

Wright State University
Student Government Association Bylaws

Rev. 04/2022

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INTRODUCTION

The Bylaws for Wright State University's Student Government Association (the "SGA") are specific rules regarding the powers, duties, and obligations of all members in the organization, as well as matters of governance, such as elections and administrative proceedings. The Bylaws may only be amended as permitted by the SGA Constitution, and should be read in conjunction with the same. Where the Bylaws and the Constitution are in direct conflict, the Constitution shall prevail.

TITLE I: THE EXECUTIVE BOARD

1.1 **Purpose.** In addition to the powers and duties stated in the Constitution, the Executive Board's members shall have the following powers and duties.

1.2 **The President.** The President shall do all of the following:

- Update all SGA members on campus updates;
- Serve as the SGA's chief executive officer;
- Act as the SGA's representative at all official university functions or appoint a designee to do the same;
- Act as the SGA's official representative and assume final responsibility for the proper execution of SGA business;
- Present the goals and objectives for the academic year to the Senate and Cabinet;
- Preside over the Executive Board;
- Serve on various university committees including, but not limited to, the Student Organization Budget Committee, the Student Affairs Committee of the Board of Trustees, and the Athletic Council, as an *ex officio* member from the SGA;
- Oversee the execution of legislation properly passed by the Senate;
- Report to the Senate the status of all enacted legislation at the end of each semester;
- Form committees as necessary to investigate and propose solutions for campus-wide issues;
- Write executive orders to govern, manage, and regulate unforeseen and unexpected circumstances related to the SGA, its operations, or the execution of any legislation;
- Work a maximum of eighteen (18) hours per week of which at least two (2) are in-office hours; and
- Complete SORT requirements assigned by the office of Student Involvement and Leadership.

1.2.1 The President may not serve as a Student Trustee.

1.2.2 The President may execute agreements necessary to execute enacted legislation subject to the consent of the Vice-President of Student Affairs and the University's signatory policy, which is University Policy 9350.

1.3 **The Vice-President.** The Vice-President shall assume the President's duties in their absence or if they become unable to perform them, and also do the following:

- Preside as Chairperson of the Senate and may cast a vote to break ties regarding matters brought before it for a vote;

- Monitor the Senators' performance;
- Facilitate collaboration between the Senate and the student advisory group for each college and school;
- Form and chair the Student Trustee Search Committee;
- Work a maximum of fourteen (14) hours per week of which at least two (2) are in-office hours;
- Provide Senate and Cabinet members with the resources necessary to accomplish the SGA's goals; and
- Complete the SORT requirements assigned by the office of Student Involvement and Leadership.

1.3.1 The Vice-President may not serve as a Student Trustee.

1.4 **Chief of Staff.** The Chief of Staff shall assume the President's duties if neither they nor the Vice-President can perform them due to absence of incapacity, and also shall do the following:

- Assist the President and Vice President in coordinating SGA initiatives;
- Coordinate committee assignments and dispersal of this information to committee representatives;
- Shall create Standard Operating Procedures (SOPs) in consultation with the Executive Board for SGA members;
- Coordinate the hiring process of new SGA members;
- Establish and maintain a positive and productive office culture within SGA;
- Assist the President and Vice President with any administrative needs and event/meeting planning;
- Work a maximum of ten (10) hours per week of which at least two (2) are in-office hours; and
- Complete the SORT requirements assigned by the office of Student Involvement and Leadership.

1.5 **Director of Internal Affairs.** The Director of Internal Affairs shall do the following:

- Prepare, distribute, and file accurate SGA meeting minutes and committee reports while keeping said documents available electronically;
- Create SGA e-mail addresses for all paid SGA members;
- Organize the SGA Electronic Files (i.e. Google Drive, OneDrive, etc.) and provide adequate access to each position in SGA;
- Handle the day-to-day operations of SGA's budget, including record keeping, paying invoices, maintaining the SGA budget, and disseminating monthly expenditure reports;
- Train SGA members in proper use of budgetary policies and procedures;
- Provide access to the pro-card for SGA purchases;
- Maintain adequate office supplies through periodic inventory checks and orders;
- Maintain orderly SGA archives through the use of Electronic Drives;
- Call roll at the beginning of each meeting to establish a quorum;
- Work a maximum of ten (10) hours per week of which at least two (2) are in-office hours; and
- Complete the SORT requirements assigned by the office of Student Involvement and Leadership.

1.6 **Director of External Affairs.** The Director of External Affairs shall do the following:

- Oversee all activities regarding SGA's public relations on the University's campuses;
- Be aware of the University's and local media, and maintain contact with these organizations to ensure a positive SGA image by disseminating student opinions and SGA initiatives;
- Publicize SGA initiatives and student concerns;
- Coordinate publicity of initiatives and maintaining contact with the Director of Internal Affairs regarding funds available for publicity purposes;
- Upkeep the SGA message boards;
- Operate the SGA electronic board;
- Update the SGA's website and social media outlets as needed;
- Serve as the chairperson for the Committee for External Affairs; and
- Work a maximum of ten (10) per week of which at least two (2) are in-office hours.

1.7 **Policy Administrator.** The Policy Administrator shall do the following:

- Interpret the SGA Constitution and Bylaws to ensure consistency and integration of SGA policy across SGA programs and operations;
- Advise, develop, implement, and collaborate with SGA on policy issues that affect the administration of SGA, both internally and externally;
- Conduct the general student body elections, and special elections as needed;
- Serve as the chairperson for the Student Elections Commission (SEC);
- Serve as the parliamentarian for SGA;
- Serve as the chairperson for the Student Legal Services Review Board;
- Serve, with the Director of Student Organizations, as a mediator for inter-organizational or intra-organizational conflict;
- Serve as the primary lobbyist for SGA for state and local legislation and policy;
- Chair the annual Constitution Committee.
- Assist registered student organizations with constitution or bylaw changes; and
- Work a maximum of ten (10) hours per week of which at least two (2) are in-office hours.

TITLE II: THE CABINET

2.1 **Purpose.** In addition to the powers and duties stated in the Constitution, the Cabinet's directors shall have the following powers and duties in addition to those specifically conferred upon them below.

- Submit a weekly activity report to the Chief of Staff;
- Attend all meetings of the SGA and the Cabinet;
- Be an active representative on university-wide committees and student organizations and be able to efficiently communicate the progress of SGA activities to said committees and/or various student organizations;
- Collaborate with other SGA members to plan and execute at least two (2) events per term; and
- Sit on at least one (1) committee.

- Sign the Student Employment Contract.

2.2 **Director of Academic Affairs.** The Director of Academic Affairs shall do the following:

- Serve on, or maintain close correspondence with, members of committees that deal with university academic issues;
- Provide updates to the Chief of Staff regarding the progress of academic related committees;
- Maintain close correspondence with university governance committees, such as the Faculty Senate;
- Oversee the process of awarding the SGA Scholarship;
- Be knowledgeable of activities in academic areas not covered by university committees;
- Update the SGA on important academic issues;
- Be aware of, and assist, Senate members in their handling of intra-college academic issues;
- Serve as chair the Academic Affairs Committee and the SGA Scholarship Committee; and
- Work a maximum of nine (9) hours per week of which at least two (2) are in-office hours.

2.3 **Director of Inclusive Excellence and Accessibility.** The Director of Inclusive Excellence and Accessibility shall do the following:

- Take primary executive responsibility for SGA activities that promote inclusive excellence, including but not limited to the progression of affirmative action at Wright State University to heighten cultural sensitivity and racial integrations, activities in the area of inclusive excellence, accessibility, health, and safety; to create a more inclusive university community;
- Advocate for all accessibility, health, and safety issues;
- Correspond with and advise the Vice President for Inclusive Excellence, Director of Environmental Health and Safety, and members of committees that oversee university issues pertaining to accessibility, health, and safety;
- Work with, and represent the underrepresented student populations on campus;
- Maintain contact with the offices including, but not limited to: Bolinga Black Cultural Resources Center, the Office of Disability Services, Women’s Center, the Office of Multicultural Affairs and Community Engagement, the Office of Latinx Affairs, Counseling and Wellness Services, Physical Plant, WSU Public Safety, UCIE, Student Health plus services, LGBTQA+, etc.;
- Work with the President and Chief of Staff on concerns raised by students of underrepresented groups and issues regarding accessibility, health, and safety;
- Work with student organizations and campus initiatives that enhance inclusion on campus;
- Shall serve on the Executive Board of the Student Advocacy Initiative, pending the creation of said organization;
- Chair the Inclusive Excellence and Accessibility Advisory Committee for SGA;
- Pursue, or have current knowledge and understanding of the Americans with Disabilities Act (ADA) and can apply its principles; and
- Work a maximum of nine (9) hours per week of which at least two (2) are in-office hours.

2.4 **Director of Student Affairs.** The Director of Student Affairs shall do the following:

- Conduct and analyze the student life survey to develop and implement projects to address relevant issues and opportunities;
- Oversee additional surveys conducted by SGA and assist in developing relevant projects;
- Coordinate SGA's participation in special events on and off campus;
- Collaborate, with the Director of Student Organizations, on campus-wide events and initiatives as deemed appropriate;
- Be aware of and report on the university's capital projects and physical facilities;
- Correspond with the Dean of Students, Director of Student Union Administration, Campus Recreation, and Student Involvement and Leadership, and other university administrators relating to Student Affairs;
- Chair the Student Affairs Committee; and
- Work a maximum of nine (9) hours per week of which at least two (2) are in-office hours.

2.5 **Director of Student Organizations.** The Director of Student Organizations shall do the following:

- Meet with the Coordinating Organizations at least once (1) a month;
- Call a general meeting of all Student Organizations at least once (1) a month;
- Coordinate the SGA Organization Involvement Fair;
- Serve, with the Policy Administrator, as a mediator for inter-organizational or intra-organizational conflict;
- Advocate for student organizations' concerns to the appropriate constituencies;
- Collaborate, with the Director of Student Affairs, on campus-wide events and initiatives as deemed appropriate;
- Serve on the Student Organization Budget Committee and Special Funding Committee;
- Serve as a liaison to the Office of Student Involvement and Leadership; and
- Work a maximum of nine (9) hours per week of which at least two (2) are in-office hours.

2.6 **Director of the SGA Internship Program.** The Director of the SGA Internship Program shall do the following:

- Communicate with the student body regarding the SGA Internship Program;
- Recruit and train all Interns regarding SGA policies, procedures, and other relevant information
- Develop and implement programming and curriculum in coordination with the Chief of Staff for the Internship Program by: (1) pairing Interns with current SGA members; (2) collecting reports on the progress of the Internship Program, the Interns, and other relevant projects; and (3) planning an Internship Program Graduation for the Interns that complete the program; and
- Work a maximum of nine (9) hours per week of which at least two (2) are in-office hours.

2.7 **Associate Directors.** Associate Directors may be appointed at the President's discretion. Associate Director positions terminate at the end of the academic year in which they were appointed unless extended by a succeeding President.

- 2.7.1 All Associate Directors, in addition to the duties for which they were appointed, shall do all of the following:
- Attend all meetings of the SGA and the Cabinet; and
 - Be an active representative on university-wide committees and student organizations and be able to efficiently communicate the progress of SGA activities to said committees and/or various student organizations.
- 2.7.2 All Associate Directors shall report to a Cabinet Director as directed by the President.
- 2.7.3 All Associate Directors shall be considered *ex officio* members of the Cabinet.

ARTICLE III: THE SENATE

- 3.1 **Purpose.** In addition to the powers and duties stated in the Constitution, all Senators shall have the following powers and duties in addition to those specifically conferred upon them below.
- Submit a weekly activity report to the Vice President;
 - Send an official communication to their constituency, including updates on new business within SGA;
 - Work in conjunction with other SGA members addressing and/or implementing university-wide initiatives;
 - Attend all meetings of the Senate and SGA and report the status of issues in their constituency;
 - Be an active representative on university-wide committees and student organizations and be able to efficiently communicate the progress of SGA activities to said committees and/or various student organizations;
 - Collaborate with other SGA members to plan and execute at least one (1) event per term; and
 - Work a maximum of nine (9) hours per week of which at least two (2) are in-office hours.
 - Shall sign the Student Employment Contract.
- 3.2 **College of Liberal Arts Senator:** The College of Liberal Arts Senator shall also do the following:
- Maintain correspondence with the College of Liberal Arts Dean;
 - Serve as the liaison and representative for the College of Liberal Arts; and
 - Participate in College of Liberal Arts events and organizations, including but not limited to DSAB, DSAB Leadership Retreat, etc.
- 3.3 **College of Science and Mathematics Senator:** The College of Science and Mathematics Senator shall also do the following:
- Maintain correspondence with the College of Science and Mathematics Dean;
 - Serve as the liaison and representative for the College of Science and Mathematics; and
 - Participate in College of Science and Mathematics events and organizations, including but not limited to Dean's Circle, Women in STEMM, etc.

3.4 **College of Engineering and Computer Science Senator:** The College of Engineering and Computer Science Senator shall also do the following:

- Maintain correspondence with the College of Engineering and Computer Science Dean;
- Serve as the liaison and representative for the College of Engineering and Computer Science; and shall participate in College of Engineering and Computer Science events and organizations, including but not limited to DSAB, Women in STEMM, Engineering Week, etc.

3.5 **The Raj Soin College of Business Senator:** The Raj Soin College of Business Senator shall also do the following:

- Maintain correspondence with the Raj Soin College of Business Dean;
- Serve as the liaison and representative for the Raj Soin College of Business;
- Participate in Raj Soin College of Business events and organizations, including but not limited to DSAB, etc.

3.6 **The College of Health, Education, and Human Services Senator:** The College of Health, Education, and Human Services Senator shall also do the following:

- Maintain correspondence with the College of Health, Education, and Human Services Dean;
- Serve as the liaison and representative for the College of Health, Education, and Human Services; and
- Participate in College of Health, Education, and Human Services events and organizations, including, but not limited to DSAB, Women in STEMM, etc.

3.7 **The Residential Senator:** The Residential Senator shall also do the following:

- Maintain correspondence with the Director of Residence, Life, & Housing;
- Serve as the liaison and representative of students living on campus;
- Participate in Residential Student Organizations, including but not limited to Residential Community Association, National Residential Honorary Hall, African-American Residential Caucus, etc.; and
- Participate in events, including but not limited to Nightmare on Springwood Lane, DSAB Leadership Retreat, etc.

3.8 **The Commuter Senator:** The Commuter Senator shall also do the following:

- Maintain correspondence with the Associate Director of Student Involvement and Leadership;
- Serve as the liaison and representative of students living off campus;
- Participate in Commuter Student Organizations, including but not limited to Commuter Student Association, etc.; and
- Participate in events, including but not limited to DSAB Leadership Retreat, etc.

3.9 **The Lake Campus Senator:** The Lake Campus Senator shall also do the following:

- Maintain correspondence with the Dean of Lake Campus;
- Serve as the liaison between Dayton and Lake Campus; and
- Participate in Lake Campus events and organizations, including but not limited to DSAB, etc.

ARTICLE IV: THE JUDICIARY

4.1 **Purpose.** All members of the Judiciary, which includes the Policy Administrator, the Advisor, and all Associate Administrators shall have the following powers and duties in addition to those specifically conferred upon them below.

- Meet as necessary to address and adjudicate matters brought before them;
- Keep confidential all matters brought before them; and
- Issue as promptly as possible decisions related to matters brought before them.

4.2 **Associate Administrators.** The Policy Administrator shall seek the appointment of as many Associate Administrators as they deem reasonably necessary to execute the Judiciary’s business as per the SGA’s Constitution.

4.2.1 Associate Administrators shall be considered *ex officio* members of the SGA.

4.2.2 Associate Administrators shall be considered SGA Volunteers.

ARTICLE V: THE ADVISOR

5.0 **Purpose.** The Advisor shall oversee all matters regarding SGA and have the following powers and duties in addition to those granted in the SGA Constitution.

- Provide resources for the members of SGA to best execute the mission and purpose of the organization;
- Relay the goals and mission of SGA to relevant bodies within the WSU community;
- Give an advisor report to SGA during meetings;

5.1 **Intervention.** Upon a breach of the Relationship Statement of the Student Handbook, including, but not limited to, insubordination, or in the event impeachment proceedings are initiated within the organization, the Advisor may intervene in any SGA affairs and remedy the situation to their satisfaction based on the evidence of misconduct in any capacity.

ARTICLE VI: COMMITTEES

6.1 **Purpose.** This Article shall apply to all members of committees, regardless of who appointed them. In addition to the powers and duties stated in the Constitution, all Committee Members shall have the following powers and duties in addition to those specifically conferred upon them below.

- Assist in the activities of and report to their overseeing Director; and
- Serve on an SGA Standing Committee for which they were appointed.

- 6.2 **Interns.** All interns, regardless of who appointed them, shall have the following powers and duties in addition to whatever powers and duties may be granted to or imposed on them by their overseeing Director and the SGA Constitution.
- Report to the Director of the SGA Internship Program for the academic year;
 - Promote SGA initiatives among campus student organizations;
 - Assist with SGA outreach initiatives;
 - Work with other Internship Participants to coordinate a fundraising event for the SGA Scholarship; and
 - Shall, during a SGA general meeting, present a problem or issue on campus, survey or recorded data, potential solutions, and a resolution to present to the Senate.
- 6.2.1 Interns shall be considered *ex officio* members of the Committees to which they are assigned.
- 6.2.2 Interns shall be considered SGA Volunteers.
- 6.3 **Standing Committees.** The following committees shall be considered Standing Committees. All Standing Committees shall meet the following requirements in addition to whatever requirements may be imposed by the SGA Constitution or the Executive Board. The President shall be an *ex officio* member of all standing committees.
- Meet a minimum of once per month; and
 - Submit a report to the President, Vice President, and Chief of Staff on their request or as required.
- 6.3.1 **Student Affairs Committee.** The Student Affairs Committee shall be chaired by the Director of Student Affairs. It shall serve as a platform for students representing various populations to discuss campus issues and provide policy proposals to SGA. It shall also commit to the improvement of the following areas, including but not limited to: Parking and Transportation; Hospitality Services; Raider Connect; and Student Union services.
- 6.3.2 **Inclusive Excellence and Accessibility Committee.** The Inclusive Excellence and Accessibility Committee shall be chaired by the Director of Inclusive Excellence and Accessibility. It shall commit to the improvement of the following areas, including but not limited to: Bolinga Black Cultural Resources Center; the Office of Disability Services; Women’s Center; the Office of Multicultural Affairs and Community Engagement; the Office of Latinx Affairs; Counseling and Wellness Services; Physical Plant, etc.
- 6.3.3 **Academic Affairs Committee.** The Academic Affairs Committee shall be chaired by the Director of Academic Affairs. It shall commit to the improvement of the following areas, including but not limited to: general education requirements; commencement; and course evaluations.
- 6.3.4 **External Affairs Committee.** The External Affairs Committee shall be chaired by the Director of External Affairs. It shall coordinate all marketing, communications, public relations, and outreach initiatives for SGA. It shall also 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.
- 6.3.5 **Student Organization Collaboration Committee.** The Student Organization Collaboration Committee shall be chaired by the Director of Student Organizations. It shall serve as a platform

for students representing various student organizations to discuss campus issues and provide policy proposals to SGA. It shall also consist of members of various student organizations.

6.3.6 Legislative and Governance Committee. It shall be chaired by the Policy Administrator. It shall serve as the primary advisory committee regarding federal, state, and local legislation affecting higher education. It shall also maintain active communication with elected officials.

6.3.7 Student Elections Commission. The Student Elections Commission (“SEC”) shall be chaired by the Policy Administrator. It shall be in charge of annual elections and special elections. It shall also publicize all elections. The Advisor shall be an *ex officio* member of the SEC.

6.3.7.1 The SEC shall be composed of at least five (5) voting members and no more than seven (7). The following shall serve on the SEC:

- Policy Administrator;
- Sufficient Associate Administrator(s) to fill the remaining seats.

6.3.7.2 The Policy Administrator shall nominate members of the SEC, which shall be confirmed by the Senate by a two-thirds ($\frac{2}{3}$) affirmative vote. The President shall have no veto power over this confirmation.

6.3.7.3 If the Policy Administrator runs for Senate or is on a ticket, they must recuse themselves. The President shall nominate a new chair, and the Senate must confirm this nomination with a two-thirds ($\frac{2}{3}$) affirmative vote.

6.3.7.4 The SEC Chair may remove any member of the SEC, except for the Advisor, at any time with adequate reason. The Advisor also must concur with the removal. The SEC Chair must notify the Executive Board, Senate, and all candidates within twenty-four (24) hours of this action. Adequate reasons to remove a member of the SEC includes but is not limited to the following:

- A violation of the Student Code of Conduct;
- The member is no longer able to serve by incompetence or incapacity; or
- Undisclosed communication/coordination with a campaign team.

6.3.7.5 The SEC shall maintain records of all meetings throughout any given campaign.

6.3.8 Special Funding Committee. The Special Funding Committee (“SFC”) shall consist of five (5) members, each appointed by the SGA Executive Board and one (1) alternate member. Members of SFC shall receive no monetary compensation for their efforts. 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 SGA Executive Board of such a reappointment.

6.3.8.1 There shall be a chairperson elected by the SFC members at their first meeting. The chairperson shall arrange and moderate SFC meetings. The chairperson shall continually monitor SFC funding resources giving SFC members, the Chief of Staff, Director of Student Organizations, and Senate, a monthly financial report.

6.3.8.2 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 Policy Administrator.

6.4 Cabinet Committees. Cabinet committee members shall be *ex officio* members of the Cabinet.

ARTICLE VII: ELECTIONS

7.0 **Definitions**. The following terms shall have the following meanings under this Article.

7.0.1 “Active Classroom”: This term means any classroom on Dayton or Lake Campus where a professor is actively lecturing or teaching.

7.0.2 “Campaign event”: This means an event hosted by a campaign for the purpose of campaigning.

7.0.3 “Campaign team member”: This means an individual who, through coordination, acts as an agent of a campaign.

7.0.4 “Campaigning”: This term means any action whose purpose is to persuade anyone to vote a certain way in the upcoming SGA election, or referendum.

7.0.5 “Candidate Application”: This term means all forms necessary to apply for an elected position, including the application form, petitions, campaign team form, finance form, and all other forms required by the SEC.

7.0.6 “Constituency”: This term means a group of students over which an elected position is calculated to speak for or otherwise represent within the SGA. For the following positions, it shall mean the following groups:

- Senator: Students whose major of studies is included in the same college as the candidate or who belongs to a particular identified group with which the candidacy is identified.
- President or Vice President: The entirety of the student population at Wright State University.

7.0.7 “Dayton Campus”: This term refers to all of the university owned/leased buildings and land within the following roads: Zink Road, Kauffman Road, and Colonel Glenn Highway.

7.0.8 “Lake Campus”: This term refers to all the university owned/leased buildings and land within the following roads: Dibble Road, State Route 703, and Lake Campus Drive.

7.0.9 “Petitioning”: This term means any act of interacting with students for the purpose of validating the candidacy of a prospective candidate.

7.0.10 “Valid Signature”: This term means a signature, complete UID, and date physically or electronically signed (unless physically unable) by a member of a prospective candidate’s represented constituency, by their own free will, for the express purpose of validating the candidacy of a specific prospective candidate.

7.1 **Election Notification**. The SEC Chair and Director of External Affairs shall issue a press release to notify the student body regarding available positions as early as practicable for a coming academic year.

- 7.2 **Eligibility.** Any candidate must meet the following requirements, along with any requirements stated in the SGA's Constitution.
- Currently enrolled as a student;
 - Has not been previously removed from SGA due to disciplinary behavior in the past three hundred and sixty-five (365) days;
 - In good academic standing as defined in the Constitution;
 - If representing a particular college or constituency, must be a member of their represented constituency by the beginning of their term, remain so for the duration of their term, and be in at least their second consecutive semester as a member of their constituency as a full-time student;
 - Presidential candidates shall be at least Sophomore status by credit hours on an official transcript before or on the date of submitting their application. Presidential candidates must be completing at least their second consecutive semester at Wright State University Dayton campus as a full-time student;
 - Vice Presidential candidates must be completing at least their second consecutive semester at Wright State University Dayton campus as a full-time student;
- 7.2.1 **Leadership Ticket.** The candidates for President and Vice President shall run as a ticket.
- 7.2.2 **Exceptions.** The SGA Advisor and the SEC may allow students to run in spite of the above requirements at their discretion.
- 7.3 **Candidacy.** Prospective candidates must be able to serve a full term. All prospective candidates must meet the requirements for eligibility prior to the start of campaigning and submit a complete application for candidacy to be considered a candidate.
- 7.3.1 **Application.** All prospective candidates shall complete all parts of the application and submit their application to the SEC by the time petitions are due.
- 7.4 **Petitions.** Prospective candidates shall complete a petition for candidacy, which includes securing legible signatures and student identification numbers from members of their respective constituency.
- 7.4.1 **Minimum Signatures.** The President and Vice President ticket need a minimum of three hundred (300) signatures from the general student body. All Senator candidates need a minimum of one hundred (100) signatures from their respective constituencies. Wright State University students may sign more than one candidate's petition.
- 7.4.2 The SEC may, by majority decision, reduce the number of signatures required based on the state of student involvement during petitioning.
- 7.4.3 **Review.** Petitions shall be returned to the SEC and the SGA Advisor by the designated deadline. The SEC shall determine the validity of petitions and notify prospective candidates within seven (7) business days of receipt. Invalid petitions may be amended up to the final deadline. The SEC shall determine an appropriate way for candidates to obtain valid student signature and student identification numbers.
- 7.4.4 **Single Office.** Prospective candidates may run for only one office at a time.

7.4.5 Locations. All petitioning will be confined to the Wright State Dayton and Lake Campuses. Petitioning is not allowed in residential or apartment buildings (on or off campus) or university libraries or active classrooms.

7.5 Campaigns. All campaigning will be confined to the Wright State Dayton and Lake Campuses. Campaigning is not allowed in residential or apartment buildings (on or off campus), university libraries or active classrooms.

7.5.1 Permitted Methods. All campaign methods and materials must meet requirements stated in the university posting policy available from the Office of Student Involvement and Leadership as well as the following:

- Posting flyers in the lobby areas of housing complexes on campus may only be done with written approval from the Community Director that oversees that building submitted to the SEC;
- Posting flyers in the university libraries on campus may only be done with written approval from the university librarian that oversees that library submitted to the SEC;
- Candidates may request permission for an event from the SEC twenty-four (24) hours in advance of the intended event;
- The requesting candidate shall submit a copy of all chalking request permits, once approved, to the SEC;
- 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; and
- If a candidate seeks to post fliers in an area that is not already approved by the Office of Student Involvement and Leadership, 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;

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

7.5.2 Banned Methods. Unacceptable campaign methods and material include, but are not limited to, voice projecting equipment (i.e.: sound systems, megaphones) and unsolicited forms of communication (i.e., text message, mass e-mail, or large group messages, flyers on windshields). Personal Social Media accounts may be used by a candidate but shall not be repurposed for the intent of becoming a campaign page.

7.5.3 Multimedia Material. Videos may be used with approval from the SEC.

7.5.4 SGA Neutrality. The SEC shall create campaign social media accounts for candidates. SGA resources including office space shall not be used by any candidate, potential candidate or campaign worker to assist with a campaign.

7.5.5 Quid Pro Quo Exchanges. Substantial contribution in exchange for voter support is considered bribery and is not permitted. The SEC reserves the right to determine what constitutes substantial contribution.

- 7.6 **Election Procedure.** Petitions shall be made available to candidates for positions in a coming academic year two (2) weeks before the beginning of Spring Break. Petitions shall be due to the SGA Advisor no later than the Thursday before spring break at 5 p.m. Campaigning shall begin Monday at 8:00 a.m. following Spring Break and shall last a period of seven (7) calendar days.
- 7.6.1 The SEC may, by majority decision, extend the election timeline due to unforeseen circumstances.
- 7.6.2 **Voting.** Voting shall be made available to every Wright State University student. Voting week shall begin immediately following campaign week, and polls shall close that Thursday at 5 p.m.
- 7.6.3 **Ballots.** Position of candidate names will be assigned by random drawing. Guidelines will be formed by SEC and will uphold all rules and regulations provided by CaTS.
- 7.6.4 **Write-ins.** A space for write-in candidates will be included for each specific office on ballots. First and last names are required. Spelling of names will be considered on an individual case basis and the President/Vice President ticket must include both names to be counted.
- 7.6.4.1 Students running as a write-in candidate shall notify the SEC in writing in order to recognize incorrectly spelled ballots. Write-in candidates must fulfill all eligibility requirements for holding office. All campaign rules and regulations apply to write-in candidates.
- 7.6.4.2 Write-in candidates must attain the lesser of twenty (20) votes or ten percent (10%) of the presidential votes.
- 7.6.5 **Counting.** The count that is given by CaTS to the SEC is the final result of the election pending adjustments made due to penalties as prescribed by the SEC. The winner is declared on a plurality vote. Vote counts shall be available on the SGA website within twenty-four (24) hours of announcement.
- 7.6.6 **Results.** Results will be declared official by the SEC Chair of the SEC after the expiration of all appeals deadlines. These results will be presented to the SGA President. The SEC Chair shall send out campus-wide email stating winners of all elections.
- 7.7 **Enforcement of Rules.** 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 one (1) business day.
- 7.7.1 **Rules and Regulations.** The rules and regulations packet for running for SGA, 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. It is the responsibility of the candidates to educate their campaign. Candidates will be held responsible for the actions of all those who assist with their campaign.
- 7.7.2 **Notice of Violations.** A person who believes campaign rules and regulations have been violated may submit a notice of violation in writing sent by an email to the SEC Chair or otherwise delivered to the SEC. Submissions should be as complete and detailed as possible to help the SEC reach a ruling as fast as possible. Written documentation from eyewitnesses should be included when possible and without such documentation some violations will be unable to be ruled on. Candidate violations shall be submitted to the SEC by 5:00 p.m. after voting closes.

7.7.3 Adjudication of Violations. The SEC shall meet to discuss the materials submitted to substantiate a violation. After such discussion, if the SEC believes there is no cause to believe that a violation has occurred, it shall dismiss the notice of violation. If the SEC determines cause exists to believe a violation occurred, it shall notify the accused candidate and schedule a meeting between the SEC and the accused to be held as soon as practicable. At the hearing, the accused may refute the existence of a violation by provide further knowledge and evidence at such meeting. Within forty-eight (48) hours of the hearing, the SEC shall agree by vote upon an outcome and notify the accused of the same in writing, along with the facts underlying a finding of a violation, if any.

7.7.4 Fines and Sanctions. The SEC, by and through its chairs, shall maintain a book of precedent that shall act as a guide when assessing fines and sanctions. Sanctions may be assessed during any of the four stages of elections, these stages are Petitioning, Campaigning, Voting, and Finance. The following includes examples of potential fines and sanctions for violations.

- Signatures that are invalid or were garnered in an improper manner will not be counted towards the necessary number required;
- Votes that are garnered in an improper manner will not be counted towards final vote counts; and
- Campaigns that spend more than the allotted amount of money will be disqualified, unless the excess expenditures are due to sanctions.

7.7.4.1 During any stage of the election, sanctions and violations against a candidate or ticket may result in that candidate or ticket getting sanction points. The SEC has the right to determine how many points a violation is worth. The SEC shall use the book of precedent to determine the appropriate number of sanction points for a violation. The SEC has the right to determine additional sanction points as deemed necessary.

7.7.4.2 Based on the number of sanction points a candidate or ticket receives over the course of an election, that candidate or ticket is subject to the following:

- Restricted campaigning time;
- Removal of campaign materials;
- Limitation of campaigning methods;
- Referral to the Office of Student Conduct; and
- Disqualification

7.7.5 Appeals. Appeals of any SEC decisions must be in writing, signed, and delivered to the SEC by the specified deadlines below.

- Appeals concerning candidate qualifications must be received by the SEC within twenty-four (24) hours of receiving notification of disqualification from the SEC;
- Appeals concerning candidate petitions must be received by the SEC within twenty-four (24) hours of receiving notification of invalid signatures from the SEC;
- Appeals concerning campaign violations must be received by the SEC by the closing of polling on the final day of elections. If no appeals are on the table twenty-four (24) hours after this announcement, results will be deemed official.

All appeals will be heard by the SEC in a closed hearing and a decision rendered within two (2) business days following the appeal. Candidates shall not be permitted to attend such hearings.

- 7.8 **Financing Requirements.** Campaign expenditures will be limited to a total of \$750.00 per ticket (President and Vice President ticket) and to \$350.00 for all other candidates. The costs of free or donated materials must be accurately estimated and recorded as if the full expenditure was necessary.
- 7.8.1 **Financing Reporting.** Expense reports must be submitted on the provided Finance Form. Receipts or supporting documentation must accompany the Finance Form. Receipts and records of expenditures must be signed by the candidate(s) and submitted to the Advisor of SGA by 12:00 p.m. on the Wednesday of voting week.
- 7.8.2 **Fundraising.** Candidates may raise funds to support their campaigns so long as the amount does not exceed the expenditure given. Funds raised to support a candidate's campaign must be recorded as a donation on the Finance Form. The donor(s) names and identification numbers must be included on the Finance Form. If the donor was a student group, that group's name must be listed. No student may give a single candidate or a ticket more than \$100.00. 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. All other funding must be collected from Wright State University students currently enrolled in the semester of the election. Candidates shall not receive funding from political organizations.
- 7.8.2.1 Only non-Student Organization Budget Committee (SOBC) funded student groups at Wright State University may donate money to a candidate or ticket. Student groups must be in good standing with the Office of Student Involvement and Leadership.
- 7.8.3 **Reporting of Fines and Assessments.** Candidates assessed a fine will be required to pay it and must include it as part of their expense report.
- 7.8.4 **Expenditures.** All funds raised must be used on campaign materials.
- 7.9 **Referendums.** A proposed referendum must be created and approved as per the SGA Constitution. If a Senate's resolution for a referendum fails to pass, the referendum is considered dead.
- 7.9.1 **Submission.** If the Senate's resolution passes, the proposed referendum shall go to the student body for a vote within forty-five (45) days after being passed by the Senate, but no sooner than fifteen (15) days. The ballot shall present the passed resolution and ask; "Shall the above resolution be adopted?"
- 7.9.2 **Publication.** The SEC shall be responsible for publishing an explanation of the referendum around the Dayton and Lake Campuses and on the SGA's website.
- 7.9.3 **Voting.** The polls shall be open for at least five (5) academic days. This period can be extended to a maximum of fifteen (15) academic days at the discretion of the Policy Administrator. A minimum of ten percent (10%) of the student body must vote, with a majority in favor of the adoption, for the referendum to be considered valid.
- 7.9.4 **Approval.** If the referendum is validated by the student body, it shall be sent to the appropriate constituency for approval and implementation.

Revised: 04/12/2022

Approved Student Government Association President: Jonathan Ciero

Approved SGA Advisor : Courtney Laukitis