of the Association and the Association's Advisor shall meet with Officials to develop a three year Budget that meets the current needs, potential needs and meets all statutory regulations and requirements.

### **Section 3. Approving the Tri-Annual Budget**

1. The Joint Leadership Council, made up of all Government Officials of all three Branches, shall review and approve the Tri-Annual Budget prior to submission to the Student Fees Committee no later than two weeks prior to the deadline as prescribed in S003
2. A formal vote shall be taken by the Council to approve the Tri-Annual Budget and a letter stating such approval shall be signed by the heads of all three branches and shall accompany the Tri-Annual Budget submission to the Student Fees Committee.

### **Section 4. Presenting the approved Tri-Annual Budget**

1. When before to the Student Fees Committee, the President of the Association shall present the Tri-Annual Budget representing the Joint Leadership Council and the Association's Advisor shall represent the Central Office and provide historical knowledge.

## Chapter 5. The Fiscal Year Budget

### **Section 1. Definition of the Fiscal Year Budget**



1. The Fiscal Budget shall be defined as the funding allocated in any given fiscal year that is under the control and management of the Session.
2. Fiscal years start on July 1<sup>st</sup> and end on the first Friday of May each year.

### **Section 2. Developing the Fiscal Year Budget**

1. At the start of each new Session of the Association, the President of the Association and Treasurer of the Association shall prepare and develop the Fiscal Budget of the yearly allocation. The President shall determine needs and priorities of the Government.
2. The Association's Advisor shall review budget for compliance with all statutory regulations and requirements.
3. The President of the Association shall review and approve the proposed Budget prior to submission.
4. The Treasurer of the Association shall submit the approved proposed budget to the Legislative Council for final annual approval prior to the start of a new Fiscal Year

### **Section 3. Deviation of Approved Budget**

1. No expenditure or transfer of funds that deviates from this budget may be made prior to the approval of the President of the Association and as such the Treasurer shall report any such expenditures or transfers to the Finance Commission prior to their next meeting.

### **Section 4. Special Budgets**

1. The Treasurer of the Association shall make available, from the reserves, no more than \$3,500 each for:
  - 1.1. The President of the Association, for the President's Budget
  - 1.2. The Speaker of the Senate, for the Speaker's Budget
  - 1.3. The Association's Advisor, for the Advisor's Budget
2. Special Budgets are exempt from regulations under this Article, and are to be used for the professional development, sponsorships or special recognition of Members under those areas

## **Chapter 6. The Organization Appropriations Process**

### **Section 1. Availability of Funding**

1. Annually, the Treasurer of the Association shall earmark \$6.75 per student, per semester of the annual student services fee allocation of fund the Organization Appropriations Process, or other such number as approved yearly during the Fiscal Budget development.

### **Section 2. Eligibility for Appropriations**

1. To be eligible for funding through this process, organizations must be a recognized student organization or University-sponsored student group
2. All organizations eligible for appropriations must be in good standing prior to and during the fiscal year of funding. Good standing is defined by but not limited to not currently on disciplinary probation or suspension and in compliance with all Association and University policies.

### **Section 3. Application for Appropriation**

1. The following information for line item requests shall be made available to the Finance Commission members at least one (1) week prior to the beginning of budget hearings after the deadline.

- A. A detailed request for the upcoming fiscal year, including projected revenue and expenses.
  - B. A copy of the detailed budget request for the previous fiscal year, if applicable.
  - C. A list of total amounts requested for the previous two (2) years, if applicable
  - D. Current balances of any on or off-campus accounts or foundations accounts.
  - E. Any additional information that is requested by the Commission.
2. Any applications that are submitted which does not include all of the above information or additional information requested by the deadline will not be heard by the Commission and will be denied.
  3. Applications will open annually immediately after the student fees budget is submitted
  4. The deadline to submit applications will be a month after applications open.
  5. Organizations seeking funding must attend a Budget Briefing with the Treasurer of the Association in order to apply for funding

#### **Section 4. Hearings and Deliberations**

1. Upon the closing of applications, the Treasurer will set a schedule for hearings. Organizations requesting funding will have the opportunity to select a time to the Budget Hearing during the schedule approved by the Commission
2. The Treasurer will establish regular rules for the Hearings
3. Deliberations and Allocations shall be completed no later than 2 weeks prior to the first Senate meeting of the Fall session
4. The Treasurer shall introduce the Allocations to the Senate at the first Senate meeting of the Fall Session and the Senate shall consider the allocations timely

#### **Section 5. Guidelines for Funding**

1. All funding programs must be open and accessible to all Wichita State students in accordance with the Associations Statutes and all pertinent Local, State and Federal laws.
2. Funding cannot be used for or allocated for the following expenses:
  - A. Support or sponsor ballot initiatives or for any partisan political purposes
  - B. Support or sponsor political lobbying
  - C. Provide financial support to off-campus organizations
  - D. Purchase alcohol or any product that violates University policy
  - E. Establish petty cash funds
  - F. Pay individual membership dues, tuition, general fees, fines, parking passes
  - G. Offer scholarships
  - H. Pay stipends or offer salaries to members or Officers
  - I. Money for prizes not connected to an event or formal purpose

#### **Section 6. Funding Administration**

1. After approval of funding by the Senate and President of the Association, the Association shall disburse funding to accounts managed by the Central Office
2. Special safekeeping account funds will be assigned to each organization who was approved for funding and will be managed by the Central Office
3. The processing of personal reimbursements will not be allowed, unless authorized by the Treasurer
4. All receipts must be turned into the Central Office within one week after purchasing.
5. Any dollars remaining in the fund at the conclusion of the Association's fiscal year will be swept into the Association's reserves for re-allocation
6. Each semester, each organization is required to submit a semester report highlighting expenditures, goals, objectives met, programs hosted, and other information requested by the Treasurer of the Association.

### **Section 7. Accountability of Funding**

1. Any violation of this Statute or organizations who fail to remain in good standing with the Association and/or University may result in a suspension of use of funds, reversal of disbursement, or inability to request funding at the next fiscal year or other sanctions issued by the Treasurer of the Association.
2. The Finance Commission shall have jurisdiction of adjudicating violations to this Statute with appeals determined by the Court

## **Chapter 6. New Student Organization Funding**

1. Any new student organization, upon approval of the Senate, shall be given \$250 for startup costs of the organization, if funding is available, from their approved limit as listed above.

# **Article IX. The Association's Elections**

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## **Chapter 1. The Association's Elections Commission**

### **Section 1. The Chief Election Commissioner**

1. The Chief Election Commission shall be the senior most Commissioner by appointment
2. To administer any election according to the procedure outlined in S003 in a manner that is fair and equitable to all candidates and political parties competing in the election;
3. To submit a written report on each election containing the complete details of all decisions and actions of the Election Commission, election results, and any financial information;
4. To make available to members of the Association, including any candidates, for two (2) weeks after the election a means for submitting suggestions or complaints regarding the election;
5. To execute all decisions of the Election Commission;
6. To maintain a written record of all decisions of the Election Commission and submit a copy to the Senate and to the Vice President of Student Affairs;
7. The Chief Election Commissioner shall work 15 (fifteen) hours per week

### **Section 2. The Election Commissioners for Administration**

1. The Commissioners shall assume responsibility over Administration, Marketing and Outreach, Events and/or Rules
2. All Commissioners shall work 10 (ten) hours per week

### **Section 3. Appointment to the Commission**

1. The Commissioners, once appointed by the Association's Advisor, shall serve as life time appointment

## **Chapter 2. Campaign Ethics**

1. Election Commissioners or members of Student Government Association Supreme Court are prohibited from campaigning, verbalizing or electronically support for a candidate or party.
2. No candidate or campaign member may make any threats of physical or emotional abuse of an opposing candidate or ticket.

3. No candidate or campaign member may offer anything of value to a member of the Election Commission or the Court with the intention of incentivizing certain actions in the election process by the intended recipient.
4. No candidate or campaign member may request proof that an individual voted for a candidate or ticket that they claim to have voted for.

## Chapter 3. Definition of Special and General Elections

### Section 1. The General Election

1. A General Election of the Association shall be considered to refer to the annual election held to elect the President and Vice President of the Association and the Senators for the next session.

### Section 2. A Special Election

1. Any Constitutional Amendment submitted to the members of the Association for approval and enactment or rejection;
2. Any referendum submitted to the members of the Association for approval and enactment or rejection;
3. Any election called for the purpose of recalling an elected official of the Association;
4. Any election called for the purpose of filling the vacancy of the position of any elected official of the Association.

## Chapter 4. General Election Dates and Deadlines

### Section 1. The General Election Announcement

1. The Chief Election Commissioner shall announce the details of the General Election at the second Senate meeting of each January.
2. This announcement shall include the following:
  - A. The positions to be contested in the General Election;
  - B. The qualifications for these positions;
  - C. The means for obtaining and submitting applications for candidacy;
  - D. The text of any Constitutional Amendment or referendum to be presented to the Association for approval and enactment or rejection;
  - E. The specific dates for each event and deadline listed in this Section.
3. This announcement shall be published in the University's student newspaper and on the Association's online and social media presence and released to any appropriate news media.

### Section 2. Application for Candidacy

1. Each individual candidate for any position to be contested in the General Election must personally submit their individual application for candidacy through the approved submission process announced by the Commission by 5:00 p.m. on a date decided upon by the Election Commission.
2. The application for candidacy shall include the following information:
  - A. The candidate's name as the individual wishes it to appear on the ballot;
  - B. The candidate's myWSU ID number;
  - C. The candidate's mailing address;
  - D. The candidate's email address;
  - E. The candidate's telephone number;

- F. The position the candidate intends to seek in the election;
  - 1. If applying for the position of President or Vice President, the candidate must specify their Presidential ticket counterpart
- G. A release granting the Association's office to verify the candidate's eligibility to stand for election which includes a verification of the candidate's GPA and anticipated graduation;
- H. A pledge to comply with the Constitution, Bylaws, and Statutes and any decision by the Election Commission or the Court;
- I. Statement of Intent – A statement that is a maximum of 250 words (Senate candidates) and 350 words (Executive candidates), which will be posted as a candidate profiles on University's website and the voting page during Election Day. The statement must answer these three questions:
  - 1. Who are you? (This includes basic information, campus involvement, etc.)
  - 2. Why are you running?
  - 3. What is your platform?
- 3. The name of any candidate whose application lacks any of this information shall not appear on the ballot unless the omission is corrected before the application deadline.
- 4. The name of any candidate who applies for candidacy for more than one (1) position shall not appear on the ballot unless the error is corrected before the application deadline.
- 5. The Association's Office shall verify the eligibility of each candidate. The name of any candidate who is eligible for the position they seek and who has correctly completed the application for candidacy by the deadline shall appear on the ballot.

### **Section 3. Information Workshop**

- 1. The Election Commission shall host an informational workshop for candidacy after the beginning of the Spring semester but no later than the last Senate meeting of February.
- 2. This workshop shall include, but not necessarily be limited to, explaining the processes of the election, how to apply for candidacy, what the responsibilities of each open position are, and how to correctly and effectively campaign.

### **Section 4. Formal Campaign Period**

- 1. The General Election Campaign period shall begin on the second Senate meeting of January and shall end when the Election Commission has verified the results.

### **Section. 5. Rules and Regulations**

- 1. Each candidate must attend a rule reading to review regulations governing the General Election at a time and on a date decided upon by the Election Commission. Any candidate who does not attend the rules reading shall be disqualified from having their candidacy appear on the ballot which are subject to the exceptions set forth in this provision.
- 2. The Deputy Chief shall make a good faith effort to meet with any candidate who cannot attend a group meeting.
- 3. Any candidate who is disqualified from having their candidacy appear on the ballot may appeal this disqualification to the Election Commission, which may approve any appeal by a simple majority vote. The decision of the Election Commission may be appealed to the Court, which may approve any appeal by a simple majority vote.
  - A. Any candidate who is disqualified from having their candidacy appear on the ballot may conduct a write-in campaign for Election.

4. The Election Commission has the authority to grant any such exception by a simple majority vote. Those exceptions must be obtained from the Election Commission in writing prior to the rules reading. The Election Commission, however, may in their discretion grant an exception for extreme circumstances (i.e. death of an immediate family member, car accident, etc.).

### **Section 6. Election Week**

1. The Association's General Election shall take place from 8:00 a.m. on the first Monday of each April through 5:00 p.m. on the first Wednesday of each April except in the case of extraordinary circumstances.
2. Such extraordinary circumstances shall include, but are not limited to, the following:
  - A. Natural disasters;
  - B. Fundamental disruption of the University's physical plant or infrastructure;
  - C. Suspension or cancellation of courses and/or the closing of University offices for the duration of those dates;
  - D. The electronic ballot system becoming unavailable or nonfunctional for more than fifty (50) percent of the General Election;
  - E. Disqualification or withdrawal of every candidate for President.
3. In the case of any such extraordinary circumstances, the Election Commission shall determine alternate dates for the General Election.

### **Section 7. Announcement of Results**

1. The outcome of the General Election shall be announced by the Chief Election Commissioner on the first Wednesday of each April except in the case that the Election Commission has determined an alternate date for the General Election due to extraordinary circumstances, in which case the Election Commission shall determine an alternate date for this announcement.
2. Such an announcement shall require the Commission to formally invite members of the Association and the greater University community to a live, in-person event announcing the election results, which will be held at a physical location as decided upon by the Commission.
3. The Chief Election Commissioner shall announce the results beginning at 5:30 p.m.
4. Election results shall be announced no later than 6:30 p.m.
5. This announcement shall be published in the Association's online and social media presence and released to the University's student newspaper and any other appropriate news media.

### **Section 8. Appeal of Results**

1. The Election Commission and the Court shall hear and deliver a decision in any case or appeal presented to them by noon on the Wednesday following the General Election.
2. Any appeal to the outcome of the General Election must be submitted within two (2) business days following the reception announcing the outcome of the General Election.

## **Chapter 5. General Election Regulations and Procedures**

### **Section 1. Contested Seats**

1. The number of Senator Positions to be contested in a General Election shall be determined using the 20<sup>th</sup> Day Enrollment Census data collected in the fall semester preceding the

General Election according to the composition outlined in Article II, Section 1 of the Constitution.

2. No member of the Election Commission, including the Chief Election Commissioner and the three (3) non-voting, *ex officio* Election Observers, may apply for candidacy in the General Election, and members of the Election Commission shall be ineligible to be elected by write-in ballot.

## **Section 2. Presidential Tickets**

1. Any Presidential and Vice-Presidential candidates shall be paired and ticketed together according to their application for candidacy as outlined in Section 2.2 of this Statute.
2. The candidate for President affiliated with a presidential ticket shall serve as the official leader of the presidential ticket and serve as its representative in all communication with the Election Commission.

## **Section 3. Write-In Candidates**

1. Any member of the Association may conduct a write-in campaign for any position to be contested in the General Election. A write-in candidate is defined as a member of the Association who publicly announced their candidacy and whose name will not appear on the ballot.
2. Voters will have the option of electronically entering a write-in candidate for each position for which a write-in candidate was filed. The last name must be written on the ballot in order for the vote to be counted.
3. Any write-in candidate who violates any of the regulations in this section shall be subject to the same sanctions outlined in Section 8.
4. Any write-in candidate may request a meeting with the Chief Election Commissioner or with the entire Election Commission. The Chief Election Commissioner shall make a good faith effort to coordinate such a meeting.
5. Any write-in candidate who does not meet the qualifications outlined for holding office will be disqualified and/or removed by the Election Commission.
6. Any write-in candidate must follow the guidelines set forth in Chapter 2 of this statute.

## **Section 4. Campaign Activities and Materials**

1. No candidate may engage in campaign activities or present or distribute any campaign materials that disrupt the normal functioning or operations of the University, slander or defame the character of any person, reflect poorly on the Association or the University, violate the regulations outlined in the University's Policies and Procedures Manual.
2. No candidate may engage in any campaign activities or present or distribute any campaign materials within fifty (50) feet of the following areas:
  - A. The Association's offices and the office of the Student Advocate;
  - B. Grace Memorial Chapel;
  - C. Any Housing and Residence Life facilities, unless approved by the Director of Housing and Residence Life;
  - D. Any other area listed in the University's Policies and Procedure Manual;
  - E. Any other area designated by a simple majority vote of the Election Commission.
3. Any campaign rally, demonstration, press conference, or event planned and executed on University property may only occur in an area of Limited Public Forum designated according to the University's Policies and Procedures Manual and must be approved by the Commissioner for Rules and Regulations

4. No table, room, or facility reservation made by a candidate may be made in the name of the Association's office.
5. A student must give express permission to be emailed by a candidate. University, academic, departmental, and other organizational email lists shall not be used by a candidate.
6. Campaign signs, posters, banners, and chalking must adhere to the regulations outlined in the University's Policies and Procedures Manual in their size, location, and manner of placement.
  - A. No member of the Association may tamper with, deface, destroy, move, or remove any campaign signs, posters, banners, or chalking without the express, written permission of the candidate that placed them initially.
  - B. No campaign signs, posters, banners, or chalking may be placed in a location or manner that would obstruct the view of any other campaign signs, posters, or banners.
7. No candidate may engage in any campaign activities or present or distribute any campaign materials in person or in print within a radius of fifty (50) feet of any polling location designated by the Election Commission.
8. No member of the Association may, in any way or for any purpose, interfere with the process of casting a ballot, whether to block or hinder the process of casting a ballot or to influence the decision of the voter.
9. All campaign materials, including print or electronic media and any campaign signs, posters, banners, or chalking, must be removed from all locations by 8:00 a.m. on a date to be decided by the Election Commission.
10. All candidates must adhere to University and building policies while campaigning.

## **Section 5. Campaign Finance**

1. No University funds may be used to support or fund any campaign activities or materials. University funds include, but are not limited to, student fees, tuition, university foundation dollars, departmental funds, and grant money.
2. No candidate or ticket may spend any money nor receive any cash donations or gifts-in-kind in excess of the following campaign finance limits:
  - A. A maximum of \$600 for a presidential ticket;
  - B. A maximum of \$100 for each candidate for all Senator seats except at-large;
  - C. A maximum of \$200 for each candidate for at-large Senator seats;
3. Candidates and/or Tickets may accept donations or Gift-in-kind services. Donations are defined as either cash or check donations to the campaign. Those must be made note on the candidate's final financial report and by whom. Gift-in-kind services are defined as the actual good or services provided for free to the campaign and must be fair value of services; which must include a signed affidavit from the person providing the gift-in-kind. Those must be listed as well and from whom.
4. On or before the third Monday of March, each candidate or presidential ticket shall submit a projected budget reflecting the sources for expected campaign funding and the expected costs for all campaign activities and materials to the Election Commission;
5. On or before the Friday preceding the first day of voting, each candidate or presidential ticket shall submit a finalized finance report reflecting the sources for all campaign funding and the expenditures for all campaign activities and materials to the Election Commission.
6. Should any campaign funding source or the cost for any campaign activity or materials change following the submission of this finalized budget, the candidate or presidential ticket must submit a revised budget to the Election Commission reflecting this change at least one



(1) day before any affected activity may take place or any affected materials may be distributed.

7. Failure to complete any of the prior listed finance requirements shall result in disqualification of senator candidate or presidential ticket.

### **Section 6. Activities of Third Parties**

1. Any organization recognized according to the procedure outlined in S002 may issue an official endorsement of any candidate provided that the endorsement is approved by the membership of the organization according to the procedures outlined its Constitution and Bylaws.
2. Any organization recognized according to the procedure outlined in S002 may contribute financially to the campaign or assist in the raising of campaign funding of any candidate provided that the contribution or assistance is approved by the membership of the organization according to the procedures outlined in its Constitution and Bylaws and provided that this contribution or assistance complies with the regulations outlined in section 3.6 of this statute
3. Any non-candidate member of the Association may assist in the campaign activities, the presentation or distribution of any campaign materials, or the raising of any campaign funding of any candidate provided that this assistance complies with the regulations outlined in this Section.
4. No faculty or staff member can utilize University resources to support specific candidates. This shall include but is not limited to email list servers, resource rooms, room reservations, and finances. This shall not be interpreted to restrict the ability of any faculty or staff member to publicize the dates and times of the General Election or to encourage voter participation in the General Election, provided that no suggestion is made to encourage voting for any specific candidate.
5. No candidate may abuse the powers of their individual positions in any organization including but not limited to financial and physical resources to facilitate their personal campaign.

### **Section 7. Withdrawal from Campaign**

1. If a candidate wishes to withdraw from an election, they must do so by meeting with the Chief Elections Commissioner and Commission Advisor, in person, presenting a valid picture ID, and giving a written signed statement of their withdrawal.
2. Should a withdrawn candidate's name be inadvertently placed on the ballot, they shall be considered to still have withdrawn and to be thus ineligible to win the election. Votes for this candidate will not be counted or considered when determining the winning candidate under the terms of this statute

### **Section 8. Debate and Forums**

1. A presidential ticket debate is to take place during the campaign term to take place one (1) to two (2) nights before Election Day and are required by all Presidential Tickets
2. Senatorial candidates are to participate in a separate forum during the election cycle. The date and time will be posted in the election timeline as set by the Elections Commission and are required by all Senatorial Candidates

### **Section 9. Voting Procedures**

1. Each member of the Association shall be allowed to cast one (1) ballot.

- A. Each voter shall be allowed to cast one (1) vote for one (1) presidential ticket.
  - B. Each voter shall be allowed to cast one (1) vote for one (1) candidate for each At-Large Senator position contested in the General Election.
  - C. Each voter shall be allowed to cast one (1) vote for one (1) candidate for each Senator position contested in the General Election reserved for the College(s) in which the voter is enrolled.
  - D. Each voter shall be allowed to cast one (1) vote in the affirmative or one (1) vote in the negative for any Constitutional Amendment presented to the Association for approval and enactment or rejection.
  - E. Each voter shall be allowed to cast one (1) vote in the affirmative or one (1) vote in the negative for any referendum presented to the Association for approval and enactment or rejection.
2. Each ballot shall include the following:
    - A. The first and last names of the members of each presidential ticket grouped together with each ticket presented in random order;
    - B. A line or field for the first and last name of a write-in candidate for President;
    - C. A line or field for the first and last name of a write-in candidate for Vice President;
    - D. The first and last names of each candidate for each At-Large Senator position contested in the General Election, presented in random order;
    - E. A line or field for the first and last name of a write-in candidate for each At-Large Senator position contested in the General Election;
    - F. The first and last names of each candidate for each Senator position contested in the General Election reserved for the College(s) in which the voter is enrolled, presented in random order;
    - G. A line or field for the first and last name of a write-in candidate for each Senate position contested in the General Election reserved for the College(s) in which the voter is enrolled;
    - H. The text of any Constitutional Amendment presented to the Association for approval and enactment or rejection and an option to vote in the affirmative or in the negative;
    - I. The text of any referendum presented to the Association for approval and enactment or rejection and an option to vote in the affirmative or in the negative.
  3. Any ballot cast voting more than one (1) time for each contested position or other ballot item shall be considered invalid and excluded from the voting total.
  4. The Election Commission shall coordinate making electronic ballots available and easily accessible to all Association members.
    - A. The sample ballot will not be used for any official voting. It will only be used for a candidate to verify that their name has been properly recorded for the election process, and for other administrative purposes as needed by the Election Commission
    - B. The Election Commission shall post the sample ballot for the purpose of correcting errors during the test of the accuracy period. If a candidate does not appeal any error on the sample ballot by 5:00 p.m. on the following day, they lose their right to contest the error.
    - C. The electronic ballot system shall undergo a test of accuracy and reliability at least one (1) week in advance of the General Election. Any votes cast during this test shall be nullified before the beginning of the General Election.
  5. The Association's Advisor shall have exclusive access to the voting totals until the end of the General Election. Any other person who accesses, tampers with, modifies, or otherwise interferes with the electronic ballot system or voting totals shall be subject to sanctions

imposed by the Election Commission and the Senate Review Board, a student conduct investigation by the University, and/or criminal and civil proceedings in the applicable federal, state, or municipal court.

6. Should the electronic ballot system become unavailable or nonfunctional for more than fifty percent (50%) of the General Election, the Election Commission shall determine alternate dates for the General Election.
7. After the end of the General Election, the Association's Advisor shall deliver a copy of the final voting totals to the Chief Election Commissioner. This copy shall remain in the possession of the Chief Election Commissioner and the results shall remain secret until the outcome of the General Election is announced.
8. Should the organization designated as operating the electronic ballot system be unable for any reason to facilitate the system or should any extraordinary circumstances make an electronic ballot system impossible to deliver an inclusive, representative, and legitimate election, the Election Commission may, by a two-thirds (2/3) majority vote, implement an alternate paper or alternative electronic ballot system.
  - A. The alternate paper or alternative electronic ballot system and polling locations shall be designated by the Election Commission and publicized in the University's student newspaper and on the Association's online and social media presence and released to any appropriate news media at least one (1) week prior to the beginning of the General Election.
  - B. Paper ballots shall include a line or field for the voter's name and myWSU ID number to facilitate ensuring only one (1) ballot is cast per voter. Should any voter be determined to have cast more than one (1) ballot or to be ineligible to vote by virtue of not being a member of the Association, all ballots cast by that voter shall be invalidated and excluded from the voting total.
  - C. Paper ballots shall be made available for the duration of the General Election at each designated polling location
  - D. Ballot boxes shall be sealed until the end of the General Election.
  - E. The Election Commission, including the non-voting, *ex officio* Election Observers, shall count all ballots. The Chief Election Commissioner may appoint additional ballot counters subject to the approval of a majority of the Election Commission.
  - F. No pre-registered candidate for any position may serve as a ballot counter, and any ballot counter shall be ineligible to be elected by write-in ballot.
  - G. Any ballot counter who modifies, defaces, damages, destroys, or in any other way tampers with any ballot, or any other person who accesses, modifies, defaces, damages, destroys, or in any other way tampers with any ballot, shall be subject to sanctions imposed by the Election Commission and the Senate Review Board, a student conduct investigation by the University, and/or criminal and civil proceedings in the applicable federal, state, or municipal court.
  - H. Votes shall be tallied on official vote count tally sheets. These tally sheets and all ballots shall be preserved by the Association's Office and shall be treated as public record with personally identifiable information redacted.
  - I. The final voting totals shall be printed and signed by each ballot counter. These voting totals shall be sealed and the results shall remain secret until the outcome of the General Election is announced.

## Chapter 6. Outcome of the General Election

## **Section 1. Announcement of Results**

1. The outcome of the General Election shall be announced by the Chief Election Commissioner according to Chapter 2 this Statute.
2. Any presidential ticket who receives a plurality of votes shall be considered elected.
3. The number of candidates who receive the greatest number of votes equal to the number of Senator positions contested in the General Election shall be considered elected.
4. If a victorious senatorial candidate chooses to decline their office from the date of the election announcement until the date of the joint Senate meeting, the open seat shall be given to the senatorial candidate in the particular position that received the most votes while not awarded an office and they shall be considered the elected candidate
5. In the case of a tie for any position, the Chief Election Commissioner shall announce a runoff election within two (2) weeks following the reception. All Special Election dates, deadlines, regulations, and procedures shall be in effect for this runoff election.
6. Should any candidate for any position contested in the General Election be involved in a pending Court case related to the General Election that would prevent the candidate from being considered elected, the Chief Election Commissioner shall not announce the winner of that position.
7. Should any write-in candidate earn enough votes to be considered elected, the Chief Election Commissioner shall not announce the winner of that position until the Association's Office has verified the candidate's eligibility for office.
8. Any Constitutional amendment that receives a simple majority vote in the affirmative shall be considered adopted and enacted, provided that the minimum number of votes outlined in Article VIII of the Constitution is achieved.
9. Any referendum that receives a simple majority vote in the affirmative shall be considered adopted and enacted.
10. The voting totals shall be made available to each candidate during this announcement.
11. Once the outcome of the General Election has been announced by the Chief Election Commissioner, the provisions for succession of power and filling vacant positions outlined in the Constitution shall be in effect.

## **Section 2. Election Appeals**

1. Any candidate may file an appeal of the outcome of the election for their applied position to the Vice President of Student Affairs.
2. An extension of the deadline for appeals may be granted by a simple majority vote of the Court.
3. Such an appeal must be based on the following causes:
  - A. An allegation of a violation of the regulations in this Statute;
  - B. An appeal to a decision of the Election Commission that was announced between the end of the General Election and the reception announcing the outcome of the General Election;
  - C. A request for a recount of ballots should an alternate paper ballot system have been implemented for the General Election.
4. The Court may take the following actions as the result of an appeal:
  - A. Ordering a recount of ballots by a simple majority vote should an alternate paper ballot system have been implemented for the General Election;
  - B. Disqualifying any candidate and declaring the candidate who earned the next-highest number of votes elected by a two-thirds (2/3) majority vote;

- C. Disqualifying any candidate and directing the Chief Election Commissioner to conduct a Special Election to fill the position by a two-thirds (2/3) majority vote.

### **Section 3. Election Report**

1. The Chief Election Commissioner shall submit a written report on the General Election containing the complete details of all decisions and actions of the Election Commission, election results, and any financial information.
2. This Election Report shall be signed by the three (3) Election Observers indicating their certification that it contains a complete and accurate account.
3. This Election Report shall be submitted electronically to the Senate, and the Chief Election Commissioner shall answer any questions that the Senate may have regarding its contents.

## **Chapter 7. Special Election Dates and Deadlines**

### **Section 1. The Announcement**

1. The Chief Election Commissioner shall announce the details of a Special Election at the first Senate meeting following any of the following events:
  - A. A vote of the Senate calling for a Constitutional Amendment or referendum to be presented to the Association for approval and enactment or rejection;
2. This announcement shall include the following, as appropriate:
  - A. The text of any Constitutional Amendment to be presented to the Association for approval and enactment or rejection;
  - B. The text of any referendum to be presented to the Association for approval and enactment or rejection;
  - C. The positions to be contested in the Special Election;
  - D. The qualification for these positions;
  - E. The means for obtaining and submitting applications for candidacy;
  - F. The language outlined in Section 5, subsection 5.4.2 of S061 for a recall election as called for according to the procedure outlined in Section 5, subsection 5.4 of that Statute;
  - G. The specific dates for each event and deadline listed in this Section.
3. This announcement shall be published on the Association's online and social media presence and released to the University's student newspaper and any other appropriate news media.
4. In the event of a Special Election for the position of an elected official of the Association, the following timeframes and deadlines shall apply:
  - A. Each candidate for any position to be contested in the Special Election must submit their individual application for candidacy to the Association's Office by 5:00 p.m. on the Wednesday of the second week following the announcement of the Special Election. This application shall contain the same information and shall be subject to the same regulations outlined in Section 2, subsection 2.2 of this Statute.
  - B. Each candidate must attend a rules reading to review regulations governing the General Election at 5:00 p.m. or 6:30 p.m. on a date decided upon by the Election Commission. Any candidate who does not attend the rules reading shall be disqualified from having their candidacy appear on the ballot subject to the exceptions set forth in this provision.
    1. The Deputy Chief Commissioner may schedule more than the two (2) above meetings if a need is seen from a large amount of candidates.
    2. Any candidate who is disqualified from having their candidacy appear on the ballot may conduct a write-in campaign for election.

5. The Special Election Campaign Period shall begin at 7:30 p.m. on Wednesday of the second week following the announcement until 5:00 p.m. on the following Wednesday.
6. The Special Election shall take place from 8:00 a.m. on Monday through 5:00 p.m. on Wednesday of the third week following the announcement of the Special Election except in the case of extraordinary circumstances.

### **Section 2. Constitutional Amendment**

1. In the event of a Special Election for the purpose of presenting a Constitutional Amendment or a referendum to the Association for approval and enactment or rejection, the Special Election shall take place from Monday at 8:00 a.m. through Wednesday at 5:00 p.m. of the second week following the announcement except in the case of extraordinary circumstances.

### **Section 3. Recall Election**

1. In the event of a Special Election for the purpose of a recall election as called for according to the procedures outlined in Section 5, paragraph 5.4 of S061, the following timeframes and deadlines shall apply:
  - A. The Special Election Campaign Period shall begin 7:30 p.m. on Wednesday of the second week following the announcement until 5:00 p.m. on the following Wednesday.
  - B. The Special Election shall take place from 8:00 a.m. on Monday through 5:00 p.m. on Wednesday of the third week following the announcement except in the case of extraordinary circumstances.

### **Section 4. Appeal of Special Election**

1. Any appeal to the outcome of the Special Election must be submitted within two (2) business days following the reception announcing the outcome of the Special Election.
2. The Election Commission and the Court shall hear and deliver a decision in any case or appeal presented to them before the end of the Special Election, by 12:00 p.m. on the Friday following the Special Election.

### **Section 5. Results Announcement**

1. The outcome of the Special Election shall be announced by the Chief Election Commissioner on the Friday following the Special Election.
2. The Chief Election Commissioner shall announce the results beginning at 5:30 p.m.
3. Election results shall be announced no later than 6:30 p.m.
4. This announcement shall be published in the Association's online and social media presence, and released to the University's student newspaper and any other appropriate news media.
5. The Chief Election Commissioner shall submit the Election Report to the Senate within one (1) month following the end of the General Election.

## **Chapter 8. Special Election Regulations and Procedures**

### **Section 1. Candidacy**

1. No member of the Election Commission, including the Chief Election Commissioner and the three (3) non-voting, *ex officio* Election Observers, may apply for candidacy in the Special Election, and members of the Election Commission shall be ineligible to be elected by write-in ballot.

### **Section 2. Write-In Candidate**

1. Any member of the Association may conduct a write-in campaign for any position to be contested in the Special Election.
  - A. Any write-in candidate who does not meet the qualifications outlined for holding office will be disqualified and/or removed by the Election Commission.
  - B. Any write-in candidate must follow the guidelines set forth in Section 3 of this statute.

### **Section 3. Campaign Activities**

1. Campaign activities and materials for a Special Election are subject to the same regulations as those for a General Election outlined in Chapter 5 of this Statute, with the following exceptions:
  - A. In the event of a Special Election for the purpose of a recall election as called for according to the procedures outlined in Chapter 3 of this Statute, the elected official that is the subject of the recall election may request a meeting with the Election Commissioner or with the entire Election Commission. The Chief Election Commissioner shall make a good faith effort to coordinate such a meeting.
  - B. In the event of a Special Election for the purpose of a recall election as called for according to the procedures outlined in S061, no member of the Association may engage in campaign activities or produce, present, or distribute any campaign materials that contain anything outside of the contents of complaint, any evidence supporting the complaint, the response, or any evidence supporting the response. Any *ad hominem* arguments shall be considered a violation of Chapter 3 of this Statute.
  - C. In the event of a Special Election for the purpose of presenting a Constitutional Amendment or a referendum to the Association for approval and enactment or rejection, no member of the Association may plan or execute any campaign activities or produce, present, or distribute any campaign materials aside from participation in a forum or debate coordinated by the Election Commission or writing a letter to the editor of the University's student newspaper.

### **Section 4. Campaign Finance**

1. Campaign Finance for a Special Election are subject to the same regulations as those for a General Election as outlined in Chapter 3 this Statute, with the following exceptions:
  - A. In the event of a Special Election for the purpose of presenting a Constitutional Amendment or a referendum to the Association for approval and enactment or rejection, no member of the Association may spend any money for the planning and execution of any campaign activities or the production, presentation, or distribution of any campaign materials.
  - B. In the event of a Special Election for the purpose of a recall election as called for according to the procedures outlined in S061, the elected official that is the subject of the recall election may not spend more than a maximum of fifty dollars (\$50).
  - C. In the event of a Special Election for the purpose of a recall election as called for according to the procedures outlined in S061, no other member of the Association may spend any money for the planning and executing of any campaign activities or the production, presentation, or distribution of any campaign materials.

### **Section 5. Third Parties**

1. The activities of third parties in a Special Election are subject to the same regulations as those for a General Election outlined in Chapter 3 of this Statute.

## **Section 6. Voting Procedures**

1. Voting procedures for a Special Election are the same as those for a General Election outlined in this Statute, with the following exceptions:
  - A. Each voter shall be allowed to cast one (1) vote for each position contested in the Special Election.
  - B. Each ballot shall include the following, as appropriate:
    1. The first and last names of each candidate for each position contested in the Special Election;
    2. The language outlined in S061 for a recall election and an option to vote in the affirmative or in the negative.

## **Chapter 9. Outcome of a Special Election**

### **Section 1. Announcement of the Results**

1. The outcome of a Special Election shall be announced by the Chief Election Commissioner according to Chapter 5 of this Statute.
2. The candidate who receives a plurality of votes for any position contested in the Special Election shall be considered elected.
  - A. In the case of a tie for any position, the Chief Election Commissioner shall announce a runoff election within two (2) weeks following the reception. All Special Election dates, deadlines, regulations, and procedures shall be in effect for this runoff election;
  - B. Should any candidate for any position contested in the Special Election be involved in a pending Court case related to the Special Election that would prevent the candidate from being considered elected, the Chief Election Commissioner shall not announce the winner of that position;
  - C. Should any write-in candidate earn enough votes to be considered elected, the Chief Election Commissioner shall not announce the winner of that position until the Association's Office has verified the candidate's eligibility for office.
3. Any Constitutional amendment that receives a simple majority vote in the affirmative shall be considered adopted and enacted, provided that the minimum number of votes outlined in Article VIII of the Constitution is achieved.
4. Any referendum that receives a simple majority vote in the affirmative shall be considered adopted and enacted.
5. The elected official that is the subject of a recall election shall be considered removed if a plurality of the votes are cast in the affirmative; the official shall be considered retained if a plurality of the votes are cast in the negative. Should the official be removed, the Chief Election Commissioner shall announce a runoff election within two (2) weeks following the reception. All Special Election dates, deadlines, regulations, and procedures shall be in effect for this runoff election.
6. The voting totals shall be made available to each candidate at this reception.
7. Once the outcome of the Special Election has been announced by the Chief Election Commissioner, the provisions for succession of power and filling vacant positions outlined in the Constitution shall be in effect.

### **Section 2. Appeal of the Results**

1. In the event of a Special Election for the position of an elected official of the Association, any candidate may file an appeal of the outcome of the election for their applied position to



the Vice President of Student Affairs. Such an appeal is subject to the same regulations as those for a General Election.

### **Section 3. Election Report**

1. The Chief Election Commissioner shall submit a written report on the Special Election containing the complete details of all decisions and actions of the Election Commission, election results, and any financial information.
  - A. This Election Report shall be signed by the three (3) Election Observers indicating their certification that it contains a complete and accurate account.
  - B. This Election Report shall be submitted electronically to the Senate, and the Chief Election Commissioner shall answer any questions that the Senate may have regarding its contents.

## Chapter 10. Enforcement of Election Regulations and Procedures

### **Section 1. Issuing Fines**

1. The Election Commission may issue fines in the form of a reduction of the campaign finance cap against any candidate or presidential ticket for any violation of the regulations outlined in this Statute.
2. The Election Commission may issue a fine no greater than one quarter (1/4) of the campaign finance cap by a simple majority vote.
3. The Election Commission may issue a fine no greater than one half (1/2) of the campaign finance cap by a two-thirds (2/3) majority vote.
4. The Election Commission may issue a fine no greater than two thirds (2/3) of the campaign finance cap by a unanimous vote.
5. Any fines issued by the Election Commission may be appealed to the Court and are subject to a simple majority vote.

### **Section 2. Suspending Campaigns**

1. The Election Commission may suspend the campaign of any candidate or presidential ticket for any exceptional violation of the regulations outlined in this Statute for a time not to extend into the beginning of the voting period.
2. The Election Commission may approve and enact such a suspension by a two-thirds (2/3) majority vote. Such a suspension may be appealed to the Court, subject to a two-thirds (2/3) vote.

### **Section 3. Disqualifying Campaigns**

1. The Election Commission may enact the disqualification of any candidate or presidential ticket from any General or Special Election for any outrageous violation of the regulations outlined in this Statute by a unanimous vote. Such a disqualification may be appealed to the Court, subject to a unanimous vote.
2. The Election Commission shall have wholly authority to disqualify a candidate or presidential ticket by a two-thirds (2/3) majority under the following exempted conditions:
  - A. Failure for a candidate to attend a rules reading;
  - B. Failure for a write-in candidate to meet the qualifications of holding the contested position;
  - C. Failure of a candidate or presidential ticket to provide the required financial disclosure documents as outlined in Section 3.6 of this Statute;

#### **Section 4. Sanctions of Third-Party Action**

1. The Election Commission may not impose or recommend any of these sanctions for any candidate or presidential ticket because of a third-party action unless it can be demonstrated by a preponderance of evidence that the candidate or presidential ticket was involved or aware of, said action and failed to prevent the planning or execution of it.
2. The Election Commission may recommend to the Senate by a simple majority that an organization's recognition be revoked according to the procedures outlined in S003 for any violation of the regulations outlined in Section 3, paragraph 3.7.1. The Senate may only revoke the organization's recognition according to the procedure outlined in S003.
3. The Election Commission may recommend to the Senate by a simple majority that an organization should be restricted from receiving or revoke any funding allocated according to the procedures outlined in S027 or S029 for a period not to extend past the end of the current Session for any violation of the regulations outlined in Section 3, paragraph 3.7.2. The Senate may only restrict or revoke funding according to the procedures outlined in S027 or S029.
4. The Election Commission may recommend to the Senate by a simple majority that a non-candidate member of the Association should be barred from appointment to the position of any appointed official of the Association for any violation of Section 3, paragraph 3.7.3. The Supreme Court or Senate may only bar a member of the Association from appointment according to the procedure outlined in S034.

#### **Section 5. Decisions of the Commission**

1. Any decision or action of the Election Commission must be submitted in writing to the Senate and bear the signature of at least one (1) Election Observer indicating the observer's certification that it accurately and completely reflects the action or decision taken by the Election Commission.
2. Any of the Election Observers, with at least one (1) other Election Observer concurring, may escalate the question of imposing any sanction from the Election Commission to the Court without a vote of the Election Commission, or refer any individual or organization to the University administration for a conduct hearing, for any overwhelmingly egregious violation of the regulations in this Statute, for any violation of the Student Code of Conduct, or for any misconduct by the members of the Election Commission.

### **Chapter 11. Inauguration**

#### **Section 1. The Ceremony**

1. The ceremony shall be planned by the Central Office with funding coming from the Transition Budget
2. The Ceremony must take place the Thursday following sine die adjournment of the previous Session
3. All outgoing Officials are required to be present

#### **Section 2. The Oath of Office**

1. Prior to taking Office, each Official must take the Oath of Office
  - A. "I, **(state your name)**, hereby swear, that I will faithfully serve the students of Wichita State University, act in accordance with the Constitution of the Student Body, and fulfill all duties and responsibilities required of the Office of

**(POSITION).** I will to the best of my ability, preserve, protect, and defend, the Constitution of the Student Body of Wichita State University”

### **Section 3. Officiating the Oath of Office**

1. At the annual Inauguration and Installation Ceremony, the President of the Senate shall officiate the Oath of Office to the Chief Justice-elect
2. The newly sworn in Chief Justice shall officiate the Oath of Office to the Vice President-elect and President-elect
3. The newly sworn in Vice President shall officiate the Oath of Office to the Senators-elect
4. Upon election, the President of the Senate shall officiate the Oath of Office to the Speaker of the Senate
5. The Speaker of the Senate or President of the Senate may formally swear in Senators
6. The Association’s Advisor shall be empowered to officiate the Oath of Office to any position

### **Section 4. FERPA Release upon Formal Signing of the Oath of Office**

1. In compliance with the “Family Educational Rights and Privacy Act of 1974” (FERPA), as amended, the following constitutes the institution’s policy on providing appropriate access to educational records, while protecting their confidentiality. Wichita State University accords all rights under the law to students. Those rights are: 1) the right to inspect and review the student’s education records; 2) the right to request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights; 3) the right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent; and 4) the right to file with the U.S. Department of Education a complaint concerning alleged failures by Wichita State University to comply with the requirements of FERPA.
2. In compliance with eligibility standards and ethics enforcement, the formal signing of the Oath of Office grants and satisfies written and electronic consent in compliance with University policies and allows the Central Office, specifically, the Association’s Advisor, to monitor good standing, GPA, behavioral issues, and university investigations of any individual.

### **Section 5. Formal Call to Session**

1. At the conclusion of the Inauguration Ceremony, the Chief Elections Commission is charged with formally calling the new Session to Order

## **Chapter 13. General Election Amendment Deadlines**

1. After Fall recess, no changes may be made to any of the aforementioned election rules, deadlines, or regulations by said Session to affect the general election of the incoming Session.

# **Article X: Appointment of Association Officials**

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## **Chapter 1. General Regulations and Procedures**

1. Any member of the Association who is in good academic standing as defined by the College in which the member is enrolled shall be eligible to serve in any appointed Association position, with the following exceptions:
  - A. No Executive Officer, member of the Cabinet, or Senator may serve as a student member of the Supreme Court;
  - B. No Executive Officer, member of the Cabinet, Senator, or student member of the Supreme Court may serve as the Student Advocate;
  - C. No Executive Officer, member of the Cabinet, or student member of the Supreme Court may serve as a Senator;
  - D. Only members of each Senate Committee shall be eligible to serve as the Senate Review Board alternate for the respective Senate Committee Chairperson.
  - E. The Association's Office shall verify the eligibility of each applicant.
2. Each appointed Association official shall assume all rights, privileges, duties, and responsibilities of that position upon taking the Oath of Office.

## Chapter 2. Procedure for a Single Nomination by the President

1. The procedure outlined in this Section shall be followed for appointments to the following positions:
  - A. Student members of any Faculty Senate and/or University committee;
  - B. Members of the Supreme Court;
  - C. Any member of the President's Cabinet
2. The President shall nominate the most qualified applicant for the position based on the applicant's application and interview and shall present the nominee to the Senate.
3. Prior to debate, the President or the nominee, as appropriate, shall answer any germane questions from the Senate regarding the nomination.
4. Confirmation shall be conducted by simple majority with the exception of the following positions which require a two-thirds (2/3) majority vote of the Senate:
  - A. Treasurer;
  - B. Student Advocates;
5. Should the appointment fail, the President shall present a nominee to the position at the next Senate meeting; the President may, at their own discretion, nominate the same applicant again or choose to nominate another applicant.

## Chapter 3. Procedure for a Single Nomination by the Vice President

1. The procedure outlined in this Section shall be followed for appointments to the following positions:
  - A. Student members of any Association Committee;
2. The Vice President shall nominate the most qualified applicant for the position based on the applicant's application and interview

## Chapter 4. Procedure for a Single Nomination by the Speaker

1. The procedure outlined in this Section shall be followed for appointments to the following positions:
  - A. Senators to Standing Senate Committee;
  - B. Vacant Senate Seats;
  - C. Standing Senate Committee Chairpersons and Subcommittees Chairpersons

2. The Speaker shall nominate the most qualified applicant for the position based on the applicant's application and interview and shall present the nominee to the Senate.
3. Prior to debate, the Speaker or the nominee, as appropriate, shall answer any germane questions from the Senate regarding the nomination.
4. The nominee shall be considered appointed by a vote of the Senate and shall become official pending the signing of the legislation and following the Oath of Office.
5. Should the appointment fail, the Speaker shall present a nominee to the position at the next Senate meeting; the Speaker may, at their own discretion, nominate the same applicant again or choose to nominate another applicant.

## Chapter 5. Procedure for a Single Nomination by the Advisor

1. The procedure outlined in this Section shall be followed for appointments to the following position:
  - A. Members of the Elections Commission;
2. The Association Advisor shall nominate the most qualified applicant for the position based on the applicant's application and interview
3. The nominee shall be considered appointed by notifying the President of the Association, Speaker of the Senate and Chief Justice of the Supreme Court of the appointment and following the Oath of Office.

## Chapter 6. Procedure for a Single Nomination by Committee Chair

1. The procedure outlined in this Section shall be followed for the appointment of successors and recorders to the Senate Subcommittee Chairpersons
2. By the second Senate Committee meeting after the Summer Recess, the Chairpersons of each Senate Standing Committee shall nominate a member of the Senate Subcommittee
3. The Chairperson of the appropriate Senate Committee shall present the nominee to the Senate.
4. Prior to debate, the Chairperson or the nominee, as appropriate, shall answer any germane questions from the Senate regarding the nomination.
5. The nominee shall be considered appointed by a simple majority vote of the Senate and shall immediately take the Oath of Office.
6. Should the appointment fail, the Chairperson shall present a nominee to the position at the next Senate meeting; the Senate Committee may, at their discretion, nominate the same member again or choose to nominate another applicant.

## Chapter 7. Interim Appointments

1. The President shall have the authority to make interim appointments to any appointed position that may become vacant or available more than one (1) month before the next Senate meeting.
2. The President shall report such an interim appointment at the next Senate meeting.
3. Such an interim appointee shall serve until a permanent appointee can be made according to the regulations and procedures outlined in this Statute.
4. Such an interim appointee shall be compensated according to the regulations and procedures
5. The Senate shall retain the right to overturn the appointment of such an interim appointee by a two-thirds (2/3) majority vote; should the Senate overturn such an interim appointment; the interim appointee shall not be required to return any compensation they received during the interim service.

# Article XI. Sanction and Removal of Officials

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## Chapter 1. Initiating a Case for Review, Sanction, or Removal

### Section 1. Reasons for Initiating a Case

1. The Membership Review Board shall hear a case for the review, sanction, or removal of any elected or appointed official, Senator, member of cabinet, or Committee Member of the Association for any of the following reasons:
  - A. Failure to maintain eligibility for Office according to the requirements outlined in the Constitution, Bylaws, or S034.
  - B. Failure to fulfill the position's respective duties as outlined in the Constitution or the Bylaws.
  - C. Refusal or failure to comply with the expectations of the Constitution, Bylaws, or Statutes.
  - D. Violation of any federal, state, or municipal law or of the University's Student Code of Conduct.
  - E. Committing any fraud or embezzlement compromising the finances or property of the Association of the University.
  - F. Violation of the standard of professionalism or respect for human dignity in the performance of the position's respective duties outlined in the Constitution or the Bylaws.
  - G. Submitting a frivolous or deleterious complaint against any elected or appointed official of the Association without substance, foundation, or reasonable basis.
  - H. Impeding the progress of any case for review, sanction, or removal of any elected or appointed official of the Association, any conduct proceedings by the University, or any criminal or civil proceedings in a federal, state, or municipal court.

### Section 2. Compliant

1. If it is believed that any elected or appointed official, Senator, member of Cabinet, or Committee member of the Association is guilty of any of the above reasons for review, sanction, or removal, a member of the Association may initiate a case with the Membership Review Board against the official by providing a detailed written complaint against that official. Such a complaint shall contain the following information:
  - A. The name and position of the elected or appointed official, Senator, member of Cabinet, or Committee member that is the subject of the complaint.
  - B. The specific cause for review, sanction, or removal.
  - C. Any evidence supporting the complaint.
  - D. The names and positions of any witnesses who may supply or clarify any evidence supporting the complaint.
  - E. A list of suggested actions toward a resolution of the complaint.
  - F. Upon receiving such a complaint, the Membership Review Board shall convene to hear a case for the review, sanction, or removal of the official who is the subject of the complaint.

## Chapter 2. Procedure for Hearings

1. The individual who submitted the complaint shall be referred to in this statute as “the Complainant” and the individual who is the subject of the complaint shall be referred to in this statute as “the Respondent.”
2. The Chairperson shall forward the complaint before the hearing to the members of the Membership Review Board, to the Respondent, and to any witnesses within a week of receiving a complaint.
3. As they forward the complaint, the Chairperson shall also provide to the members of the Membership Review Board, the Complainant, and the Respondent a tentative date and time for the hearing.
4. The Chairperson shall make a good faith effort to accommodate the schedules of every member of the Membership Review Board, the Complainant, the Respondent, and any witnesses when setting the date and time for any hearing.
5. Upon receiving the complaint, the Respondent shall submit a detailed written response within a week of being contacted by the Chairperson to the Chairperson before the hearing. The committee will still have the hearing if the Respondent fails to reply.
6. The reply shall contain the following information as appropriate:
  - A. A refutation of the complaint or justification for the behavior constituting the subject of the complaint.
  - B. Any documentary evidence supporting the response.
  - C. A lists of dates and times that they are available for a hearing.
  - D. The names and positions of any witnesses who may supply or clarify any evidence supporting the response.
  - E. A list of suggested actions toward the resolution of the complaint.
7. The Chairperson shall forward the response before the hearing to the members of the Membership Review Board, to the Complainant, and to any witnesses.
8. The Chairperson shall request that any witness named submit a written statement and any evidence to support that statement before the hearing with enough time in advance for the witnesses to be able to fulfill this request. Witnesses must agree to be a witness.
9. At the hearing the Membership Review Board shall hear the complaint, the response, the statements of any witnesses, and any evidence before making any decision.
10. The Chairperson shall forward the decision and reasoning of the Membership Review Board in writing to the Complainant and the Respondent and report the decision and reasoning at the next Senate Meeting.
11. The Membership Review Board may not make any decision without all members or their designees present.

### Chapter 3. Procedure and Regulations for Sanction and Removal

1. The Membership Review Board may, with a simple majority vote, approve and enact sanctions on the Respondent. Such sanctions shall include, but are not limited to, the following:
  - A. Requiring the Respondent to submit a formal, written apology to the Association for the content of the complaint.
  - B. Consideration of a Resolution of disapproval or condemnation of the behavior constituting the subject of the complaint.
  - C. The imposition of probationary status on the Respondent for a period of time not exceeding two (2) months. The duration of probationary status shall be specified by the Membership Review Board in their decision. To have probationary status means that

should another complaint be submitted against the Respondent within the probationary term, the Membership Review Board shall recommend further action beyond probationary status toward the resolution of the complaint.

2. Under no circumstances shall any form of sanctions restrict the Respondent's speaking, procedural, or voting rights granted in the Bylaws.
3. The Membership Review Board may, after a simple majority vote, recommend to the Senate the removal of the Respondent from their position. The Senate shall approve and enact such a removal by a two-thirds (2/3) majority vote.
4. Should the Membership Review Board issue a recommendation for removal, the following should occur:
  - A. Should the recommendation be to remove the Speaker of the Student Senate, Chair of Standing Committee or Subcommittee, Senator or Justice, the President of the Senate shall preside over the trial in the Senate.
  - B. Should the recommendation be to remove any Officer of the Association or any of the Student Advocates, the Chief Justice shall preside over the trial in the Senate

## Chapter 4. Procedure for Appeals

1. In the case where the Membership Review Board imposes sanctions upon the Respondent, the Respondent may appeal the Membership Review Board's decision to the Senate.
  - A. The Respondent must notify the Association's Advisor in writing of the desire to appeal the decision before 5:00 p.m. on the Tuesday before the next Senate Meeting. The Association's Advisor shall be responsible for communicating the appeal to the Senate.
  - B. The appeal must be presented at the next Senate Meeting following the hearing.
  - C. With the President of the Senate presiding, should the Senate wish to grant the appeal, they may overturn the decision of the Membership Review Board by two-thirds (2/3) vote.

# Article XII. Compensation of Officials

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## Chapter 1. General Regulations and Procedures

1. Officials and Central Office Staff are compensated for specific duties shall be in intervals that correspond to the University's pay periods.
2. Any change in the amount or frequency of compensation for any Association official shall be effective as of the beginning of the fiscal year following its approval and enactment; unless required by state or federal guidelines and laws regarding minimum wage.
3. All Officials are entitled to receive compensation hourly at a minimum rate of \$10.00 per hour with annual changes under Chapter 8 of this Article.
4. The Association's Advisor is charged with the disbursement of payroll and will sign off on all payroll documentations. The Central Office, starting during Fiscal Year 2023, shall not accept payroll documents passed the deadline without approval from the Association's Advisor

## Chapter 2. Executive Officers and Cabinet Directors



1. Executive Officers and Members of the Cabinet are required to work the following hours including when classes are not in session, except on days when University offices are closed or by Executive Order of the President:
  - A. The President of the Association is required to maintain up to thirty (30) hours per week
  - B. The Vice President of the Association is required to maintain up to twenty-five (25) hours per week
  - C. The Treasurer of the Association is required to maintain up to twenty-five (25) hours per week
  - D. The Chief of Staff is required to maintain up to twenty (20) hours per week
  - E. All Cabinet Directors or other Executive designated positions are required to maintain up to twenty (20) hours per week
  - F. The President may compensation temporary positions no more than ten (10) hours per week

### Chapter 3. The Elections Commission

1. The Elections Commissioners are required to maintain up to ten (10) hours per week during Election season, which is from November-April following appointment and shall expire upon graduation or removal

### Chapter 4. The Office of the Student Advocate

1. The Student Advocates are required to maintain up to twenty (20) hours per week including when classes are not in session, except on days when the University offices are closed or by Executive Order of the President

### Chapter 5. Legislative Officers, Leadership and Staff

1. Legislative Officers and Staff are required to work the following hours including when classes are not in session, except on days when University offices are closed or by Legislative Order of the Speaker:
  - A. The Speaker of the Senate is required to maintain up to thirty (30) hours
  - B. The Clerk of the Senate is required to maintain up to fifteen (15) hours
  - C. The Chairpersons of each of the standing Senate Committee are required to maintain up to twenty (20) hours per week
  - D. The Chairpersons of each of the standing Senate Subcommittee are required to maintain up to ten (10) hours per week

### Chapter 6. Judicial Leadership

1. The Judicial Leadership are required to work the following hours including when classes are not in session, except on days when University offices are closed or by Judicial Order of the Chief Justice:
  - A. The Chief Justice of the Supreme Court is required to maintain up to fifteen (15) hours per week
  - B. The Clerk of the Supreme Court is required to maintain up to ten (10) hours per week

### Chapter 7. The Central Office and Staff Employees

1. The Association shall employ staff to assist in the operations of the Association. The staff employees of the Association shall be compensated and hired according to the policies of the University Personnel Office at a rate set by the Director of Student Engagement, Advocacy and Leadership.
2. The Professional Staff of the Central Office includes:
  - A. The Director of Student Engagement, Advocacy and Leadership who shall serve as the Association's Advisor and serves as the Budget Officer of the Association and serves as Head of the Central Office. The Advisor is responsible for the overall day to day oversight and management of the Central Office and yearly transition. The Director is hired by the Division of Student Affairs to serve in this capacity and reports to the Division. The Central Office shall provide compensation up to 50% of the Director's annual salary and benefits. The Association's Advisor retains speaking rights in all areas of the Association and is granted certain authorities in Membership
  - B. The Director shall have, at their discretion, the ability to hire or designate funding up to 4.0 FTE positions to assist them in the advising and operation of the Association and shall designate advising responsibilities as such; all directly reporting to the Director and serve at their discretion
3. The Graduate Staff of the Central Office includes:
  - A. The Central Office has funding for up to two (2) graduate assistants to provide a para-professional learning experience for a graduate student. The Funding shall include a stipend set by the Association's Advisor, the cost of tuition up to fifteen (15) credit hours, and health and fringe benefits
  - B. Graduate Staff are hired by the Director of Student Engagement, Advocacy and Leadership to serve in this capacity and reports to the Director or designee. The Central Office shall compensate 100% of the graduate assistant's package to include the cost of tuition up to fifteen (15) credit hours, and health and fringe benefits and a stipend set by the Director and approved by the President of the Association.
4. The Student Staff of the Central Office includes:
  - A. The Central Office has funding for up to six (6) student assistants to provide administrative support to the Office and its programs for any undergraduate or graduate student.
  - B. The Central Office shall compensate 100% of the student assistant's package to include an hourly rate to match the rate of Officials working as well as health and fringe benefits.
  - C. Hours are set by the Director to fulfill that need.
5. Temporary Staff of the Central Office includes:
  - A. The Central Office has funding one (1) temporary staff member to provide temporary administrative support to the Office and its programs
  - B. The Central Office shall compensate 100% of the temporary staff to include an hourly rate to match the rate of Officials working.
  - C. Hours are set by the Director to fulfill that need.

## Chapter 8. Special Amendment to Increase to \$15.00

1. It is the desire to establish a compensation plan to increase each positions hourly rate to \$15 an hour. To do so, the Treasurer of the Association must amend annually, the Association's Budget over the course of next five years to properly and competitively compensate all Officials, Graduate Assistants, Student Staff, and Temporary Staff of the Association in the following way to not exceed \$15.00 per hour by Fiscal Year 2027.

2. The Association's Advisor shall notify in writing to all Officials, Graduate Assistants, Student Staff, and Temporary Staff of the Association the change at the first payroll of the new fiscal year

## Article XIII. The Shocker Support Locker

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### Chapter 1. Purpose of Shocker Support Locker

1. The purpose of the Shocker Support Locker is to provide resources for current Wichita State students, faculty, and staff who are facing food insecurity and/or difficulty with having clothing and/or hygiene products, and to educate the campus and community about the prevalence of food, clothing, and hygiene product insecurity at Wichita State University.
2. The aforementioned resources may include food items, kitchen items, hygiene items, clothing items, literature from on-campus resource sites, and literature from off-campus resource sites.

### Chapter 2. Funding

1. The funding for the Shocker Support Locker shall be derived from applicable grants, investments and endowments, and from monetary contributions from alumni, community members, and current Wichita State University students, faculty, and staff.
2. Should the Shocker Support Locker obtain a 501(c)3 distinction, funding for the Shocker Support Locker shall also be derived from grants, tax exemptions, investments, endowments, and other contributions applicable to 501(c)3 organizations.
3. The responsibility of overseeing operation of the Shocker Support Locker shall be assigned to the Central Office

### Section 3. Maintenance

1. Budgets, volunteer coordination, food and/or resource drive coordination, creation/maintenance of partnerships and all other activities necessary for managing and promoting the Shocker Support Locker shall be regulated by Central Office

## Article XIV. Scholarships and Hardship Funds

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### Chapter 1. Scholarship Non-Discrimination Policy

1. Unless otherwise specified in the individual scholarship's section, no scholarship recipient will be excluded from consideration on the basis of age, ancestry, color, disability, gender, gender expression, gender identity, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, or status as a veteran.

### Chapter 2. Association Scholarship Authority

#### **Section 1. Association Scholarships**

1. The Scholarship Commission, set annually by the Vice President, shall be responsible to oversee and authorize the awarding of all scholarships unless otherwise stated in this Statute.
2. The Vice President shall appoint a Commission, made up of members of the Student Government and Association to not exceed five (5)
3. Any scholarship funded or partially funded by the Association must follow all regulations in this Statute and are under the allocation control of the Association
4. All scholarships must follow the regular application process and awards recommended in considered with Office of Financial Aid schedules.
5. The Scholarship Commission has allocation oversight over the International Scholarship, James J. Rhatigan Leadership Scholarship, SGA Summer Scholarship, the SGA Endowed Scholarship, and other non-hardship fund scholarships. The Commission also has expense and allocation authority of all remaining funds.

### **Section 2. Association Hardship Funds**

1. The Association Hardship Fund Board shall be responsible to oversee and award all Hardship Funds
2. The Association Hardship Fund Board has allocation oversight over the International Student Hardship Fund, the McKinney-Vento Scholarship and other Association Hardship Funds. The Committee also has expense and allocation authority of all remaining funds.

### **Section 3. Creation of any Association Scholarships or Hardship Funds**

1. Any new Association Scholarships or Hardship Funds must be recommended to the Standing Senate Committee on Budget and Finance and approved by the Senate
2. All Association Scholarships or Hardship Funds shall receive its funding from the Educational Opportunity Fund (EOF) annually.

## **Chapter 3. International Students Hardship Fund**

### **Section 1. Purpose**

The purpose of this fund is to provide interim financial support to the University international students in need of emergency financial assistance to enable them to continue their academic pursuits at the University.

### **Section 2. Administration and Funding**

1. The Fund shall receive its funding from the Educational Opportunity Fund (EOF).
2. Under extreme and unique circumstances, the President of the Association shall Order allocations of the Hardship fund through Executive Order pursuant to Article II, Section 5 of the Constitution
3. Allocation of this fund is left to the discretion of Hardship Fund Committee
4. The Chairperson will be responsible for providing an annual report, at the end of the fiscal year, to the Senate.

### **Section 3. Fund Distribution**

1. The fund shall be distributed to the eligible applicants at a maximum of \$1,000 per fiscal year
2. The Commission shall have discretionary authority regarding amount of each award

### **Section 4. Eligibility**

1. Applicants must be in good academic standing and have completed at least one (1) semester of full-time enrollment at the University.
2. Applicants must submit an accurate and detailed report of their income and expenses for at least the previous six (6) months and an explanation of their emergency financial need. This information would be reviewed by the Commission and serve as the basis for a hardship fund award.
3. Applicants shall assure the Commission of continuing with their individual education at the University and remain in good academic standing.

## Chapter 4. International Scholarship

### **Section 1. Purpose**

1. The purpose of this scholarship is to provide scholarship assistance to the international students enrolled in the University who are continuing their education.

### **Section 2. Administration and Funding**

1. The Scholarship shall receive its funding from Educational Opportunity Fund
2. Allocation of this fund is left to the discretion of Hardship Fund Board

### **Section 3. Scholarship Distribution**

1. Each scholarship will be in the amount of five hundred dollars (\$500) per academic semester. Scholarships can be awarded for an academic year or for a single semester. No student can receive more than one thousand dollars (\$1,000) per academic year.
2. The Committee will be responsible for selecting the recipients.

### **Section 4. Eligibility**

1. Awards shall be based on leadership and academic excellence, for full-time undergraduate and graduate international students who have completed at least one (1) semester of study at the University.

## Chapter 5. Study Abroad Scholarship Fund

### **Section 1. Purpose**

1. The purpose of this fund is to financially assist U.S. citizens and permanent U.S. resident students of the University who wish to study abroad for at least one (1) academic semester.

### **Section 2. Administration and Funding**

1. This Fund shall receive its funding from Educational Opportunity Fund
2. The budget officer of the Office of International Education shall serve as the budget officer for this fund.

### **Section 3. Fund Distribution**

1. The amount of awards shall not exceed one thousand dollars (\$1,000) per student per academic year.

2. The Office of International Education shall be responsible for selecting recipients. The President of the Association, or designee, will serve on the Committee to select the recipients

#### **Section 4. Eligibility**

1. Applicants shall be U.S. citizens and permanent U.S. resident students of the University who wish to study abroad for at least one (1) academic semester.
2. An applicant must demonstrate that they are enrolling in a program approved for academic credit as certified by the Director of International Education.

### **Chapter 6. James J. Rhatigan Leadership Scholarship**

#### **Section 1. Purpose**

1. The purpose of this scholarship shall be to provide financial assistance to eligible University students on a yearly basis. The scholarship honors Dr. James J. Rhatigan for his many years of service as Vice President for Student Affairs and Dean of Students, and the model of leadership his past tenure as such represents. The Scholarship shall also be a tool to promote scholastic and personal leadership at the University.

#### **Section 2. Administration and Funding**

1. The Scholarship monies shall be derived from a fund endowed through the WSU Foundation.
2. All funds allocated for a fiscal year are to be awarded for that fiscal year, with any unused, unallocated, or forfeited money being rolled over into reserves.
3. The award amount must be included and updated on the Scholarship application.

#### **Section 3. Scholarship Distribution**

1. The Committee will be responsible for selecting the recipients
2. The Committee shall have applications available no later than the first week of December. The official deadline for applications to be turned in is February 1st.
3. The scholarship shall be divided equally into two (2) scholarships.
4. The scholarships shall be dispersed for the Fall and Spring semesters with half (1/2) of the award given in each semester.
5. The scholarship shall be awarded no later than the last week of April.
6. No member of the Committee shall be eligible to apply for the scholarship.

#### **Section 4. Eligibility**

1. Applicants must be able to show a balance of leadership skills, academic merit, financial need, and University or community service. The Committee will determine the weight each element shall carry for consideration.
2. Applicants must be registered University students. Applicants may be undergraduate or graduate students, whether domestic or international.
  - A. Undergraduate students must have completed at least sixty (60) undergraduate credit hours by the start of the fall semester during which the scholarship is awarded.

- B. Graduate students must have completed at least twelve (12) graduate credit hours by the start of the fall semester during which the scholarship is awarded.
- C. At least half (1/2) of the applicant's cumulative credit hours toward their current degree must have been taken at the University.
3. Applicants are strongly encouraged to file the Free Application for Federal Student Aid (FAFSA) or, if unwilling or ineligible, a statement of financial need.
4. The recipients of the scholarship must be full-time students during the period they receive the award. The recipients must also have a 3.0 cumulative (GPA) at the time of application and must maintain the 3.0 cumulative GPA throughout the award period.
5. Scholarship applicants must submit two (2) written recommendations at the time of application or soon thereafter. One (1) recommendation must be from a member of the University faculty or staff and one (1) from outside the University.
6. Recipients of the scholarship must continue their involvement as leaders, meet academic criteria, and continue commitment to serving worthwhile causes while a recipient of the award.
7. The Office of Financial Aid shall have the power to take necessary action against a recipient if the recipient fails to meet the specified qualifications in Section 6.4. Meeting the requirements are interpreted at the discretion of the Committee.
8. All applicants will be screened initially by the Committee. Finalists will be selected by the Committee and interviews will be conducted with the finalists.
9. Scholarship winners are not eligible to compete for further Rhatigan Scholarships.

## Chapter 7. SGA Summer Scholarship

### **Section 1. Purpose**

1. The purpose of the SGA Summer Semester Scholarship is to provide financial assistance to full-time summer semester students.

### **Section 2. Administration and Funding**

1. The funding for the SGA Summer Semester Scholarship shall be derived from an endowment through the WSU Foundation.
2. All funds are to be used for the semester in which they are allocated.

### **Section 3. Scholarship Distribution**

1. The Committee will administer the scholarship and make awards.
2. The scholarships will be awarded in a sum of \$250 per recipient.

### **Section 4. Eligibility**

1. Part-time summer semester student;
2. Financial need;
3. 2.0 or higher GPA;
4. Campus involvement or community involvement;
5. Applicant must have completed twelve (12) credit hours, and have paid student fees at the University prior to the summer semester of award;
6. Applicant must be a degree bound student attending summer semester at the University;

## Section 8. SGA & Sigma Lambda Beta Dreamer Scholarship

### Section 1. Purpose

1. The purpose of this scholarship is to provide undocumented students and/or students involved with the Deferred Action for Childhood Arrivals (DACA) program financial assistance to eligible University students on a yearly basis.

### Section 2. Administration and Funding

1. The Scholarship shall receive its funding from the Association's Office Budget.
2. The Association's portion of this Scholarship shall receive its funding from Educational Opportunity Fund
3. The Association's budget officer shall serve as the budget officer for this fund.
4. The Wichita State Chapter of Sigma Lambda Beta shall be contractually obligated to provide \$1,000 of funding each year toward the Association's scholarship account. If this contract is broken, award dispersal and award amounts will be at the discretion of the Chairperson. Any remaining monies shall be kept in the Association's scholarship account.

### Section 3. Scholarship Distribution

1. Four (4) scholarships will be awarded per each academic year amounting to \$3,500 in total.
  - A. One (1) scholarship shall be awarded in the amount of \$1,500.
  - B. One (1) scholarship shall be awarded in the amount of \$1,000.
  - C. Two (2) scholarships shall be awarded in the amount of \$500.
2. The Committee has full jurisdiction of award totals

### Section 4. Scholarship Committee

1. A committee shall be established to oversee and award the Scholarship monies.
2. The Treasurer of the Association, serving as the Chairperson,
3. The Director of Public Relations of the Association
4. The Treasurer of the Wichita State Chapter of Sigma Lambda Beta
5. The President of the Wichita State Chapter of Sigma Lambda Beta
6. The Association's Advisor and Wichita State Chapter of Sigma Lambda Beta Advisor

### Section 5. Eligibility

1. Must be an incoming or current Wichita State University student
2. Must be or plan to be a full-time student
3. Must have a minimum of 2.5 GPA at the University or a 3.0 GPA for incoming high-school graduates
4. Must be an undocumented student and/or student involved with the Deferred Action for Childhood Arrivals (DACA) program

## Section 9. SGA Endowed Scholarship

### Section 1. Purpose

1. The purpose of this scholarship shall be to provide financial assistance to eligible University students on a yearly basis.



## **Section 2. Administration and Funding**

1. The Committee will administer the scholarship(s) and make the award.
2. Consideration will be given to academic merit, financial need, campus involvement, and community involvement.
3. Scholarships may be renewed but the recipients must reapply annually and maintain satisfactory academic progress.

## **Section 3. Scholarship Distribution**

1. The scholarships shall be awarded in amounts not to exceed \$1000 (\$500 for the Fall semester and \$500 for the Spring semester).

## **Section 4. Eligibility**

1. Scholarships will be awarded to students enrolled full or part time at the University who have attended the University for a minimum of one (1) semester prior to applying for the scholarship.

# Section 10. McKinney-Vento Scholarship

## **Section 1. Purpose**

1. The purpose of this scholarship is to provide scholarship assistance to the support students who are homeless at Wichita State University under identification standards of the McKinney-Vento Act.

## **Section 2. Administration and Funding**

1. The Scholarship shall receive its funding from Educational Opportunity Fund
2. The Association's budget officer shall serve as the budget officer for this fund.

## **Section 3. Scholarship Distribution**

1. The Committee will be responsible for selecting the recipients with no one person receiving more than \$6,000.

## **Section 4. Eligibility**

1. Awards shall be made based on identification standards of the McKinney-Vento Act.

# Chapter 11. Domestic Students Hardship Fund

## **Section 1. Purpose**

1. The purpose of this fund is to provide interim financial support to the University students in need of emergency financial assistance to enable them to continue their academic pursuits at the University.

## **Section 2. Administration and Funding**

1. The Fund shall receive its funding from the Educational Opportunity Fund (EOF).

2. Under extreme and unique circumstances, the President of the Association shall Order allocations of the Hardship fund through Executive Order pursuant to Article II, Section 5 of the Constitution
3. Allocation of this fund is left to the discretion of Hardship Fund Committee
4. The Chairperson will be responsible for providing an annual report, at the end of the fiscal year, to the Senate.

### **Section 3. Fund Distribution**

1. The fund shall be distributed to the eligible applicants at a maximum of \$500 per fiscal year
2. The Committee shall have discretionary authority regarding amount of each award

### **Section 4. Eligibility**

1. Applicants must be in good academic standing and have completed at least one (1) semester of full-time enrollment at the University.
2. Applicants must submit an accurate and detailed report of their income and expenses for at least the previous three (3) months and an explanation of their emergency financial need. This information would be reviewed by the Committee and serve as the basis for a hardship fund award.
3. Applicants shall assure the Committee of continuing with their individual education at the University and remain in good academic standing.

## Chapter 12. CHI Scholarship

### **Section 1. Purpose**

1. The purpose of this scholarship is continue to help young foster students here at Wichita State University who exemplify courage, honor and independence by recognizing their drive to better themselves academically and to assist incoming students who are in foster care or have aged out

### **Section 2. Administration and Funding**

1. The Scholarship shall receive its funding from the Association's Scholarship Budget.
2. The Association's portion of this Scholarship shall receive its funding from Educational Opportunity Fund
3. The Association's budget officer shall serve as the budget officer for this fund.
4. The Wichita State Chapter of Lambda Pi Upsilon shall be contractually obligated to provide \$500 of funding each year toward the Association's scholarship account. If this contract is broken, award dispersal and award amounts will be at the discretion of the Chairperson. Any remaining monies shall be kept in the Association's scholarship account.

### **Section 3. Scholarship Distribution**

1. One (1) scholarship will be awarded per each academic year amounting to \$1,000 total.
2. The Committee has full jurisdiction of award totals

### **Section 4. Scholarship Committee**

1. The Treasurer of the Association, serving as the Chairperson,

2. The Director of Public Relations of the Association,
3. The Budget and Finance Chair of the Association,
4. The Treasurer of the Wichita State Chapter of Lambda Pi Upsilon,
5. The President of the Wichita State Chapter of Lambda Pi Upsilon,
6. The Philanthropic Chair of the Wichita State Chapter of Lambda Pi Upsilon,
7. The Association's Advisor,
8. The Wichita State Chapter of Lambda Pi Upsilon Advisor

### **Section 5. Eligibility**

1. Must be an incoming or current Wichita State University student
2. Must be or plan to be a full-time student
3. Must have a minimum of 2.5 GPA at the University or a 3.0 GPA for incoming high-school graduates
4. Currently in foster care or have aged out foster care

## Chapter 12. SGA General Scholarship

### **Section 1. Purpose**

1. The purpose of this scholarship is to provide scholarship assistance to any student enrolled in the University who are continuing their education.

### **Section 2. Administration and Funding**

1. The Scholarship shall receive its funding from the Association's Scholarship Budget.
2. The Association's budget officer shall serve as the budget officer for this fund.

### **Section 3. Scholarship Distribution**

1. The Association's Advisor shall be authorized to award scholarships not to exceed \$1,000 per award, per semester, with no more than 5 award per year
2. The Scholarship Committee shall have full jurisdiction of award totals exceeding the authorized amount

### **Section 5. Eligibility**

1. Must be an incoming or current Wichita State University student
2. Must be a part time or full time student

# The Statutes of the Student Government

# S001 Student Organizations

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*Approved and Enacted by the Student Senate on 2018-08-29. Amended from the Statute previously approved and enacted on 1959-02-16, 1991-09-18, 1994-04-27, 1996-10-16, 1999-10-06, 2000-04-26, 2002-05-01, 2002-11-20, 2003-09-24, 2004-01-21, 2004-05-05, 2004-09-09, 2005-01-19, 2005-05-04, 2005-09-07, 2001-08-08, 2011-08-24, 2015-03-25, 2016-05-04, and 2017-09-01.*

## Chapter 1. Purpose

1. The purpose of this statute shall be to provide the procedure by which organizations are recognized and registered and to define the rights and privileges attached to such recognition. The authority for this statute is granted by Article 1, Section 4, of the Constitution of the Association of the University. The inclusion of the Student Involvement Office in this statute shall not be construed as to diminish the authority of the Association in any way.
2. For purposes of this statute the President, Vice President, Treasurer, Advisor, university contact, and member shall be defined as:

- A. President/Chief Officer: The highest elected official of a formally recognized student organization. This individual must be a Wichita State University student in good standing.
- B. Vice President: Any Officer that can act as and/or replace the President/Chief Officer of a formally recognized student organization.
- C. Treasurer: The Officer in charge of financial affairs for a formally recognized student organization.
- D. Advisor: Any current faculty or staff of the University, who is not an undergraduate student, or any community member who monitors the actions of an organization.
- E. University contact: Any current faculty or staff of the University, who is not an undergraduate student, who acts as a contact person for the organization if the Advisor is not a current faculty or staff member of the University.
- F. Organization member: Any person as determined by local chapter Constitution and Bylaws of a recognized organization.

## Chapter 2. Requirements for Recognition

### Section 1. Statement of Compliance

1. Any organization applying for the status of a recognized organization at the University shall present and adhere to the following guidelines to be maintained in the Student Involvement Office:

### Section 2. Guideline Records

1. Local chapter and national Constitution and Bylaws of the organization;
2. Mailing address, phone number, and email of the organization;
3. Name, phone number, and email address of the President/Chief Officer and two (2) other officers;
4. Name, phone number, and email address of Advisor;
5. Name, phone number, and email address of University contact;
6. A list of all members who consent to having their names released;
7. Officer election and rollover dates;
8. A statement of compliance with Section 8 of this statute;
9. An organization must have at least five (5) members;
10. Other requirements as set forth by the Student Involvement Office;
11. Exceptions to the above process shall be granted by the Ways and Means to be reported to the Senate by the committee Chairperson, with a two-thirds (2/3) vote of the Senate, excluding vacancies, or otherwise without objection.

## Chapter 3. Requirements for Officers, Advisors, and University Contacts

1. All officers for a student organization must have a minimum cumulative grade point average of 2.00 and be enrolled in at least one (1) credit hour for credit.
2. Advisors must reside in the Greater Wichita Metropolitan Area.
3. University contacts must be current faculty or staff of the University, excluding undergraduate students.

## Chapter 4. The Recognition Process

1. "Recognition" shall be defined as the formal acknowledgement of a student organization by the University, the Association, and the Student Involvement Office for the purpose of gaining the privileges as outlined in Chapter 9 of this Statute.
2. All student organizations applying for initial recognition must complete the Initial Recognition Process as outline in Chapter 5 of the Statute.

## Chapter 5. Procedure for Recognition

1. Any organization wishing to become initially recognized must complete an application for Recognition of Student Organizations and turn it in to the Student Involvement Office.
2. The Student Involvement Office will be responsible for checking eligibility of all initial recognition requests based on requirements set forth in Section 2 of this statute
3. The Student Involvement shall review applicants and make recommendations according to the guidelines outlined in this statute. All decisions shall be reported to the Senate by the Ways and Means Committee
4. The Senate shall approve all initial recognitions and recognition renewals by a simple-majority vote.
  - A. Initial recognition shall be presented individually as Senate Bills.
  - B. Renewals shall be presented as a list in a Resolution to the Senate
5. The Senate may reverse any decision of the Student Involvement Office regarding the initial recognition of a student organization by a two-thirds (2/3) vote, excluding vacant seats.
6. Organizations granted initial recognition through the exceptions process noted in Chapter 2 shall only be considered for funding by a two-thirds (2/3) vote of the entire Senate.
7. Once the Senate has been informed of all initial recognitions, and any reversals have been made, a list of those organizations which have received initial recognition will be forwarded to the Student Involvement Office where an official list of recognized organizations of the University shall be kept.

## Chapter 6. Duration

1. Organizations will be recognized for one (1) year if the organization abides by the regulations set forth in this statute and with the policies and procedures of the University.
2. Organizations must register their status at the beginning of each fall semester by submitting a Student Organization Registration Form to the Student Involvement Office by September 30<sup>th</sup>.
3. If officers of an organization change, an update must be filed in the Student Involvement Office in order to stay in good standing as a recognized organization and receive funding.

## Chapter 7. Records

1. All recognized organizations and any organization applying for recognition shall make available any records or financial statements requested by the Student Involvement Office, the Budget and Finance Committee, the Senate, or the Court of the Association.

## Chapter 8. Membership

1. No organization may be recognized unless it follows the Kansas Board of Regents policy regarding the selection of its members, in accordance with the section regarding student organizations in the Kansas Board of Regents' Policy Manual

2. Current Regents policy regarding Student Organizations and Activities may be found on page 38 of the Kansas Board of Regents Policy Manual (06/20/2019 Revision).

## Chapter 9. Privileges

### Section 1. Protection of Bill of Rights

1. All recognized organizations, including conditional organizations, shall have all rights and privileges granted to them by the Association, the University, and as outlined in the Student Bill of Rights.

### Section 2. Classification of recognized organizations

1. "Student Organizations" shall be granted reservation privileges, eligibility for receiving Association funding up to \$2,000, and other privileges to be determined by Student Involvement Office;
2. "Secondary Student Organizations" shall only be granted reservation privileges and other privileges to be determined by the Student Involvement Office. They shall not be eligible to receive funding from student fees through the Association;
3. "Provisional Student Organizations" shall be granted reservation privileges, eligibility for receiving Association funding up to \$700, and other privileges to be determined by the Student Involvement Office;
4. "Probationary Organizations" shall be ineligible for Association funding during the duration of the probation;
5. During the period of conditional recognition, an organization shall be eligible for all benefits granted to a recognized organization, except funding eligibility.

## Chapter 10. Withdrawal of Recognition

1. Recognition may be withdrawn by a two-thirds (2/3) of the Senate.

## Chapter 11. Oversight and Administration

1. All recognized organizations and any organization recognized by the Association is responsible to the Association.
2. The Association provides complete oversight and administration to any and all recognized organizations and any organization recognized by the Association with the right to overturn any decision made by Student Involvement

# S002 Office of the Student Advocate

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*Amended from the Statute previously approved and enacted on 1968-11-05, 1996-04-17, 2002-04-17, 2002-05-01, 2002-09-11, 2004-01-21, 2004-04-07, 2005-05-04, 2012-08-08, 2013-11-20, 2014-04-30, 2016-10-19, 2018-08-29, and 2022-04-14.*

## Chapter 1. Establishment

1. The Office of the Student Advocate of the Association is hereby established as a non-political office of the Association for the resolution of any concern, problem, complaint, and/or grievance brought by members of the student fees-paying community at the University.
2. The Office of the Student Advocate consists of the following:



- 2.1. Undergraduates Student Advocate, who serves undergraduate students
- 2.2. Graduate Student Advocate, who serves graduate students

## Chapter 2. Authority

1. The Office of the Student Advocate of the Association shall have all the authority necessary to effectively perform their duties in a timely and efficient manner provided that it is consistent with the Constitution, Bylaws, Statutes, and official policies of the Association
2. The Office of the Student Advocate shall have access to all pertinent files, records, electronic databases, research materials, data, and other informational resources of the University provided that such information may be obtained in compliance with all relevant local, state, and federal laws.
3. The Office of the Student Advocate may not be excluded from any meeting of the Faculty Senate or its standing committees or temporary committees; University committees; Senate meetings or its standing committee meetings or temporary committee meetings including executive sessions when seeking just solutions to any concern or problem.
4. All faculty members, administrators, staff persons, employees, and other personnel of the University will cooperate with requests from The Office of the Student Advocate of the Association made through administrative channels in the performance of the responsibilities of the Office.
5. The Treasurer of the Association shall have full authority over the budget of the Office of the Student Advocate, with individual expenditures not to exceed \$500. Expenditures over \$500 shall require the approval of the Senate in the form of a Funding Bill, submitted by the Treasurer of the Association.

## Chapter 3. Procedure for Appointment

### Section 1. Undergraduate Student Advocate Eligibility

1. The applicant is a currently enrolled student at the University with at least a 2.50 cumulative grade point average;
2. The applicant does not hold another Association position;
3. The applicant will have completed at least four (4) semesters as a full-time student at any University, with two (2) semesters being at the University, by the beginning of the fall term following appointment;
4. Applicants for the position of Student Advocate of the Association must complete an application and schedule an interview with the President of the Association.

### Section 2. Appointment

1. The President of the Association shall appoint an applicant to the position of Student Advocate of the Association with action to be ratified by a two-thirds (2/3) vote of the entire Senate, excluding vacant seats. This appointment shall be done on or before the first meeting of May of each year.
2. The newly appointed Student Advocate shall train with the outgoing Student Advocate for two (2) weeks following the confirmation of appointment and shall be sworn into office by the first business day of June.
3. The outgoing Student Advocate shall continue to serve in office until the newly appointed Student Advocate is sworn into office and shall afterwards serve in an advisory position until June 30 of that year.

4. In the event of the Student Advocate of the Association position being filled at any time other than the previously stated appointment date, the President of the Association may define specific training and advisory dates for both the incoming and outgoing Student Advocates of the Association.

## Chapter 4. General Responsibilities

### Section 1. General Concerns

1. The Student Advocate of the Association shall be responsible for helping students who approach their office with a question, problem, concern, complaint, and/or grievance regarding University personnel or procedures, hereinafter referred to as "concern," and work towards the resolution, if possible, of that concern.
2. The Student Advocate may not turn away a student seeking the Advocate's services, unless the Student Advocate gets an exception to this rule cleared by the Association Advisor.

### Section 2. Parking and Traffic Appeals

1. The Student Advocate of the Association shall have the following responsibilities with regard to Parking and Traffic Appeals
2. The Student Advocate of the Association shall be responsible for assisting any student who approaches their office with filing an appeal to the Traffic Appeals Committee regardless of whether the appeal is an "in-person" or "written only" appeal.
3. The Student Advocate of the Association shall be responsible for speaking to the University Committees responsible for parking and traffic appeals on a regular basis regarding pending appeals in an effort to create a professional and cordial working relationship between the University Police Department and the office of the Student Advocate.
4. The Office of the Student Advocate shall be responsible for obtaining copies of all student appeals that are to go before the Parking and Traffic Appeals Committee and shall be responsible for attempting, at least once, to contact all appellants who have not already contacted the Office of the Student Advocate in an attempt to better advise students of how the appeals process works.
5. It shall be the sole responsibility of the Office of the Student Advocate to give advice to students, if the student is unsure, whether they should appeal a traffic ticket or not. Further, only the Office of the Student Advocate may attempt to "plea bargain" with the Parking or Traffic Supervisor on behalf of a student.
6. The Office of the Student Advocate shall be responsible for representing all students at regular sessions of the Parking and Traffic Appeals Committee to the best of their ability, regardless of whether they have met with a particular student. Only in cases where it is impossible for the Office of the Student Advocate to appear a designee shall appear in the Advocate's place.
7. This shall not be construed to imply that the Office of the Student Advocate is required to attempt to have every ticket brought before the Parking and Traffic Appeals Committee overturned. If either Student Advocate feels that a ticket was truly deserved, they may choose to not advocate for its dismissal so that, when the Student Advocate does find a ticket that should be dismissed, they may argue with full credibility towards its dismissal.

### Section 3. Academic Appeals

1. The Office of the Student Advocate shall have the following responsibilities with regard to academic appeals

2. The Office of the Student Advocate will work with students in preparing to file appeals to the Academic Appeals Court in consultation with the Academic Appeals Court coordinator.
3. The Office of the Student Advocate shall be responsible for obtaining any information necessary for the student's appeal that the student has been unable to obtain on their own. This can include, but is not limited to, copies of the course syllabus, homework assignments and tests, and documented interviews with the members of the faculty related to the appeal.
4. At the request of the student, the Office of the Student Advocate shall represent the student before the Academic Appeals Committee meeting. The Office of the Student Advocate can act as a full representative and present the student's case on the student's behalf, or the Office of the Student Advocate of the Association can simply act as Counsel for the student if the student chooses to represent themselves.
5. The Office of the Student Advocate shall perform other duties that are necessary to best assist the student on a case-by-case basis.

#### **Section 4. Other Concerns**

1. Creating a temporary committee composed of members of the University and larger community to be chaired by the Undergraduate or Graduate Student Advocate or their designee to investigate the concern and provide a recommendation for how to handle the concern;
2. Obtaining and supplying information requested and/or referring the student to the proper source where information may be obtained;
3. Accepting suggestions and referring students to the appropriate persons within the University. The Student Advocate shall be responsible to follow up on the disposition of these suggestions periodically;
4. Investigating concerns and recommending solutions to the parties concerned;
5. Recommending to the proper administrator and/or decision-making body a solution to a concern;
6. Explaining University policies and procedure to uninformed students and to students with unjustified complaints;
7. Mediating situations between parties of a dispute to bring about a resolution to a dispute;
8. Reporting findings and recommendations for a solution to a concern to the President of the Association, Vice President of Student Affairs, and to other appropriate officials;
9. Referring a concern to an appropriate administrator if a conflict of interest arises;
10. Assisting a student, upon request by that student, in preparing an appeal to University Committees and Courts;
11. Providing a sense of closure to the student when no action is advisable.

#### **Section 5. Case Management**

1. All concerns received by the Office of the Student Advocate must be resolved within thirty (30) days after they are received or the Student Advocate of the Association must explain the delay in general terms, without violating the confidentiality of the case, to the President of the Association.
2. The Student Advocate of the Association shall be responsible for documenting information on any person requesting the services of the Office. A standardized form shall be completed which will include the student's name (only if they wish to have it documented), the date the concern is filed, the nature of the concern, and explanation of action taken by the Office of the Student Advocate. All individual case records shall be accessible only to the staff of the Office of the Student Advocate and Association Advisor.

3. The Student Advocate of the Association shall be responsible for keeping a record of the number, nature, and disposition of concerns and shall report this information monthly to the Senate
4. The Student Advocate of the Association shall be responsible for publicizing the Office of the Student Advocate.
5. The Student Advocate of the Association shall be responsible for maintaining 20 office hours per week

## Chapter 5. Removal from Office

### Section 1. Grounds for Removal

1. Failure to perform the prescribed responsibilities listed in this Statute or other specific written responsibilities assigned by the President of the Association and approved by a two-thirds (2/3) of the Senate;
2. Failure to maintain eligibility for office.

### Section 2. Removal Procedure

1. The Student Advocate of the Association may be removed from Office at the request of the President of the Association with such request to be approved by a two-thirds (2/3) roll call vote of the entire Senate.

## Chapter 6. Staff of the Office of the Student Advocate

### Section 1. Additional Staff

1. The following positions are established to assist the Student Advocate of the Association in carrying out the responsibilities of the Office: Associate Student Advocate, Assistant Student Advocate, and Secretary to the Student Advocate. These positions may be left unfilled if the Student Advocate so chooses.

### Section 2. Selection of Staff

1. The Associate Student Advocate, the Assistant Student Advocate, and the Secretary to the Student Advocate shall be hired by the Student Advocate of the Association with the consent of the President of the Association.

### Section 3. Reporting of Staff

1. All staff of the Office of the Student Advocate shall report directly to the Student Advocate.
2. The staff shall have all the responsibilities assigned to the Office of the Student Advocate by this Statute, as well as any additional responsibilities assigned to them by the Student Advocate.

## S003 Mandatory Student Services Fees

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*Amended from the Statute previously approved and enacted on 1972-02-15, 1996-04-17, 1990-10-31, 1996-10-30, 2004-01-21, 2004-09-01, 2005-02-16, 2005-03-16, 2005-05-04, 2012-08-08, 2013-09-11, 2014-06-07, 2018-08-29, 2019-10-5*

## Chapter 1. Definition of Term

1. For the purpose of this statute, "student fees" shall be construed to include all funds collected from students enrolled at the University which are assessed on the basis of a

headcount tiered system and paid or assessed at the enrollment and/or fee payment periods, excluding tuition; and all funds collected from students enrolled at the University which are paid or assessed at the enrollment and/or fee payment periods specifically assessed to supplement student fees for a particular program or activity, but are assessed on a basis other than credit hours.

## Chapter 2. Application for Student Fees

1. The application from entities to apply for student fees shall include the following:
  - A. A detailed request for the upcoming fiscal year, including projected revenue and expenses.
  - B. Information representing current fund reserve levels, reserve levels at the end of the previous fiscal year, and projected fund reserve levels at the end of the current fiscal year.
  - C. A copy of the detailed budget request for the previous fiscal year.
  - D. A list of total amounts requested for the previous five (5) years.
  - E. A Detailed actual revenue and expense reports for the previous fiscal year.
  - F. Any bond retirement schedules for debts being serviced by student fees.
  - G. A Breakdown of all positions and their salaries that are funded by student fees.
2. An application that is submitted which does not include all of the above information or additional information requested in the questionnaire that is required by the deadline may not be heard in the budget hearings
3. The applications are compiled by the Budget Office in collaboration with the Treasurer and Association Advisor and shall be submitted by a deadline set by the Treasurer. The hearing scheduled, including the deadline, shall be developed prior to the second Senate meeting in November by the Chair. At least two (2) weeks after the deadline, all applications shall be given to each member of the Student Fees Committee

## Chapter 3. Eligibility for Appropriation

1. No student club or organization is eligible to receive funding through the Student Fees Committee with the exception:
  - A. The Student Government Association, including funding for Organization Appropriations; and
  - B. The Sunflower, Student Newspaper of Wichita State University.
2. Other entities not covered in this Chapter are eligible to apply, with no guarantee of funding.
3. Entities who are currently a Funding Commitment with the Association and in good standing, as related to this Chapter, are eligible to apply, with priority allocation considered by the Committee.
4. Any entity which is not in compliance with the Constitution, Bylaws, Statutes, and/or Resolutions of the Association shall not be eligible to receive Association funds.

## Chapter 4. Educational Opportunity Fund

1. The Educational Opportunity Fund shall include all funds collected from students enrolled at the University which are paid or assessed at enrollment and/or fee payment periods, excluding tuition. This is assessed based on full-time enrollment and prorated for part-time students.
2. This Fund shall be utilized to give financial assistance to members of the Association to facilitate or expedite their academic pursuits at the University and shall not be used to

replace existing University support for financial aid and student services and follows all requirements as stated in this Statute.

3. The Association shall limit funding to those departments, organizations, agencies, or programs that concur with one (1) or more of the following guidelines:
  - A. Academic scholarships and fellowships for both graduate and undergraduate students.
  - B. Need-based grants, including awards to students with special expenses such as childcare or groups of students who have been historically underrepresented in higher education.
  - C. Salaries or grants for students participating in public and community service programs.
  - D. Salaries for students employed in campus student services programs, such as tutoring, day care and peer counseling.
4. The Fund request shall be made as one (1) budget request that covers the complete package of all approved programs. This complete budget will then be overseen by the Treasurer throughout the year in the case that money shall be shifted from one program to another.
5. This Fund shall not be expended for purchases of food, refreshments, and all social incidentals

## Chapter 5. Annual Three-Year Review

1. Pursuant to Kansas Board of Regents Fiscal Management and Business Administration policies, Section II.D.1 (Tuition and Fees) and Wichita State University Budget Planning and Allocation Process Policy 12.01.A.3, the Student Fees Committee shall conduct fee reviews and set funding for a three-year cycle on an annual basis. The Committee may request reports from student fee entities in years that their funding is not being reviewed. Any breach of the Funding Commitment between the Association and the entity shall result in automatic review of the fee by the Committee.
2. In situations not outlined in the agreement or unexpected shortfalls, the Committee may review an entity at any time with two-thirds (2/3) majority of the seated Senate.
3. Subject to Section 2 of this Chapter, entities shall be reviewed on a three-year cycle. The entities due for review can either remain constant, decrease, increase, and/or be adjusted with a budget enhancement in lieu of a base budget increase.
4. Each entity will be reviewed accordance to a three-tiered funding strategy.
  - A. Tier 1 is a certain percent funding increase and should delineate additional services or service enhancements that would be provided for this increased funding level.
  - B. Tier 2 is a continuance of funding and should specify its effects on current operations and services offered.
  - C. Tier 3 is a certain percent funding reduction and should delineate effects on current services and operations.
5. The President of the Association may issue a suspension of staggered funding increases or decreases at any time.
6. The Committee shall also consider increases to Cost of Living (COI), or other mandatory increases without pulling entities out of review cycle with an addendum added to each entity affected by this increase.
  - A. The Committee shall retain the authority to discuss if funding will be added or if entities will be subject to covering the differences of mandatory increases.
  - B. Cost of Living (COI) increases not mandated by the State Legislature are not covered by this section and will need to be requested during the tri-annual review of entity as an increase.

7. The Committee shall process each student fee budget allocation on a “per student allocation” and access a base dollar allocation to entities, would remain the same for a minimum of three years.
  - A. Entities’ overall budgets are annually based on enrollment projections. Any increases or decreases based on enrollment will be adjusted annually by entities based on 20<sup>th</sup> day numbers. The Treasurer of the Association shall work with the Budget Office to issue notices of adjustments based on 20<sup>th</sup> day reporting should changes occur.
  - B. All Educational Opportunity Funds shall be excluded from automatic increases or decreases based on enrollment projections. Shortfalls to standalone funds shall be covered by the contingency fund.
    1. Standalone Educational Opportunity Funds are defined as funds that are not affiliated with another entity currently funded by student fees
  - C. During the tri-annual review of an entity, the Committee shall review cash balances and reserves of each entity for decision on sweeps for re-allocations.

## Chapter 6. Three-Year Cycle Hearings

1. The Treasurer of the Association shall be responsible for managing the three-year cycle and accept recommendations and/or requests by entity or the Senate for adjustments:
  - A. Year A: Student Engagement, Advocacy & Leadership, Student Conduct and Community Standards, Campus Recreation, Shift Space Gallery, Clayton Staples Gallery Visiting Artist Lecture Series, Campus Activities, Varsity Esports
  - B. Year B: Student Health Services, Counseling and Prevention Services, Office of Diversity and Inclusion, Student Life Assessment and Retention, The Sunflower, Student Government Association, Graduate School, College of Fine Arts
  - C. Year C: Rhatigan Student Center, Educational Opportunity Funds (standalone requests), Child Development Center, Office of Disability Services, Approved Bond Payments
2. The Three-Year Cycle shall commence in Fiscal Year 2023

## Chapter 7. Enhancement Allocation of Currently Funded Entities

1. If an entity is not up for their review cycle, the entity may request one-time budget enhancement allocation.
2. Entities are allowed to apply for a one-time request to enable entities to make large purchases out of their review cycle. These requests may be withdrawn from the Contingency Fund, paid for by sweeps, or added to the Budget, upon approval of the Student Fees Committee and Student Senate.
3. A budget enhancement allocation shall be a one-time allocation given when all of the following criteria are met:
  - A. The entity may not make the request in the same year as their review cycle; and
  - B. The entity has exhausted all other means of outside funding; and
  - C. Entities must submit a written proposal to the Chair outlining the justification of the allocation, funding proposal, and any additional information requested by the Committee; and,
4. These allocations may only be used to fund one-time expenditures dedicated to equipment, software, minor structural improvements, and other items at the discretion of the Committee.

## Chapter 8. Student Fees Committee Appropriations and Recommendations

1. The allocation of student fees shall be divided into line items.
2. At the conclusion of the student fees hearings, the Student Fees Committee shall set the level of appropriation, with the approval of the Student Senate, President of the Association, and finally the President of the University.
3. The University Budget Office shall continue to maintain the function of processing the request and preparing the budget Automatic Appropriations. The University Budget Office does not have the authority for appropriation.
4. The Treasurer of the Association shall have access to be able to monitor all student fees line item accounts with the cooperation of the Wichita State University Office of Financial Operations.
5. The Office of Financial Operations, upon closing of the University books each fiscal year, shall make a report to the Treasurer of the Association on the status of the unallocated student fees reserve account and the reserve level in each line item account at the end of each fiscal quarter. At the end of the fiscal year, this report shall also include the actual amount of credit hours that were recorded for that fiscal year.

## Chapter 9. Increases or Decreases in Student Fees

1. Overall increases or decreases in student fees shall be recommended by the Student Fees Committee and sent to the Senate for approval.
2. All fee increases considered by either the Administration or the Senate must have notice at least three (3) meetings before the enactment of said policy.
3. Upon approval of the Senate, notice shall be issued to the President of the Association for Presidential approval and then forwarded to the President of the University. The President shall notify the Senate of the approval or rejections of the recommendation by the President of the University.

## Chapter 10. Special Allocations for non-funded Entities or Special Projects

1. Funds in the student fees reserve may be drawn upon at times as requested by the Treasurer of the Association and approved by the Senate.
2. The Central Office, in conjunction with the Treasurer of the Association, shall develop a process to take in proposals and present proposals to the President of the Association prior to submission to the Senate.
3. At any regularly or special scheduled session of the Senate, the Treasurer of the Association shall be responsible for submitting such allocations to the Senate review and approval.
4. Allocation recommendations are on a case by case basis and are only for one-time allocations for entities and non-student fee funded entities.

## Chapter 11. Adjustments for the Use of Funds

1. After all budgets are approved by Student Senate, the Treasurer of the Association shall work with the University to discuss the adjustments necessary to meet the approved allocations based on projected enrollment figures. Approval for the adjustments must be granted by the Senate at any regularly or special scheduled session



2. The President of the Association and the Treasurer of the Association shall both be responsible for ensuring a balanced budget based on projected revenue and shall be granted the authority to issue claw back orders to ensure a balanced budget.

## Chapter 12. Restrictions on Use of Funds

1. Student Fees may not be taken from line item allocations to fund any activities or services without prior approval from the Senate. Violations to this may result in suspension of funding, deduction of funding or other sanctions issued by the Senate
2. The Treasurer of the Association shall be allowed to withdrawn from reserves at any time during the fiscal year
3. Entities, when hiring student assistants, using student fee funds, shall compensate those positions at a minimum hourly rate of \$10.00 per hour, starting in Fiscal Year 2023. The Treasurer, at any time, may request records to ensure compliance with this Chapter.

## Chapter 13. Bond Payments Funded by Student Fees

1. In accordance with Kansas Board of Regents policies, the University may collaborate with both the President of the Association and the Speaker of the Senate to develop special project proposals requiring bond payments.
2. Once proposals are complete, such proposal must be submitted for review to the Senate.
3. The following shall be the criteria to judge whether the requested proposal should use student fees:
  - A. Impact on Student Life at Wichita State University
  - B. Contribution to long range goals of Wichita State University
  - C. Value to Campus
4. Any bond proposal to the Senate shall contain the following information:
  - A. A justification of the fee and benefits to the student body
  - B. The request and justification for the level of its fee
  - C. Any alternative methods of raising funds for proposal
  - D. Any additional information requested by either the President of the Association or Speaker of the Senate
5. All proposals shall follow as such:
  - A. The President of the Association and Speaker of the Senate shall be required present the proposal during a town hall for members of the Association
  - B. Following the Town Hall, a formal proposal shall be submitted to the Senate for approval in the form of a Bill
  - C. The Speaker of the Senate shall require a two-week review and a vote called on the third week
  - D. In compliance with KSA 76-742, proposals shall be approved by the Senate with a two-thirds majority of the Senate.
6. All funds for bond payments shall carry an expiration date and must be placed in a separate account from the student fees account for annual tracking and are not discussed at the annual hearings until expiration of the Bond
7. At the conclusion of the Bond payment, the Senate may, with a two-thirds vote, authorize the retention of the annual allocation to be redistributed to other line items by the Student Fees Committee

## Chapter 14. Funding Commitments

1. Entities are expected to ensure that all proposals, and assurances given to the Association are adhered to throughout the course of the fiscal year in which funding was approved for.
2. In order to ensure that the entities understand the expectations of the Association and to ensure that all funding commitments are kept by both parties, the Association shall draft a Memorandum for every entity which will include any commitments established between the two parties and any conditions that are placed on the funds by the Senate or Committee.
3. At the request of an entity, the Treasurer of the Association shall have the ability to amend funding commitments for mid-cycle budget adjustments out of review cycle with the approval of the Senate.
4. If the funding commitment is violated, the Association reserves the right to adjust the budget of the entity in the next fees meeting.
5. All funding commitments must be signed by the President of the Association, the Speaker of the Senate, the Treasurer of the Association, the Budget Officer of the entity who received funding, and the Association's Advisor

## Chapter 15. Contingency Fund and Reserves

1. Annually, one percent (1%) of the student services fee projection must be automatically transferred to the student Service Fees Contingency fund to only be used as recommended by the Treasurer of the Association and approved by the Senate.
2. The Committee shall not be required to continue to transfer to the Contingency Fund if the funding exceeds one million dollars (\$1,000,000). The Central Office shall request regular balances of the Fund
3. The Committee may request to the Senate a suspension of the transfer as needed.
4. Individual entities shall not have an individual reserve of more than ten (10%) of their year disbursement. Any funding that exceeds this limit may be withdrawn by the Committee into the Student Fees Contingency Fund.
5. The Office of the Vice President for Student Affairs shall be allowed to sweep no more than \$150,000 per fiscal year from Division reserves to fund Student Affairs Administration
6. Any reserves left in any entities may be withdrawn at any time by the Treasurer of the Association

## Chapter 16. Fee Advisory Authority

1. The Student Fees Committee shall serve an advisory and review function for the following fiscal items:
  - A. The Athletics Fee;
  - B. Any change in the level of Tuition charged to members of the Association.