Wright State University
Student Government Association Bylaws
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INTRODUCTION

These are the Bylaws of Wright State University’s Student Government Association and are specific rules of policy and conduct for all participants in the organization and are consistent with the Constitution. No member shall waive or modify the Bylaws, or other documents, without due and proper consultation with approval of appropriate administrators and advisors within the Student Government Association.

ARTICLE I: THE EXECUTIVE BOARD

SECTION I - DUTIES OF THE EXECUTIVE BOARD

A. Shall attend meetings of the Student Government Association and the Executive Board.
B. Shall be an active representative of the Student Government Association to university wide committees and student organizations.

SECTION II – DUTIES OF THE PRESIDENT

C. Shall serve as the chief executive officer of Student Government Association.
D. Shall act as the representative of the student body at all official university functions or appoint a designee to replace the president.
E. Shall act as the official representative of Student Government Association and assume final responsibility for the proper execution of Student Government Association business.
F. Shall create and present to the Senate and Cabinet a list of goals and objectives for the academic year.
G. Shall preside over the Executive Board.
H. Shall serve as an ex officio and non-voting member of the Student Government Association.
I. Shall serve on various university committees including, but not limited to, the Student Organization Budget Committee, ex officio member of Faculty Senate, and the Student Affairs Committee of the Board of Trustees.
J. Shall appoint members of the Executive Board with two-thirds (2/3) approval from Senate present and willing to vote.
K. Shall, in consultation with the Executive Board, appoint all persons to Student Government Association and University Committees.
L. Shall provide the Director of Internal Affairs and the Chief of Staff with operational information pertaining to all university committees.
M. Shall possess the right to veto any legislation approved by the senate.
N. Shall create Standard Operating Procedures (SOPs) for Student Government Association members.
O. Shall oversee the implementation and dissemination of legislation properly passed by the Senate.
P. Shall be permitted to enter into contractual agreements with agencies and organizations outside the university community, subject to the approval of the Vice President of Student Affairs or the designee.
Q. Shall report to the Senate the status of all enacted legislation at the end of each semester.
R. Shall call special sessions of the Student Government Association by email or in writing when necessary, giving at least 48 hour notice beforehand.
S. Shall work a maximum of twenty (20) hours a week of which at least two (2) in-office hours
T. Shall sign the Student Employment contract.
U. Shall form Task Forces to investigate and solve campus wide issues.

SECTION III – DUTIES OF THE VICE PRESIDENT

A. Shall assume all the duties of the President in the President’s absence or inability to perform.
B. Shall serve as President of the Senate, and shall only vote in the event of a tie.
C. Shall preside over the Senate and monitor performance.
D. Shall facilitate collaboration between the Senate and the student advisory group for each college and school.
E. Shall plan and execute the annual College Rep Leadership Summit.
F. Shall recruit and develop prospective Student Government Association leaders to serve on committees and help Student Government Association with various initiatives.
G. Shall coordinate with the Chief of Staff and Director of Internal Affairs to organize all Student Government Association retreats and special events at meetings.
H. Shall form and chair the Student Trustee Search Committee.
I. Shall serve on the Executive Board.
J. Shall work a maximum of fifteen (15) hours a week of which at least two (2) in-office hours.
K. Shall sign the Student Employment contract.

SECTION IV – DUTIES OF THE CHIEF OF STAFF

A. Shall assist the President and Vice President in coordinating Student Government Association initiatives.
B. Shall assume the duties of the President if the Vice President does not assume the presidency through absence or inability to perform.
C. Shall provide Senate and Cabinet members with resources necessary to accomplish goals of Student Government Association.
D. Shall work on the coordination of committee assignments and dispersal of this information to committee representatives.
E. Shall maintain contact with the chairs of university committees regarding committee meeting times.
F. Shall coordinate the hiring process of new Student Government Association members.
G. Shall work in conjunction with the Director of External Affairs in order to accurately report Student Government Association progress to campus media.
H. Shall establish and maintain a positive and productive office culture within Student Government Association.
I. Shall assist the President and Vice President with any administrative needs and event/meeting planning.
J. Shall serve on the Executive Board.
K. Shall work a maximum of thirteen (13) hours a week of which at least two (2) in-office hours.
L. Shall sign the Student Employment contract.

SECTION V – DUTIES OF THE DIRECTOR OF INTERNAL AFFAIRS

A. Shall be third in the order of succession behind the Vice President and the Chief of Staff.
B. Shall produce, distribute, and file accurate Student Government Association meeting minutes and committee reports while keeping said documents available on Google Drive.
C. Shall create Student Government Association Google e-mail addresses for all paid members of Student Government Association.
D. Shall organize the Google Drive and provide adequate access to each position in Student Government Association.
E. Shall create the Student Government Association meeting agendas in collaboration with the President.
F. Shall provide the President and Vice President with a list of vacant committee assignments.
G. Shall handle the day to day operations of Student Government Association’s budget, including record keeping and paying invoices. Also responsible for dissemination of monthly expenditure reports.
H. Shall train Student Government Association members in proper use of budgetary policies and procedures.
I. Shall provide access to the pro-card for Student Government Association purchases.
J. Shall maintain adequate office supplies through periodic inventory checks and orders.
K. Shall maintain orderly Student Government Association archives through the use of Google Drive.
L. Shall create interactive programing for Student Government Association members (Socials, etc.).
M. Shall call role at the beginning of each meeting to establish quorum.
N. Shall serve on the Executive Board.
O. Shall work a maximum of thirteen (13) hours a week of which at least two (2) in-office hours.
P. Shall sign the Student Employment contract.

SECTION VI – DUTIES OF THE DIRECTOR OF EXTERNAL AFFAIRS

A. Shall oversee all activities regarding Student Government Association’s public relations on the campus of Wright State University.
B. Shall be aware of Wright State University and local media, and maintain contact with these organizations to ensure a positive Student Government Association image by disseminating student opinions and Student Government Association initiatives.
C. Shall publicize Student Government Association initiatives and student concerns through various forms of communication on campus.
D. Shall be responsible for coordinating publicity of initiatives and maintaining contact with the Director of Internal Affairs regarding funds available for publicity purposes.
E. Shall be responsible for maintaining the upkeep of the Student Government Association message boards.
F. Shall operate the Student Government Association electronic board and verify that any student organization that wants to utilize the sign is in good standing with the House of Representatives.
G. Shall keep Student Government Association’s website and social media outlets up to date.
H. Shall share communications and updates throughout Student Government Association.
I. Shall serve as the chairperson for the Committee for External Affairs.
J. Shall work a maximum of thirteen (13) a week of which at least two (2) in-office hours.
K. Shall sign the Student Employment contract.

SECTION VII – DUTIES OF THE CHIEF JUSTICE

A. Shall be the final interpreter of the Student Government Association Constitution and Bylaws.
B. Shall coordinate, or assist the Speaker of the House, with mediation of all organizational disputes.
C. Shall conduct the general student body elections, and special elections as needed, including the election process for the University College Senator.
D. Shall coordinate all Student Government Association elections and referendums.
E. Shall maintain the authority to establish all rules and procedures for fair and orderly elections.
F. Shall interpret and handle any Student Government Association election appeals.
G. Shall serve as the chairperson for the Student Election Commission (SEC).
H. Shall serve as the parliamentarian for Student Government Association.
I. Shall serve as the chairperson for the Student Legal Services Review Board.
J. Shall serve as a mediator for interorganizational conflict.
K. Shall serve on the Executive Board.
L. Shall work a maximum of 7 (seven) hours a week of which at least two (2) in-office hours.
M. Shall sign the Student Employment contract.

SECTION VIII– DUTIES OF THE CHIEF POLICY OFFICER

A. Shall assume duties of the Chief Justice in the Chief Justice’s absence or inability to perform.
B. Shall serve as a Registrar to the judicial branch of the Student Government Association by keeping records of changes to governing documents.
C. Shall advise the President and the Chief Justice on policy issues that affect the administration of Student Government Association.
D. Shall serve as the chief lobbyist for the Student Government Association.
E. Shall serve as the primary contact for collaboration with the Ohio Student Government Association.
F. Advise and collaborate with members of the SGA in the development of regulations, policies, and administrative guidance.
G. Shall assist the Chief Justice in all the election procedures.
H. Respond to policy queries submitted by internal and external parties either directly or through other Student Government Association operating units such as HoR, SEC, etc
I. Ensure consistency and integration of SGA policy across SGA programs and operations.
J. Support SGA program operations and assist E-Board in implementing SGA policy decisions.
K. Shall serve as the chairperson of the Legislative and Governance Committee.
L. Shall exist as an ex-officio member of the E-board.
M. Shall work a maximum of 7 (seven) hours a week of which at least two (2) in-office hours.
N. Shall sign the Student Employment contract.

SECTION IX – DUTIES OF THE SPEAKER OF THE HOUSE OF REPRESENTATIVES

A. Shall preside over the House of Representatives and, only vote in the case of a tie.
B. Shall serve as the official representative of the House of Representatives to the Student Government Association.
C. Shall facilitate communication between the House of Representatives and the Senate.
D. Shall submit all House of Representatives legislation to the Senate for voting.
E. Shall appoint, with the consent of the House of Representatives, other officers as the Speaker deems necessary.
F. Shall call special meetings of the House of Representatives as needed or upon the request of at least ten (10) percent of the House of Representatives. Shall keep accurate records of those organizations that are registered through the Office of Student Activities along with their standings.
G. Shall, in conjunction with the Director of Internal Affairs, keep an accurate account of the budget of the House of Representatives.
H. Shall report to the President on House of Representatives activities.
I. Shall assist with the promotion and development of student organizations.
J. Shall serve on the Student Organization Budget Committee as a representative of the House of Representatives.
K. Shall manage the fiscal affairs of the House of Representatives, overseeing usage and maintenance of House of Representatives supplies for the use of student organizations.
L. Shall meet a minimum of once a month with the Director or Assistant Director of Student Activities to keep the organization informed of projects, problems, and other issues pertinent to the development of student organizations and the House of Representatives.
M. Shall be elected from among its membership and shall remain in office until the next duly elected Speaker of the House of Representatives assumes office. Any member of a Student Activities...
registered student organization may run for Speaker of the House of Representatives.

N. Shall coordinate with the Chief Justice with all intra-organizational disputes.
O. Shall serve on the Executive Board.
P. Shall work a maximum of thirteen (13) hours a week of which at least two (2) in-office hours.
Q. Shall sign the Student Employment contract.

ARTICLE II: THE CABINET

SECTION I – DUTIES OF A CABINET DIRECTOR

A. Shall submit a weekly activity report to the Chief of Staff.
B. Shall attend all meetings of the Student Government Association and Cabinet.
C. Shall be an active representative on university wide committees and student organizations and be able to efficiently communicate the progress of Student Government Association activities to said committees and/or various student organizations.

SECTION II – DUTIES OF THE DIRECTOR OF ACADEMIC AFFAIRS

A. Shall serve on, or maintain close correspondence with members of committees that deal with university academic issues.
B. Shall provide updates to the President regarding the progress of academic related committees. These updates shall include the names and contact information of the student representatives as well as relevant meeting minutes, agendas, and future meeting times.
C. Shall maintain close correspondence with university governance committees, such as the Faculty Senate and the Board of Trustees.
D. Shall be knowledgeable of activities in academic areas not covered by university committees.
E. Shall coordinate student representation on academic committees and brief the Senate on important academic issues.
F. Shall be aware of, and assist, Senate members in their handling of intra-college academic issues.
G. Shall be knowledgeable of legislation at the state and federal levels regarding higher education and its funding. All research will be reported at a Student Government Association meeting at the end of each semester.
H. Shall work a maximum of thirteen (13) hours a week of which at least two (2) in-office hours.
I. Shall sign the Student Employment contract.

SECTION III– DUTIES OF THE DIRECTOR OF DIVERSITY AND INCLUSION

A. Shall take primary executive responsibility for SGA activities that promotes diversity and inclusion, such as the progression of affirmative action at Wright State University to heighten cultural sensitivity
and racial integrations; to create a more inclusive university community.
B. Shall work with, and represent, the underrepresented student populations on campus.
C. Shall maintain contact with the offices including, but not limited to: Bolinga Black Cultural Resources Center, the Office of Disabilities Services, Women’s Center, the Office of Multicultural Affairs and Community Engagement, the Office of Latino Affairs, etc.
D. Shall attempt to resolve issues of concerns raised by students of underrepresented groups.
E. Shall work with student organizations and campus initiatives that enhance multicultural inclusion on campus.
F. Shall chair the Diversity and Inclusion Advisory Committee for Student Government Association.
G. Shall work a maximum of thirteen (13) hours a week of which at least two (2) in-office hours.
H. Shall sign the Student Employment contract.

SECTION IV – DUTIES OF THE DIRECTOR OF ACCESSIBILITY, HEALTH, & SAFETY

A. Shall advocate for all accessibility, health, and safety issues.
B. Shall promote activities in the area of diversity and inclusion pertaining to student’s accessibility, health, and safety.
C. Shall sit on, or maintain, close correspondence with members of committees that deal with university issues pertaining to accessibility, health, and safety.
D. Shall maintain contact with, but not limited to, the Office of Disability Services, Counseling and Wellness Services, Physical Plant, etc.
E. Shall attempt to resolve issues of concern of persons with accessibility, health and safety concerns, assisting Senate’s handling of such issues as well.
F. Shall pursue, or have current knowledge and understanding of the American Disability Act (ADA) and can apply its principles.
G. Shall work a maximum of thirteen (13) hours a week of which at least two (2) in-office hours.
H. Shall sign the Student Employment contract.

SECTION V – DUTIES OF THE DIRECTOR OF STUDENT AFFAIRS

A. Shall gather opinions about university issues from the student body and ensure that special interest groups are heard and understood by Student Government Association. This research is to be documented in writing to the President and reported at Student Government Association meetings.
B. Shall review the minutes and agendas of pertinent university committees to determine campus wide student concerns. Upon recognizing student concerns, he/she shall report these issues at Student Government Association meetings where various solutions can be discussed. Following discussion, he/she shall actively research and lead the implementation of feasible solutions.
C. Shall oversee all surveys conducted by Student Government Association and help to coordinate forums
of strong interest to the student body.

D. Shall ensure that special interest groups are represented, and the mission statements of Student Government Association and Wright State University are maintained throughout the implementation following these initiatives.

E. Shall maintain close correspondence with the Office of Student Activities regarding services available to students and inform the office about services for which students are expressing a need/concern. This correspondence shall be documented in writing to the President and reported at Student Government Association meetings.

F. Shall be aware of the university’s capital projects and physical facilities. If issues regarding these projects and facilities shall arise, they should be reported to Student Government Association thoroughly incorporating student concerns.

G. Shall work a maximum of thirteen (13) hours a week of which at least two (2) in-office hours.

H. Shall sign the Student Employment contract.

SECTION VI – DUTIES OF THE DIRECTOR OF OUTREACH AND COLLABORATION

A. Shall coordinate Student Government Association’s participation in special events on and off campus

B. Shall maintain contact with the organizations, but not limited to: University Activities Board, Residential Community Association, Black Student Union, Fraternity and Sorority Governing Council, Rainbow Alliance, and the Graduate Student Assembly.

C. Shall inform the Student Government Association of programs and events across campus.

D. Shall collaborate on campus wide events and initiatives as deemed appropriate.

E. Shall work a maximum of thirteen (13) hours a week of which at least two (2) in-office hours.

F. Shall sign the Student Employment contract.

SECTION VII – DUTIES OF THE DIRECTOR OF THE FRESHMAN INTERNSHIP PROGRAM

A. Shall report to the Chief of Staff.

B. Shall Recruit, interview, and train all Freshman Interns.

C. Shall be responsible for delegating projects and tracking progress of Freshman Interns.

D. Shall keep track of office hours, organization involvement, and outreach initiatives for each freshman intern.

E. Shall assign freshmen interns to appropriate roles within the Student Government Association in correlation with the Speaker of the House of Representatives.

F. Shall work a maximum of thirteen (13) hours a week of which at least two (2) in-office hours.

G. Shall sign the Student Employment contract.

SECTION VIII - DUTIES OF THE ASSISTANT DIRECTOR OF EXTERNAL AFFAIRS

A. Shall assume all the duties of the Director of External Affairs in his/her absence or inability to
perform.

B. Shall assist the Director of External affairs in promoting student life and Student Government affairs.

C. Shall serve as the marketing liaison for the House Team

D. Shall work a maximum of nine (9) hours a week of which at least two (2) in-office hours.

SECTION IX – DUTIES OF THE ASSISTANT SPEAKER OF THE HOUSE OF REPRESENTATIVES

A. Shall assume all the duties of the Speaker of the House of Representatives in his/her absence or inability to perform.

B. Shall book all rooms for House of Representatives meetings.

C. Shall take minutes for all House of Representatives meetings.

D. Shall type and deliver all meeting minutes within one (1) week to organizational meetings.

E. Shall order the proper equipment for all meetings.

F. Shall conduct daily tasks of assisting organizations with getting copies, usage of House of Representatives equipment, and other duties as needed.

G. Shall serve as the chairperson for the Special Funding Committee (SFC).

H. Shall create flyers for the Speaker and Assistant Speaker of House of Representatives office hours and also for House of Representatives meeting times and updates.

I. Shall plan and execute student organization tunnel painting.

J. Shall work a maximum of nine (9) hours a week of which at least two (2) in-office hours.

K. Shall sign the Student Employment contract.

SECTION X - DUTIES OF ASSOCIATE DIRECTORS

A. Shall submit a weekly report to the Chief of Staff.

B. Shall attend all meetings of the Student Government Association and Cabinet.

C. Shall be an active representative on university wide committees and student organizations and be able to efficiently communicate the progress of Student Government Association activities to said committees and/or various student organizations.

D. Shall be created at the discretion of the president and said term ends with the administration of appointment unless extended by successor.

E. Example Associate Director Job Description:

DUTIES OF THE ASSOCIATE OF INTERNATIONAL STUDENT AFFAIRS

A. Shall work with, and represent, international student groups on campus.

B. Shall sit on, or maintain close correspondence with members of committees that deal with the university’s international student issues.

C. Shall address and attempting to resolve issues of concern of international students on campus, assisting Senators’ handling of such issues as well.
D. Shall collaborate with the Director of Diversity and Inclusion to address issues regarding diversity.

E. Shall remain current on issues of interest to international students in areas not covered by University committees.

F. Shall sit on or be affiliated with, but not limited to, the International Gateway Program and LEAP (Learning English for Academic and Professional Purposes) organizations.

ARTICLE III: THE HOUSE OF REPRESENTATIVES

SECTION I - SPEAKER OF THE HOUSE OF REPRESENTATIVES

A. See Section I, Article IX.

SECTION II - ASSISTANT SPEAKER OF THE HOUSE OF REPRESENTATIVES

A. See Section II, Article IX

SECTION III – DUTIES OF A MEMBER OF THE HOUSE OF REPRESENTATIVES

A. Shall assist in facilitating communication among organizations.

B. Shall forward concerns raised by his/her organization to the House of Representatives for discussion and possible action.

C. Shall serve as the liaison between his/her organization and the House of Representatives, including providing regular updates on items of interest or concerns to their organization including the SOAR program.

D. Shall attend the Collective House Meeting at the beginning of each semester to remain a voting member and in good standing.

   a. Good standing is defined as, “Having attended the Collective House Meeting at the beginning of each semester.”

   b. A newly formed student organization will remain in good standing until they have been a member of the House of Representatives for one (1) entire semester. After that semester, the stated organization shall be subject to the stated requirements.

ARTICLE IV: THE SENATE

SECTION I– DUTIES OF A SENATOR

A. Shall submit update a weekly activity report to the Vice President.

B. Shall serve as the liaison between his/her constituency and the Student Government Association

C. Shall be responsible for communicating all Student Government Association’s business to his or her constituents.

D. Shall send an official communication to their constituency twice per semester regarding important
updates from SGA and their respective college.

E. Shall determine and act on issues that are deemed important by his/her constituency.

F. Shall remain informed on current academic issues, curriculum issues, career awareness issues and other issues within their respective colleges.

G. Shall maintain active correspondence with his/her college Dean and other administrators.

H. Shall work in conjunction with the Executive Board and other Senators addressing and/or implementing university-wide initiatives.

I. Shall attend all meetings of the Senate and Student Government Association and reporting the status of issues in his/her constituency.

J. Shall attend all meetings of the Senators as requested by the Vice President.

K. Shall be an active representative on university wide committees and student organizations and be able to efficiently communicate the progress of Student Government Association activities to said committees and/or various student organizations.

L. Shall sit on at least (2) committees pertaining to their position.

M. Shall work a maximum of nine (9) office hours a week. Two (2) hours must be served as in-office hours.

N. Shall sign the Student Employment contract.

SECTION II - DUTIES OF A LIAISON SENATOR

A. Shall be, for the School of Professional Psychology and the Boonshoft School of Medicine senator positions, the President of the respective student governments or a designate member of the respective constituency deemed appropriate by the President of the respective student governments.

B. Shall be, for the Lake Campus senator position, a member of the Lake Campus student representative body or a designate student of the Lake Campus deemed appropriate by the Lake Campus student representative body.

C. Shall serve as the liaison between his or her respective student government or representative body and the Student Government Association.

D. Shall be responsible for communicating all relevant Student Government Association’s business to his/her constituents.

E. Shall have the option to attend all meetings of the Senate and Student Government Association and report the status of issues in his/her constituency. In the event he/she is unable to attend a meeting(s), they are permitted to send a member of their constituency in their place.

F. Shall maintain all the rights of a Senator as described in the Constitution of the Wright State University Student Government Association.

ARTICLE V: COMMITTEES

SECTION I – DUTIES OF A COMMITTEE MEMBER
A. Shall assist in the activities of the overseeing Director.
B. Shall serve on a SGA Standing Committee.
C. Shall work a maximum of four (4) hours a week.

SECTION II- DUTIES OF A FRESHMAN INTERNSHIP PARTICIPANT

A. Shall report to the Director of the Freshman Internship Program.
B. Shall serve on a Freshman Internship internal committee(s).
C. Shall promote SGA initiatives among campus student organizations.
D. Shall serve on a SGA standing committee.
E. Shall assist with SGA outreach initiatives.

SECTION III– STANDING COMMITTEES

A. All standing committees:
   a. Shall meet a minimum of twice a month.
   b. Shall submit a report to the Chief of Staff, Director of Internal Affairs, House of Representatives, and Senate.
   c. The President shall be an ex officio member of the committees.
B. Student Affairs
   a. Chaired by the Director of Student Affairs.
   b. Shall commit to the improvement of the following areas, including but not limited to: Parking and Transportation, Hospitality Services, Raider Connect, and Student Union services.
C. Diversity and Inclusion Committee
   a. Chaired by the Director of Diversity and Inclusion.
   b. Shall commit to the improvement of the following areas, including but not limited to: Bolinga Black Cultural Resources Center, the Office of Disabilities Services, Women’s Center, the Office of Multicultural Affairs and Community Engagement, the Office of Latino Affairs, etc.
D. Accessibility, Health, and Safety Committee
   a. Chaired by the Director of Accessibility, Health, and Safety.
   b. Shall commit to the improvement of the following areas including but not limited to: the Office of Disability Services, Counseling and Wellness Services, Physical Plant, etc.
E. Academic Affairs
   a. Chaired by the Director of Academic Affairs.
   b. Shall commit to the improvement of the following areas, including but not limited to: general education requirements, commencement, and course evaluations.
F. External Affairs Committee
   a. Chaired by the Director of External Affairs and co-chaired by the Assistant Director of External Affairs.
b. Shall coordinate all marketing, communications, public relations, and outreach initiatives for Student Government Association
c. Shall consist of positions focused on the following areas: public relations, graphic design, videography, web design, social media, major and minor outreach events, and any other necessary positions.

G. Committee for Diversity and Inclusion
a. Chaired by the Director of Diversity and Inclusion
b. Shall serve as a platform for students representing various populations to discuss campus issues and provide policy proposals to Student Government Association
c. Shall consist of a student representative for each of the following departments/organizations: ANA Center, Bolinga Center, FSGC, Office of Disability Services, Office of Latino Affairs, Office of LGBTQ Affairs, UCIE, Veterans and Military Center, and Women’s Center
d. Shall elect a Vice Chair and Secretary from its members

H. Legislative and Governance Committee
a. Chaired by the Chief Policy Officer.
b. Shall serve as the primary advisory committee regarding federal, state, and local legislation affecting higher education.
c. Shall maintain active communication with elected officials.

I. Student Elections Commission (SEC)
a. Chaired by the Chief Justice.
b. Shall be in charge of the fall, spring, and special elections.
c. Shall publicize all elections.

J. Special Funding Committee (SFC)
a. SFC shall consist of five (5) members, each appointed by the Student Government Association Executive Board and one (1) alternate member.
b. Members of SFC shall receive no monetary compensation for their efforts.
c. Members of SFC shall serve one (1) year terms, unless they are nominated to fill an existing vacancy, in which case their seat, as with others will be terminated on June 30. Members can be reappointed after approval from the Student Government Association Executive Board of such a reappointment.
d. The chairperson shall arrange and moderate SFC meetings.
e. The chairperson shall continually monitor SFC funding resources giving SFC members, the Chief of Staff, House of Representatives, and Senate, a monthly financial report.
f. Members of SFC should not have, or should resolve, any conflict of interest between membership on SFC and membership in any organization that requests an allocation from SFC. When a conflict is observed, the SFC shall inform the Chief Justice.
g. Student organizations that wish to receive funding from SFC must have voting rights in the House
ARTICLE VI: ELECTIONS

SECTION I – VOTING PROCEDURES

A. Only one (1) vote shall be held by each member of the Senate. This vote may cast as yay, neigh, or abstention. Abstentions from voting shall mean ‘present and not voting’ and shall not count as part of the total number of votes.

B. A roll call vote must be held if requested by one of the Senators present and voting.

C. These Bylaws shall be amended by two-thirds (2/3) of those Senators who are present and willing to vote. These newly amended Bylaws shall take effect immediately following the affirmative vote.

SECTION II – STUDENTS ELECTIONS COMMISSION (SEC)

Section 1 Composition

A. The SEC shall be composed of at least five (5) voting members and no more than seven (7).
   a. Chief Policy Officer
   b. Associate Justice(s) shall serve on the SEC.
   c. The Senate, requiring a two-thirds (2/3) majority vote, shall confirm the SEC. The President shall have no veto power over this confirmation.

B. The Chief Justice shall have the authority to remove any member of the SEC at any time with adequate reason. This additionally requires the approval of the Student Government Association advisor(s).
   a. Notification must be made to the Executive Board, Senate, and all candidates within twenty-four (24) hours of this action.

SECTION III – ELECTION PROCEDURE AND PROTOCOL

The Chief Justice and Senior Director of External Affairs shall issue a press release to advertise and notify the student body regarding available positions.

Section 1 Candidate Eligibility

A. Any currently enrolled student in good standing is eligible for election and re-election.

B. Elected candidates must maintain good academic standing at the university and remain a member of their represented constituency.

C. President and Vice President Candidates must be at least sophomore status by credit hours on an official transcript before or on the date of submitting one's application and must have completed at least two academic terms (two semesters) at Wright State University main campus as a full time student.
Section 2 Candidacy Procedures

A. All candidates must complete the requirements for eligibility prior to the start of campaigning to be considered a candidate. Failure to do so will nullify a pending application.

B. All prospective candidates must complete the certification of candidacy form and submit to the SEC.

C. Prospective candidates must complete a petition for candidacy, which includes securing legible signatures and student identification numbers from members of their respective constituency. The President and Vice President ticket needs a minimum of three hundred (300) signatures from the general student body. The College of Nursing and Health and the University College Senator shall collect a minimum of fifty (50) signatures from their respective constituency. All other candidates need a minimum of one hundred (100) signatures from their respective constituency.

D. Petitions must be returned to the SEC in the Chief Justice’s mailbox in the Student Government Association office by the designated deadline. Petitions must be complete with all information requested. The SEC will determine the validity of petitions and notify prospective candidates within one business day of receipt. Invalid petitions may be amended up to the final deadline.

E. Prospective candidates may run for only one office at a time, and must be a member of the represented constituency.

F. The prospective candidate must attend the candidates meeting. The SEC must be notified in writing prior to the meeting that a candidate cannot attend and a makeup time within 24 hours of the original meeting must be included. Failure to attend the meeting will result in forfeit of candidacy.

G. Upon completion of all candidacy requirements, prospective candidates will be declared official candidates.

H. Appeals regarding deadline exceptions will be dealt with on an individual basis by the SEC. Appeals will normally only be addressed based on emergency situations beyond the candidate’s control. Written verification of all circumstances should be submitted to the SEC with the appeal.

Section 3 Campaign Regulations

A. All campaigning will be confined to the Wright State main and Lake Campuses. The main campus will be all of the university owned/leased buildings and land within the following roads; Zink Road, Kauffman Road, and Colonel Glenn Highway. Campaigning is not allowed in residential or apartment buildings (on or off campus) or Dunbar Library.

B. All campaign materials must meet requirements stated in the university posting policy available from the Office of Student Activities as well as the following:
   a. Posting fliers in the lobby areas of housing complexes on campus may only be done with written approval from the Community Director that oversees that building and submitted to the SEC.
b. The requesting candidate shall submit a copy of the chalking request permit, once approved, to the SEC.

c. Approved locations for chalking are any of the normal walkways on campus that are not brick areas normally used for motorized traffic: i.e. roads.

d. If a candidate seeks to post fliers in an area that is not already approved by the Office of Student Activities or provided for by the overseeing office in the building a request must be submitted to the SEC requesting permission. The candidate must explain why they wish to post in such a location and must have already acquired permission from the dean of the respective building.

C. Unacceptable campaign methods include, but are not limited to, voice projecting equipment (i.e.: sound systems, megaphones) and unsolicited forms of communication (i.e.: contacting voters via phone, text message, mass e-mail).

D. Videos may be used with approval from the SEC.

E. During the period of time twelve (12) hours prior to the start of voting and through the end of voting candidates will not be allowed to display materials, pass out materials, or conduct any other form of campaigning near university computer labs which is an area with twelve (12) or more computers.

   a. Near shall be defined as no less than fifty (50) feet, normal walking path, and may be increased by the Chief Justice prior to the start of campaigning.

   b. The SEC may choose to increase this distance after the start of the campaigning process.

F. Substantial contribution in exchange for voter support is considered bribery and is not permitted. The SEC reserves the right to determine what a substantial contribution is.

G. Candidates are not permitted to leave materials in stacks around campus or to place items on windshields.

H. The SEC will determine the dates, times, and locations for all elections.

I. Any activity which is not expressly allowed within these regulations is hereby expressly denied except by clear and distinct ruling by the SEC prior to doing so.

Section 4 Campaign Regulation Enforcement and Violations

A. During the elections and subsequent campaign, the SEC shall meet to make final decisions regarding rule enforcement. An attempt will be made to inform all candidates of any adjustments pertaining to the election, but full responsibility is upon all candidates to stay informed of all updates. The SEC will address these situations within twenty-four (24) hours and post final decision at polls.

B. The expectations provided in the Code of Student Conduct and university policies, including posting regulations, apply to all campaign activities. Violations of the university policy will be addressed using procedures outlined in the Code of Student Conduct.

C. The rules and regulations packet for running for Student Government Association, as well as the
Student Code of Conduct, applies to every student; not just those campaigning for office. Ignorance of the rules is not an acceptable defense in response to any and all violations of these or other policies.

D. It is the responsibility of the candidates to educate his/her campaign manager, and all staff members, about the rules set by the SEC in the rules and regulations packet.

E. Candidates will be held responsible for the actions of all those who assist with the campaign.

Section 5 Fine/Sanction System for Violations

Any fines assessed by the SEC in this manner will be given to the Student Government Association scholarship program. Fines are not required as a sanction. They are limited by class, as stated below.

A. Class I
   a. Shall be assessed for minor offenses as determined by the SEC.
   b. Shall be assessed for minor offenses as determined by the SEC.
   c. Shall be assessed for the first time offenses.
   d. Shall not exceed $15.

B. Class II
   a. This is the minimum level of infraction during the voting period.
   b. Shall be assessed for second time offenses for the same infraction.
   c. Shall not exceed $25.

C. Class III
   a. Shall be assessed for a second offense for the same infraction during voting
   b. Shall be assessed for the third offense for the same infraction.
   c. Shall not exceed $75.

D. Class IV
   a. Shall be assessed for the third offense for the same infraction during voting.
   b. Shall be assessed for severe or heavily repeated infractions during the entire process.
   c. Shall not exceed $150.
   d. The candidate may also be considered for disqualification.
      i. Candidates who have been disqualified will have their name removed from the ballot and will not be able to run for any elected position in SGA during the election they were disqualified.

E. The SEC has the right to determine additional sanctions as deemed necessary. These may include the following.
   a. Loss of votes.
   b. Restricted campaigning time.
c. Removal of campaign materials.
d. Limitation of campaigning methods.
e. Referral to the Office of Judicial Services.

Section 6 Campaign Finance Regulations

A. Campaign expenditures will be limited to a total of $500.00 per ticket (President and Vice President collectively) and to $200.00 for all other candidates.
B. The costs of free or donated materials must be accurately estimated and recorded as if the full expenditure was necessary.
C. Receipts and records of expenditures must be signed by the candidate(s) and submitted to the SEC by 12:00 p.m. on the day after the close of the polls.
D. Expense reports must be submitted on the provided Expense Report Form. Receipts or supporting documentation must accompany the Expense Report Form.
E. Any candidate with knowledge of third party election expenditures must provide the SEC written verification and report the material as a donation on the Expense Report Form.
F. Candidates assessed a fine will be required to pay it and must include it as part of their expense report.
G. The SEC shall determine the sanction for candidates that exceed the stipulated budget cap, fail to report expenses, or fail to provide accurate receipts prior to the voting period and record this.
   a. The SEC may choose to release specific guidelines in addition to the ones given on the expense report.

Section 7 Violation Submissions

A. If available, submissions should be made through an email to the Chief Justice. Otherwise, submissions must be made in writing and submitted to the Chief Justice.
B. Submissions should be as complete and detailed as possible to help the SEC reach a ruling as fast as possible.
C. Written documentation from eye witnesses should be included when possible and without such documentation some violations will be unable to be ruled on.
D. Photos cannot be used to demonstrate time lapses.
E. Candidates may rebuttal the decision of the SEC and provide further knowledge at a meeting scheduled at the convenience of the SEC and the student.
F. The SEC will hold the right to ask for more evidence when deemed necessary.

Section 8 Fundraising
A. Candidates may raise funds to support their campaigns as long as the amount does not exceed the expenditure given.
B. Funds raised to support a candidate’s campaign must be recorded as a donation on the Expense Report Form.
C. Funds collected must be from Wright State students currently enrolled for the semester in which the elections are being held.
D. The donor(s) names and identification numbers must be included on the Expense Report Form. If the donor was a student group, that group’s name must be listed.
E. No student may give a single candidate or a ticket more than $100.00.
F. Candidates may receive funding from groups outside of Wright State University to a maximum of $200 for President/Vice-President tickets and to a maximum of $100 for all other tickets.
G. Only non-Student Organization Budget Committee (SOBC) funded student groups at Wright State may donate money to a candidate or ticket. Student groups must be in good standing with the Office of Student Activities.
H. All funds raised must be used on campaign materials.

Section 9 Voting Procedures

A. Position of candidate names will be assigned by random drawing.
B. Guidelines will be formed by Student Government Association and will uphold all rules and regulations provided by CaTS.

Section 10 Write-ins

A. A space for write-in candidates will be included for each specific office.
B. Write-in votes must be legible, and first and last names are required. Spelling of names will be considered on an individual case basis by the President/Vice-President ticket must include both names to be counted.
C. Students running as a write-in candidate are encouraged to notify the SEC in writing in order to recognize incorrectly spelled ballots.
D. Write-in candidates must fulfill all eligibility requirements for holding office. All campaign rules and regulations apply to write-in candidates.

Section 11 Ballot Count

A. The count that is given by CaTS to the SEC is the final result of the election.
B. The winner is declared on a plurality vote. Plurality indicates the candidate receiving the most votes and does not need to exceed fifty percent if there are more than two candidates.

C. Results will be declared official by the chair of the SEC after the expiration of all appeals deadlines. These results will be presented to the Student Government Association President.

Section 12 Appeals Procedures

A. Appeals must be in writing, signed, and delivered to the SEC by the earlier specified deadlines.

B. Candidates filing an appeal may not attend the hearing.

C. Appeals concerning candidate qualifications and/or petitions must be received by the SEC by 12:00 noon; two (2) business days after the candidates meeting.

D. Appeals concerning campaign violations and/or polling procedures must be received by the SEC by the close of polling on the final day of elections.

E. If no appeals are on the table twenty four (24) hours after this announcement, results will be deemed official.

F. If an appeal is on the table and twenty four (24) hours have passed, no additional appeals may be submitted unless it is in direct relation to a sanction imposed at this point.

G. All appeals will be heard by the SEC in a closed hearing and a decision rendered within two (2) business days following the appeal.

**ARTICLE VII: RATIFICATION:**

Once ratified by the ⅔ of the senate and approved by the President and Vice President of Student Affairs, the bylaws shall go into effect immediately.

**Revised:** December 5th, 2017

**Approved Student Government Association President:** David Baugham

**Approved Vice President for Student Affairs:** (Dr. Gary Dickstein)