
Constitution

of the

Washburn Student

Government Association

Washburn University

Topeka, Kansas

WE, THE STUDENTS OF WASHBURN UNIVERSITY OF TOPEKA, IN ORDER TO ESTABLISH A TRULY REPRESENTATIVE STUDENT GOVERNMENT, TO ENCOURAGE INTEREST AND PARTICIPATION IN RESPONSIBLE SELF-GOVERNMENT, TO INITIATE, DIRECT AND PROMOTE THE WELFARE OF THE ENTIRE STUDENT BODY, DO HEREBY ESTABLISH AND ORDAIN THIS CONSTITUTION.

ARTICLE I. THE WASHBURN STUDENT GOVERNMENT ASSOCIATION

- SECTION 1. The name of the organization shall be the “Washburn Student Government Association.”
- SECTION 2. The Washburn Student Government Association shall consist of all enrolled students paying the Student Activity Fee, as outlined in the WSGA Finance Policy.
- SECTION 3. The purpose of this organization shall be to provide organized self-government, services, and projects to benefit the Students of Washburn.
- SECTION 4. Washburn University of Topeka has a traditional policy of non-discrimination and equal opportunity. It is the intent of the institution to assure equal educational and employment opportunity without regard to race, color, religion, age, national origin, ancestry, ability, sex, sexual orientation, gender identity, genetic information, or marital or parental status. The WSGA shall adhere to these policies.
- SECTION 5. The Washburn Student Government Association shall be advised by the Director of the Office of Student Involvement and Development.

ARTICLE II. THE LEGISLATIVE BRANCH

- SECTION 1. All Legislative authority necessary to govern the WSGA shall be vested in the WSGA Senate.
- SECTION 2. The WSGA Senate shall be comprised of thirty-four (34) total senators and the President and the Vice President. The Cabinet will be made up of the President, Vice President and those appointed members as defined in Chapter Three, Sections One through Sixteen of the WSGA By-laws. Twenty-seven (27) Senators shall be elected each year by the WSGA at large in accordance with the WSGA Election Rules, Chapter Five of the WSGA By-laws. One of those twenty-seven (27) seats shall be filled by an International

Student. Two (2) seats shall be filled in the fall by transfer students through an open-seat process. The remaining five (5) seats shall be filled by university-classified freshmen elected by the freshman class during freshman elections.

SECTION 3. The term that WSGA Senators are elected to each spring shall be defined as lasting one academic year beginning three weeks after the spring election has concluded and ending at the conclusion of the three-week transition period the next year.

SECTION 4. The President and Vice President shall be bound by WSGA By-laws

SECTION 5. The WSGA Senate shall have the power and responsibility to:

- A. Enact legislation, approve resolutions, make reports, carry out project committee activities, oversee activities of various other committees and boards associated with the WSGA as outlined in the WSGA By-laws.
- B. Remove an individual holding an elected or appointed office of the WSGA on the grounds of mis-, mal-, or nonfeasance in office. An individual shall be removed by a 3/4 vote of the total membership of the WSGA Senate after a thorough Internal Affairs Committee hearing has been conducted, unless the WSGA member has been found guilty of violating the Washburn Student Code of Conduct, which would result in the immediate removal of the individual from the body.
- C. Approve all senate and Cabinet appointments submitted by the WSGA President with a majority vote of the members present.
- D. Allocate and expend monies appropriated to the WSGA by Washburn University of Topeka in accordance with the WSGA Finance Policy.
- E. Establish and preliminarily define the policies of the WSGA.
- F. Create special advisory boards for the purpose of advising any elected or appointed official, or body of the WSGA with the WSGA Senate defining the duties, duration, responsibilities, and composition of these boards.
- G. Create special project committees for the purpose of carrying out WSGA projects and activities that do not pertain to those duties of the WSGA Cabinet or other committees or boards associated with the WSGA.
- H. Have the power to override the VETO of the president by 2/3-majority vote of the WSGA Senate members present.

- SECTION 6. Appointments to WSGA Standing Committees of the WSGA Senate shall be established at the beginning of each term of office and delineated by the WSGA By-laws.
- SECTION 7. The WSGA President or the WSGA Senate when deemed necessary and shall be comprised of WSGA Senators or non-senators shall establish Ad-Hoc Committees. These student representatives shall report to the appropriate WSGA standing committee and/or the WSGA President.
- SECTION 8. Advisory Boards shall be established as delineated in the WSGA By-laws. These committees shall be appointed by the WSGA President and may be comprised of WSGA Senators and non-senators. The Chairperson of these committees shall be appointed by the WSGA President.
- SECTION 9. Members of the WSGA Senate shall meet:
- A. Every week on Wednesdays at 6:30p.m. during the spring and fall semesters, except during finals, and days when regular classes are not held, for the purpose of weekly meetings of the WSGA Full Senate.
 - B. WSGA Standing Committees shall meet on Wednesdays at 6:00p.m. immediately before the WSGA Full Senate meetings and only on weeks when the WSGA Full Senate meets unless voted on by any respective committee.
 - 1. If a WSGA Standing Committee votes to hold their meetings outside of this time, then the Chair of that committee shall announce their official meetings days and times to the WSGA Full Senate at the next available meeting.
 - C. If a special meeting of the WSGA Senate is called by the WSGA President.
 - 1. No constitutional or by-law amendments may be discussed.
- SECTION 10. The WSGA President shall have the power to cancel regularly scheduled WSGA meetings with the advice and consent of the WSGA Advisor.
- SECTION 11. All meetings of the WSGA, where quorum has been established, shall be open to the public and minutes shall be recorded during all meetings unless otherwise specified herein
- A. All minutes shall be submitted to the administrative assistant at the conclusion of each meeting for the purpose of record keeping.
 - B. A member of the Cabinet, designated by the WSGA President, shall have the duty and responsibility to post the minutes to the WSGA website within (7) seven days.
- SECTION 12. The rules and procedures of the WSGA Senate shall follow *Robert's Rules of Order*, unless overruled by the WSGA Constitution or the By-laws.
- SECTION 13. The duties and requirements of WSGA Senators shall be outlined in the WSGA By-laws.

SECTION 14. Student members on Washburn University Committees shall be appointed by the WSGA President and may be WSGA Senators or non-senators.

ARTICLE III. THE CABINET

SECTION 1. All executive authority necessary to govern the WSGA shall be vested in the WSGA President and WSGA Vice President. The Vice President shall preside over meetings. The WSGA President shall have the authority to call special meetings of the WSGA Senate (except for on National and University holidays) and to cancel regularly scheduled WSGA meetings with the advice and consent of the WSGA Advisor, shall have Veto power over legislation, but shall carry no voting power in the Senate.

SECTION 2. The President shall preside over the Senate in the absence of the Vice President. The Vice President shall exert a vote only when it would break an equal vote in the Senate.

SECTION 3. The WSGA President and Vice President shall be elected in the manner prescribed by the WSGA Election Rules.

SECTION 4. The WSGA President shall follow the job description set forth in the WSGA By-laws and shall also have the power and responsibility to ensure that all provisions of the WSGA Constitution, the WSGA By-laws, and legislation enacted by the WSGA Senate are faithfully executed.

SECTION 5. The WSGA Vice President shall follow the job description set forth in the WSGA By-laws and shall also have the power and responsibility to assist the WSGA President so that all provisions of the WSGA Constitution, the WSGA By-laws, and legislation enacted by the WSGA Senate are faithfully executed.

SECTION 6. The remainder of the WSGA Cabinet shall be appointed by the WSGA President and approved by a majority vote of the WSGA Senate, shall follow the job descriptions and requirements outlined in the WSGA By-laws and shall consist of the following offices: Chief of Staff, Communications and Marketing Director, Budget Director, Campus and Community Affairs Director, Administrative Assistant, Legislative Director, an optional Technology Director, and other positions as deemed necessary by the WSGA President and approved by the WSGA Senate in the form of a bill, which shall include job descriptions and requirements.

SECTION 7. No individual shall hold two (2) or more WSGA offices simultaneously, either elected or appointed.

SECTION 8. The WSGA Advisor will have the authority of monitoring the scheduled summer hours and if problems arise, the WSGA Advisor will notify the WSGA President to take appropriate action.

ARTICLE IV. AMENDMENTS

SECTION 1. The WSGA Constitution, once empowered, can only be amended by a 2/3 roll

call vote of the total membership of the WSGA Senate. Any constitutional amendment must be heard twice by the Senate for a vote to be taken regarding its implementation.

ARTICLE V. ADOPTION

SECTION 1. The WSGA Constitution and its By-laws shall become effective upon approval by a 2/3 roll call vote of the total membership of the WSGA Senate.

ARTICLE VI. SUCCESSION

SECTION 1. If the office of President becomes vacant, the Vice President shall assume the office of President, and a new Vice President shall be appointed in accordance with Section 2 of this Article.

SECTION 2. If the office of Vice President becomes vacant, the President shall appoint a nominee who shall take office upon confirmation by a 2/3 vote of the WSGA Senate.

SECTION 3. If the offices of President and Vice President become vacant simultaneously, the Speaker Pro-Tempore shall assume the office of President. All qualifying requirements for the office of President, except those dealing with grade point average, shall be waived in this case. A new Vice President shall be appointed in accordance with Section 2 of this article.

SECTION 4. If the offices of President, Vice President, and Speaker Pro-Tempore become vacant simultaneously, the office of President shall be assumed in the following order: Chief of Staff, Budget Director, the Chairperson of the Campus and Community Affairs Committee, the Chairperson of the Allocations Committee, the Chairperson of the Communications Committee, the Chairperson of the Internal Finance Committee, the Chairperson of the Nominating Committee, the Parliamentarian, current WSGA Senators in order of highest popular vote, WSGA Senators in order of appointment. All qualifying requirements for the office of President, except those dealing with grade point average shall be waived in this case. A new Vice President shall be appointed in accordance with Section 2 of this Article.

By-laws

OF THE

WASHBURN STUDENT

GOVERNMENT ASSOCIATION

WASHBURN UNIVERSITY

TOPEKA, KANSAS

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LEGISLATURE

SECTION 1. WSGA SENATORS

- A. WSGA Senators shall be expected to attend all WSGA Senate meetings and appropriate standing committee meetings.
1. A maximum of five (5) absences from the meetings outlined in Article 2, Section 8 of the WSGA Constitution shall be allowed.
 2. Half an absence will be counted for each of the meetings outlined in Article 2, Section 8 of the WSGA Constitution that a member is not present for, unless a special meeting is called by the President that is not held on a Wednesday night. If quorum is not met, half of an absence will be assessed. Only one absence may be given per night.
 3. Role shall be taken twice at each full senate meeting, once as the meeting commences and once as it ends. Each roll call will be counted as a quarter of an absence. Standing committee meetings shall be assessed half an absence.
 4. Once a member reaches their third absence, the Chief of Staff will notify the Senator in writing of their status and the consequences.
 5. Any member of WSGA, elected or appointed, shall retain the right to request an Absence Appeal Hearing before the Internal Affairs Committee any time before their fifth absence.
 6. Once a member reaches their fifth absence, that member shall be charged with nonfeasance of office and is required to attend a Due Process Hearing before the Internal Affairs Committee.
 7. The President will be responsible for notifying the member of their removal from the body or committee after the Internal Affairs Committee has completed a Due Process Hearing and the Senate has voted to remove them from office.
- B. In the event that a senator of WSGA is found guilty of violating the Washburn Student Code of Conduct, they shall be immediately removed from the body.
1. The senator in question shall retain the right to appeal to the Internal Affairs Committee, but only after a successful appeal to the Washburn Student Code of Conduct Appeal Board.
 2. If there is an open Senate seat available, the senator in question shall be eligible to return as a member of the WSGA Senate after the completion of their probationary period, as determined by the Washburn University Student Conduct Administrator, through the following process:
 - i. Submit a written statement to the WSGA President that describes why they are ready to serve the student body as a member of the Senate again.
 - ii. Upon receiving the written statement, the WSGA President shall

instruct the WSGA Advisor to verify with the Student Conduct Administrator that the senator in question has successfully completed their probationary period.

- iii. If verified, the WSGA President shall review the written statement and make the decision on whether the senator in question shall be able to return as a member of the Senate or not.
 - iv. If the WSGA President does give approval for the senator in question to return as a member of the Senate, the senator in question shall be allowed to fill out a WSGA Open Senate Seat Application, provided by the WSGA Chief of Staff, and continue to follow the traditional Open Senate Seat Application process.
 - v. If the WSGA President does not give approval for the senator in question to return as a member of the Senate, the senator in question may make an appeal to the Internal Affairs Committee. If the senator in question is given a 5 to 0, 4 to 1, or 3 to 2 approval vote, the senator in question shall be allowed to fill out a WSGA Open Senate Seat Application, provided by the WSGA Chief of Staff, and continue to follow the traditional Open Senate Seat Application process. If the senator in question is given a vote of disapproval, the senator in question shall not be allowed to rejoin as a member of the WSGA Senate for the rest of the academic year.
- C. Senators shall be entitled to hold the position of Chairperson or Vice-chairperson in one or more WSGA project committees.
- D. Senators shall be required to attend the WSGA Senate retreat as outlined in the WSGA By-laws.
- E. Senators are expected to keep up-to-date on issues affecting the members of the WSGA.
- F. VETO override by the Senate on any legislation vetoed by the WSGA President must be accomplished as follows:
- 1. Once a bill has been vetoed and parties notified, the legislative sponsor can ask for an override vote in the next senate meeting following the VETO.
 - 2. The override vote must be by 2/3-majority roll call vote of the WSGA Senate members present.
 - 3. The legislative sponsor can submit the bill for override through the Committee of the Whole or as regular legislation.
 - 4. If the legislation is not submitted at the next meeting following the VETO, then the VETO will be sustained and the legislation dies.
- G. Senators shall maintain one scheduled office hour per week during the spring and fall semesters. The following stipulations shall apply:
- 1. Failure to complete any time in the office in any given week will result in an

assessment of ½ absences for WSGA Senate.

2. The Chief of Staff shall be in charge of creating a policy governing office hours and submit the policy to the WSGA senate for their approval, in addition to scheduling and monitoring Senator office hours. Subsequent changes to the office hour policy must also receive approval from the senate.
3. The Internal Affairs committee shall establish a policy for excusing absences.
4. Non-Standing committee meetings count towards office hour minutes. If a meeting runs for 30 minutes, that will account for ½ of an office hour and so forth.
5. Senators who fail to attend their Non-Standing committee meeting for the week still have the requirement of completing their full, one-hour office hour for the week.

SECTION 2. PARLIAMENTARIAN

- A. Shall be selected by the WSGA President as a person qualified in the area of parliamentary matters and shall be a WSGA Senator.
- B. Shall have the duty and authority to rule on all parliamentary decisions in the WSGA Senate committees.
- C. Shall be the final authority of all parliamentary rulings unless their decisions are overturned according to *Robert's Rules of Order*.
- D. Shall serve as the chair of the WSGA Senate's Removal from Office Hearings.

SECTION 3. SPEAKER PRO-TEMPORE

- A. Selected by a majority vote of the Senate members present.
- B. Shall act as the Chairperson of Internal Affairs Committee in accordance with the job requirements in the By-Laws.
- C. Presides over the Senate in the absence of the President and Vice President.
- D. Shall chair the Committee of the Whole.
- E. Shall make the final decision to place any item on the weekly agenda if it falls within 24 hours of the Full Senate meeting.
- F. Shall prepare a written report at the end of each term, documenting action taken and recommending future action.

SECTION 4. REFERENDUMS AND INITIATIVES

- A. Legislative power shall be vested in the WSGA Senate; but the WSGA reserves to themselves the right to popular initiative, which is the power of a specified number of voters to submit issues to the entire WSGA for approval or rejection. The procedure for the initiative is as follows:
1. The initiative petition shall set forth the full text of the law that is proposed by the petition.
 2. To be certified by the WSGA Election Commission, an initiative petition must contain 300 valid signatures from WSGA members. If the petition is certified, the initiative question will be placed on the next general election ballot.
 3. The initiative question may be removed from the next general election ballot if the WSGA Senate passes the initiative question and affirmatively acts to remove the question from the ballot. Subsequent repeal of passed legislation will result in the initiative being placed back on the ballot.
 4. Initiative petitions must be confined to subjects which are under the direct authority of the student government. Initiative petitions failing to meet this criterion shall be judged invalid on their face. The WSGA Election Commission shall judge the validity of the initiative question prior to placing such question on the ballot in an open hearing.
 5. The initiative process may not be used to call for new elections or to overturn the results of a previous election.
 6. The WSGA Constitution and By-laws are not subject to change or amendment by the initiative process.
- B. WSGA may hold a referendum at the next WSGA General Election on any legislation or resolution passed by the WSGA Senate by: (1) a simple majority of the WSGA Senate voting to have a referendum on a particular question or (2) upon receipt by the WSGA Senate of a referendum petition containing 300 valid signatures from WSGA members.
1. The referendum petition shall set forth the full text of the referendum question.
 2. The individual(s) circulating the referendum petition shall inform the WSGA President and the Chairperson of the WSGA Election Commission of their intent to seek a referendum. The organizer(s) of the petition drive will have two weeks from the date of passage of the legislation or resolution to which the referendum pertains to submit the completed referendum petitions to the WSGA President. The WSGA President will then transmit the petitions to the Chairperson of the WSGA Election Commission for certification. The originator of the legislation in question can rescind the legislation at any time and the referendum process will be stopped and is no longer necessary.
 3. During the period of time in which the referendum petition is being circulated, the legislation or resolution that is the subject of the proposed

referendum shall be held in abeyance. If the Election Commission does not certify the referendum petition, the legislation or resolution shall be implemented in accordance with the usual process of the WSGA. The referendum shall be held in abeyance until after the WSGA General Election. The originator of the legislation in question can rescind the legislation at any time and the referendum process will be stopped and is no longer necessary.

4. WSGA elections are not subject to the referendum process.
 5. The WSGA Constitution and By-laws are not subject to the referendum process.
 6. The originator of the legislation in question can rescind the legislation at any time and the referendum process will be stopped and is no longer necessary.
- C. An emergency initiative or referendum may be called requiring an election within two weeks by either of the following: (1) a 3/4 majority vote of the WSGA Senate voting to have a referendum; or (2) an initiative or referendum petition containing 500 valid signatures submitted to the WSGA Senate.
1. The emergency referendum or initiative petition must be consistent with Section 1 (A, B, C, D, E, and F) and Section 2 (A, B, C, D, and E) of this article.
 2. Upon receipt of emergency referendum or initiative petitions, the WSGA President or WSGA Senate shall transmit such petitions to the Chairperson of the WSGA Election Commission who shall determine the validity of such petitions.
 3. If the petitions are certified by the WSGA Election Commission, the WSGA Senate will schedule an emergency election within two weeks after official notification by the Election Commission that the petitions are certified.
 4. The originator of the legislation in question can rescind the legislation at any time and the referendum process will be stopped and is no longer necessary.
- D. The results of an initiative or referendum election shall be binding upon members of the WSGA unless such action conflicts with University policy and programs, conflicts with the WSGA Constitution and By-laws or jeopardizes the existence of student government at Washburn University.

COMMITTEES

SECTION 1. GENERAL

- A. Standing Committees of the WSGA Senate shall meet weekly as set by Article 2, Section 8 of the WSGA Constitution. The WSGA President shall appoint senators to each Standing Committee. To be recognized, no committee shall consist of more than two (2) senators fewer than any other Standing Committee. These Standing Committees may establish sub-committees to explore specific topics as they deem necessary.
- B. All Standing Committees shall submit weekly written reports to the WSGA Senate, of all committee proceedings and attendance. All Standing Committees, the Internal Affairs Committee, the Diversity and Inclusion Committee, the Internal Finance Committee, and the Nominations Committee shall prepare a final written report at the end of the term, documenting actions of the committee with ideas for the future.
 1. All committees, standing and non-standing, shall record minutes during all committee meetings.
 2. These minutes shall be submitted to the WSGA Administrative Assistant for the purpose of record keeping and posting on the WSGA website at the conclusion of each meeting.
 3. A Cabinet member shall have the minutes posted on the WSGA website within seven (7) days of them being submitted.
- C. Standing Committee meetings must have a quorum of membership present, which is more than half, for action to be taken by the committee. These Standing Committees shall include: Allocations, Campus and Community Affairs, and Communications.
- D. Any enrolled Washburn student may attend and have speaking rights at any WSGA committee meeting. If any enrolled Washburn student attends at least two consecutive WSGA committee meetings, they may be granted voting rights upon the confirmation from the WSGA President, the Chief of Staff, the Speaker Pro-Tempore, and the chair of that committee.
 1. Students have the right to not accept voting rights.
 2. If a student is granted voting rights, that student is now considered in the quorum of committee members.
 3. If a student is granted voting rights, they must abide by the following attendance policy:
 1. Each committee meeting is counted as half of one absence. Once this voting member reaches one (1) full absence the Chief of Staff will notify the student of their standing on their committee. Once the member reaches two (2) full absences from their committee, the committee chair shall notify them that their voting rights have been

removed.

2. If a student's voting rights are removed, they have the right to appeal to the Internal Affairs Committee through the absence appeal hearing process.

SECTION 2. COMMITTEE CHAIRPERSON AND VICE-CHAIRPERSON

- A. The President of WSGA shall appoint The Chairperson and Vice-Chairperson of WSGA standing committees.
 1. The President's appointed committee Chairperson and/or Vice Chairperson must be approved by the Senate of the Washburn Student Government Association by a 2/3rds vote.
- B. The President of WSGA may remove The Chairperson and Vice-Chairperson of WSGA standing committees.
 1. The President may only remove the Chairperson and/or Vice-Chairperson of a standing committee on grounds of improper conduct, violation of the WSGA Constitution and By-Laws, violation of the Washburn University Student Code of Conduct, or inability to perform their duties as Chairperson or Vice-Chairperson.
 1. This would be decided by a hearing of the Internal Affairs committee.
- C. The Chairperson shall preside over committee meetings.
- D. The Chairperson shall make weekly written reports to the WSGA Senate, informing it of all committee proceeding and attendance.
 1. If the Chairperson fails to submit a weekly written report twice, they will be given a written warning from the Speaker Pro-Tempore.
 2. If the Chairperson fails to submit a weekly written report three times, they will be charged with one committee absence.
 3. For every report the Chairperson fails to submit, following the third, they will be charged with 1/2 committee absence.
 4. The WSGA Administrative Assistant shall be responsible for setting a weekly deadline; proper notification shall be made in the same manner as stated above.
 5. The WSGA Administrative Assistant shall be responsible for keeping records of weekly reports submitted.
- E. The Chairperson shall prepare a written report at the end of each term, documenting action taken and recommending future action.
- F. The Vice Chairperson shall chair the committee meeting and submit a weekly written report in the absence of the Chairperson.

- G. The Vice Chairperson shall take attendance and minutes at all committee meetings.
- H. The Vice Chairperson shall be responsible for giving the minutes and attendance to the Chairperson to be included in the weekly report.
- I. The Vice Chairperson shall assist the Chairperson in preparing the year-end report.
- J. If the position of Chairperson becomes vacant, the Vice Chairperson shall assume the office of Chairperson and a new Vice Chairperson shall be appointed in accordance with Section 2, A, of this chapter.

SECTION 3. ALLOCATIONS COMMITTEE

- A. Review the projected budget as written by the WSGA Budget Director and recommend changes as prudent.
- B. Hold hearings on all group financial requests.
- C. Make recommendations as to the availability of funds and proper use of accounts.
- D. Report on all legislation prior to the funding deadline.
- E. Receive reports from appropriate university committees, project committees, sub-committees, ad-hoc committees, advisory committees, concerned Washburn students, and members of the Cabinet.
- F. The Chair of Allocations shall chair the Committee of the Whole in the absence of the President Pro Tempore, and the Chair of Campus and Community Affairs.
- G. Conduct audits on primary organizations receiving student activity fee money, as outlined in the WSGA By-Laws, finance, Section 5.
- H. Oversee the Student Activity Fee Sub-Committee.

SECTION 4. CAMPUS AND COMMUNITY AFFAIRS COMMITTEE

- A. Hold hearings, propose legislation, and discuss legislation on topics related to student issues, academic policy concerns, and food service.
- B. Plan, coordinate, and execute activities that enhance the social, educational, and cultural experience of Washburn students.
- C. Receive reports from appropriate university committees, project committees, sub-committees, ad-hoc committees, advisory committees, concerned Washburn students, and members of the Cabinet.
- D. The chair of Campus and Community Affairs shall chair the Committee of the Whole in the absence of the Speaker Pro-Tempore.

SECTION 5. COMMUNICATIONS COMMITTEE

- A. Hold hearings and propose legislation on topics relating to WSGA public relations including promotional events and other projects.
- B. Recruit students as potential Senators or leaders in other student organizations.
- C. Develop strategies to promote WSGA as an entity, as well as strategies to promote other student organizations.
- D. Make recommendations to the Cabinet regarding publicity and marketing of WSGA.
- E. Receive reports from appropriate university committees, project committees, sub-committees, ad-hoc committees, advisory committees, concerned Washburn students, and members of the WSGA Cabinet.
- F. Serve as a resource committee for the Public Relations Director for the enactment of major WSGA projects.
- G. Work with the appropriate university personnel to aid in the recruitment of students to Washburn.

SECTION 6. INTERNAL AFFAIRS COMMITTEE

- A. Structure
 - 1. The Speaker Pro-Tempore of the Senate shall chair the committee.
 - 2. The committee shall consist of four (4) voting members and in the event of a tie, the chair will vote and serve as the tie-breaker. The chairs of the Allocations, Communications, Campus and Community Affairs, Diversity and Inclusion Committees will choose a member from their respective committees to be a representative on Internal Affairs. In the event that the chosen representative no longer is a member of the WSGA Senate, the chair of the committee they were representing will select a new representative from their committee to serve as the representative on Internal Affairs.
 - 3. The Chief of Staff shall serve as an ex-officio member of the Internal Affairs Committee and should be present at all meetings but shall not have any voting rights in the Committee.
- B. Internal Affairs Committee:
 - 1. Hold hearings and propose legislation on topics concerning WSGA internal affairs, such as the WSGA Constitution, By-laws, and internal policy. After a hearing held by Internal Affairs, the chair shall be required to submit a written report at the next full Senate meeting.
 - 2. Review the activities and job performance of the entire WSGA, including the WSGA Senate, WSGA Cabinet, WSGA Election Commission, and the WSGA

Advisor, by comparing performance to descriptions set forth in the WSGA Constitution and By-laws. However, comparison between WSGA members shall not be the basis for this process. It shall be the duty of this committee to recommend legislation requesting removal of any WSGA member guilty of mis-, mal-, or nonfeasance of office.

C. Absence Appeal Hearing

1. Upon receiving an absence a WSGA member may choose to request an Absence Appeal Hearing before the Internal Affairs Committee.
2. Upon request, the Internal Affairs Committee shall hold a hearing to determine whether any absence is excused.
3. Upon a decision of the Internal Affairs Committee, the Chair shall notify the Senator and the Chief of Staff of the ruling. The Chief of Staff shall then update the total absences of the Senator based upon the decision of the Internal Affairs Committee.

D. Job Evaluation Process

1. The Internal Affairs Committee shall have the right to commence a job evaluation on any elected or appointed member of the WSGA Senate or Cabinet.
2. Any Washburn student has the right to submit a job performance incident report, anonymously or by name, to either the Speaker Pro-Tempore or the Chief of Staff.
3. Once an incident report is received, the Internal Affairs Committee may begin the job evaluation process.
4. The evaluation process shall provide WSGA a recommendation to take further action, such as a written warning, commencing a Due Process Hearing, or to conclude the issue.
5. The Internal Affairs Committee may review items including, but not limited to, weekly reports, weekly office hours, and personal testimony.

E. Due Process Hearing

1. If the Internal Affairs Committee finds behavior resulting in potential charges of mis-, mal-, or nonfeasance of office, the individual can be referred to a Due Process Hearing.
2. If potential charges are being brought against an individual, the individual must be subject to a due process hearing. No further action can be taken without a Due Process Hearing.
3. All WSGA members retain the ability to waive their right to a Due Process Hearing with the understanding that this would be a voluntary admission of guilt and the Internal Affairs Committee shall decide their sanctions based upon the information present.

4. The purpose of the Due Process Hearing is to confront the reviewed individual with potential evidence and potential charges. The individual then is allowed to respond to the potential evidence and potential charges.
5. Internal Affairs must present the reviewed individual with a letter seven days in advance, announcing the time and place of the Due Process Hearing, and inform the individual about their rights under the WSGA Constitution.
6. The reviewed individual at the Due Process Hearing has the right to bring relevant evidence, to bring no more than three witnesses, not including themselves, the right to cross-examine other witnesses, and the right to speak on their behalf.
7. Internal Affairs can bring no more than three witnesses to present evidence regarding potential charges by a vote of the committee.
8. If the Due Process Hearing was brought about as a result of a report from another individual against the member in question, that individual who originally filed the report may attend or participate in the Due Process Hearing.
 - a. Accusing parties have the right to remain anonymous throughout the process, but those individuals also retain the right to meet with the Internal Affairs Committee separately from the accused party as part of the Due Process Hearing.
9. The Due Process Hearing must be held in closed session unless the individual under review is an elected WSGA official.
10. The Internal Affairs Chairperson has the final jurisdiction to govern the meeting. The Chairperson has the right to remove anyone present from the room that is obstructing the course of the meeting or presenting dilatory evidence divergent from the issue at hand. It is the prerogative of the chair to determine behavior as falling within these guidelines.
11. Accurate and complete minutes must be recorded by at least one secretary and one mechanical recording device.
12. The chairperson must read aloud the portions of the WSGA By-laws or Constitution procedurally relevant to the hearing so that all present are informed.
13. Any member of Internal Affairs can pose a question to any witness. All direction of discussion is ruled by the prerogative of the chairperson.
14. Once a Due Process Hearing is held, the Internal Affairs Committee shall decide by a formal vote if the individual in question is guilty or not guilty of mis-, mal-, or nonfeasance of office.
15. If the individual is found to be guilty of mis-, mal-, or nonfeasance of office, the Internal Affairs Committee shall enter into executive session by majority vote where the committee will decide what course of action to take. This may include, but is not limited to, entering into a mutual consent agreement

with the individual in question or filing official Articles of Impeachment.

- a. Only Internal Affairs members can be allowed to attend this portion of the meeting unless the individual is an elected WSGA official. If the individual is elected, the meeting must remain open.
- b. Articles of Impeachment against any member of WSGA must be in the Senate Bill Format and approved by a 2/3 majority vote of the Internal Affairs Committee before being referred to the Full Senate the next week.

F. Removal from Office Hearing

1. The purpose of the Removal from Office Hearing is to determine whether or not sufficient grounds for removal of an individual based on charges of mis-, mal-, or nonfeasance of office exist. The WSGA Senate in executive session will determine recommendations of consequences.
2. Internal Affairs must present the individual with a letter specifying the charges, a list of the rights of the accused, the time and place of the meeting, and the time limits of the hearing portion.
3. The individual in question has the right to present relevant evidence, may bring a specific number of witnesses to be determined by the Internal Affairs committee, the right to cross examine witnesses, the right to a student attorney who is a member of the WSGA, the right to speak on own behalf, and the right to a closing statement.
4. The bill drafted by Internal Affairs, containing the charges and consequences, will be presented before Senate at the start of the Hearing.
5. Equal time limits for both sides will be set by Internal Affairs.
6. The Internal Affairs committee may have a number of witnesses equal to those allowed the charged individual(s).
7. The Removal from Office Hearing must be held in open session. All executive session decisions must be made in closed session unless the individual under consideration is an elected WSGA official.
8. The WSGA Parliamentarian will preside over the proceedings and have final jurisdiction to govern hearing. The WSGA Parliamentarian has the prerogative to remove anyone present who is obstructing the course of the meeting or presenting dilatory evidence divergent from the specific charges.
9. Accurate and complete minutes must be recorded by at least one secretary and one mechanical recording device.
10. The WSGA Parliamentarian must read aloud all portions of the WSGA By-laws or Constitution procedurally preceding the Removal from Office Hearing and relevant to the hearing specifically.
11. The case against the individual in question will proceed first, followed by the

case of Internal Affairs. Each witness will give testimony and be subject to questions from the senate and the accused individual.

12. With a 2/3 majority, senate will move into executive session, with a time limit to be set as included within the motion to move into executive session. Only members of the WSGA Senate can be present during discussion of charges and evidence. Removal of a WSGA member from office must receive a 3/4-majority vote.
13. All decisions must be publicly announced directly after exiting executive session.
14. Any further restrictions or penalties shall be determined by the WSGA Senate.

SECTION 7. NOMINATIONS COMMITTEE

- A. The Chief of Staff shall serve as the Chairperson of the Nominations Committee and should be present at all meetings but shall not have any voting rights in the Committee.
- B. Shall consist of five (5) members, each to be elected by the WSGA Senate.
- C. Receive applications for WSGA Senate from the applicant and conduct interviews of applicants.
- D. Provide recommendations to the President and Chief of Staff regarding applicants to the WSGA Senate.
- E. The Nominations Committee does not hold the rights of a WSGA Standing Committee other than provided above.

SECTION 8. INTERNAL FINANCE COMMITTEE

- A. The Internal Finance Committee shall consist of six (6) senators who are elected by the WSGA Senate. From these six (6) senators, a Chairperson will be chosen by a majority vote of the WSGA Senate. Serving on the Internal Finance Committee does not fulfill the requirement for senators to serve on a Standing committee.
- B. The Internal Finance Committee can have the responsibility and authority to give status to any bill that comes before the Senate concerning any internal expenditure exceeding \$350, while the Senate is in session. While the Senate is in session, any internal expenditure over \$350 must be approved by a majority vote of the Senate.
- C. When the Senate is not in session, during the summer vacation, winter, spring, and fall breaks, and during other declared University closures:
 1. The Internal Finance Committee will have the final authority to approve or disapprove any internal expenditure necessary for the functioning of the WSGA office exceeding \$350. If approved, the Cabinet is granted the authority to carry out the expenditure of the bill. If disapproved, the bill is

stopped and may only be brought up by a motion to reconsider the bill within the committee, or in the form of a new bill at a later time.

2. The Internal Finance Committee will have the final authority to modify, approve, and deny funding requests that, by nature of the date of an organization's event, must be reviewed before the time that the full senate will be in session.
 3. During such times that the Internal Finance Committee must meet, the committee will possess all the authority of the Allocations Committee as outlined in Chapter 2 Section 8 subsections B, C, and D.
 4. Internal Finance Committee is bound by the rules and guidelines set forth by the WSGA Funding Policy.
- D. The Internal Finance Committee shall have the exclusive responsibility and authority to audit the WSGA office and examine all office expenditures and money spent by the WSGA Cabinet.
- E. The Internal Finance Committee does not hold the rights of a WSGA Standing Committee other than provided above.

SECTION 9. DIVERSITY AND INCLUSION COMMITTEE

- A. Hold hearings, propose legislation, and discuss legislation on topics related to the inclusion of Washburn students.
- B. Receive reports from appropriate university committees, project committees, sub-committees, ad-hoc committees, advisory committees, concerned Washburn students and members of the WSGA Cabinet.
- C. The WSGA Diversity and Inclusion Director, if one is hired, shall be an ex-officio member of this committee.
- D. The chair and vice-chair shall be appointed by the WSGA President.

SECTION 10. BY-LAWS COMMITTEE

- A. The purpose of this committee is to discuss and propose changes to Washburn Student Government Association's By-Laws and Constitution.
- B. The chair of this committee shall be the Speaker Pro-Tempore, which is voted on at the beginning of the administration by the Senate.
- C. The Legislative Director, if one is hired, shall be an ex-officio member of this

committee.

- D. The vice-chair shall be appointed by the WSGA President.

SECTION 11. STUDENT ACTIVITY FEE REVIEW COMMITTEE

- A. This committee shall act as a subcommittee of the WSGA Allocations Committee.
- B. Tasked with evaluating and proposing any changes to the Student Activity Fee and audits from the Allocations Committee.
- C. Shall be chaired by the WSGA Budget Director.
- D. Membership shall be comprised of at least one representative from each of the organizations which receive Student Activity Fee money.
 - 1. These organizations are WSGA, Student Media, Campus Activities Board, Community Impact, Bod Squad, University Child Development, Dancing Blues, and the Cheer team.
- E. The Director of the Office of Student Involvement and Development, the Vice President of Student Life, and the Vice President of Administration and Treasurer shall all act as ex-officio members of the committee.

SECTION 12. AD-HOC COMMITTEE

- A. Appointed by the Senate or the WSGA President to investigate a specific topic or subject matter before the Senate for consideration.
- B. The chair and vice-chair shall be appointed by the WSGA President.

SECTION 13. SELECT COMMITTEE

- A. Appointed by the WSGA President to address a specific topic or subject matter that is of concern to the Senate or the WSGA.
- B. Does not require Senate approval for appointment to this committee, but Senate must be informed when a committee is formed and for what purpose it was formed.
- C. Purpose is for helping WSGA President to gather information. They cannot propose legislation, but can make recommendations to the President or any Standing Committee as the WSGA President may direct on possible legislation.

- D. Can only exist for a specific period of time. This period must be specified at the time of its forming.

SECTION 14. ADVISORY BOARDS

- A. These committees shall be appointed by the WSGA President and may be comprised of Senators and Non-Senators, including students, faculty, and staff.
- B. Some of the Advisory boards could include, but are not limited to the following:
 - 1. Food Advisory Board – to advise WSGA and Washburn Dining Services on matters of food on campus, catering, prices and the like.

SECTION 15. PROJECT COMMITTEES

- A. Each standing committee will be empowered to create project committees for the purpose of taking definite action on a WSGA event.
- B. Project committees shall be comprised of Washburn Students.
- C. They may range in size from 5 to 9 people.
- D. The chairperson of each project committee will be appointed by the chair of the standing committee which created it.
- E. The project committees will be formed to carry out a definite task or event and will be dissolved upon completion of the task or event.
- F. The project committees will be responsible to be present at any WSGA Senate meeting when their project is being considered in order to answer any questions that the Senate may have about the project.
- G. Provide their standing committee with a written report fully describing the event or project which they were involved with.

Cabinet and Executive Board

SECTION 1. THE WSGA CABINET

- A. The WSGA Cabinet shall be comprised of those students that fall under Article III of the WSGA Constitution.
- B. The WSGA President shall chair all Cabinet meetings.
- C. The WSGA Cabinet shall meet on a regular basis as determined by the WSGA President.
- D. In the event that a Cabinet member of WSGA is found guilty of violating the Washburn Student Code of Conduct, they shall be immediately removed from their position.
 - 1. The Cabinet member in question shall retain the right to appeal to the Internal Affairs Committee, but only after a successful appeal to the Washburn Student Code of Conduct Appeal Board.
 - 2. If there is an open Senate seat available, the Cabinet member in question shall be eligible to return as a member of WSGA on the Senate after the completion of their probationary period, as determined by the Washburn University Student Conduct Administrator, through the following process:
 - i. Submit a written statement to the WSGA President that describes why they are ready to serve the student body again as a member of WSGA through the Senate.
 - ii. Upon receiving the written statement, the WSGA President shall instruct the WSGA Advisor to verify with the Student Conduct Administrator that the Cabinet member in question has successfully completed their probationary period.
 - iii. If verified, the WSGA President shall review the written statement and make the decision on whether the Cabinet member in question shall be able to return to WSGA as a member of the Senate or not.
 - iv. If the WSGA President does give approval for the Cabinet member in question to return to WSGA as a member of the Senate, the Cabinet member in question shall be allowed to fill out a WSGA Open Senate Seat Application, provided by the WSGA Chief of Staff, and continue to follow the traditional Open Senate Seat Application process.

- v. If the WSGA President does not give approval for the Cabinet member in question return to WSGA as a member of the Senate, the Cabinet member in question may make an appeal to the Internal Affairs Committee. If the Cabinet member in question is given a 5 to 0, 4 to 1, or 3 to 2 approval vote, the Cabinet member in question shall be allowed to fill out a WSGA Open Senate Seat Application, provided by the WSGA Chief of Staff, and continue to follow the traditional Open Senate Seat Application process. If the Cabinet member in question is given a vote of disapproval, the Cabinet member in question shall not be allowed to rejoin WSGA as a member of the Senate for the rest of the academic year.

SECTION 2. THE WSGA EXECUTIVE BOARD

- A. The WSGA Executive Board shall consist of all WSGA Cabinet members as well as the chairs of the WSGA standing and non-standing committees.
- B. The purpose of the Executive Board would be to establish an open line of communication between the Cabinet and the Senate.
- C. The WSGA Executive Board shall be chaired by the WSGA President.
- D. The WSGA Executive Board shall meet on a weekly basis as determined by the WSGA President to be the day and time that at least a quorum can be present.

SECTION 3. PRESIDENT POSITION

- A. The WSGA President shall have the responsibility to:
 - 1. Represent the rights and interests of the students of Washburn University and the WSGA.
 - 2. Accept applications and appoint the non-elected members of the WSGA Cabinet and select individuals to serve as WSGA Senators should offices become vacant, and any other positions as described in the WSGA Constitution and By-laws assuming proper advertisement has been conducted one week prior to the application deadline if they concern appointments for people other than current senators.
 - 3. Maintain at least twenty (20) scheduled office hours per week during the spring and fall semesters with at least one office hour scheduled each day

Monday through Friday and at least 5 scheduled office hours during the summer semester. Office hours may only be scheduled between 8am and 7pm.

4. Maintain at least 5 scheduled hours per week during the summer semester and carry out activities necessary during the summer semester in accordance with other job requirements.
5. Preside over the WSGA Senate in the absence of the Vice President and be present at all meetings as outlined by the Chief of Staff Attendance policy.
6. Oversee the activities of all WSGA Standing and University Committees.
7. Attend or have a representative at all Washburn Board of Regents meetings, Faculty Senate Meetings, and Kansas Board of Regents Student Advisory Committee meetings.
 - a. The individual attending shall report on the meetings at the next WSGA Full Senate Meeting.
8. Oversee and be responsible for the activities of the WSGA Cabinet.
9. Chair all Cabinet and Executive Board meetings.
10. Serve on all University Committees as specified by the committee composition guidelines.
11. Terminate the employment of WSGA Cabinet members and remove appointed chairpersons as needed if it is felt that person has committed mis-, mal-, or nonfeasance in office.
12. Submit annually a budget request for the effective operation of the WSGA to the Allocations Committee of the WSGA Senate.
13. Create and enforce WSGA office policy.
14. Exercise VETO power over legislation passed by the Senate within the following guidelines:
 - a. The VETO is within 48 hours of the legislation's passage, in writing with an explanation of why the legislation is being vetoed.
 - b. The written VETO must be sent to the sponsor within 48 hours of the

VETO.

c. The Senate must be informed of the VETO at the next meeting.

15. Make available to the Senate a detailed end of the term report analyzing the year's activities and suggestions for the future.
16. Set a calendar at the beginning of each semester that outlines the Wednesdays that WSGA Senate shall meet and the Wednesdays that WSGA Standing Committees shall meet following the guidelines set forth in Article 2, Section 8 of the WSGA Constitution.
17. Call a Special Session of WSGA Senate when issues or legislation cannot be addressed or carried out in a timely and efficient manner if left for the next scheduled WSGA Senate meeting.

SECTION 4. VICE PRESIDENT POSITION

A. The WSGA Vice President shall have the responsibility to:

1. Assume the duties of the WSGA President in the event that the WSGA President is unable to fulfill the requirements of the office.
2. Assist the President in overseeing the activities of the WSGA Cabinet.
3. Maintain at least 20 scheduled office hours per week during the spring and fall semesters with at least one office hour scheduled each day Monday through Friday and at least 5 scheduled office hours during the summer semester. Office Hours may only be scheduled between 8am and 7pm.
4. Be Chair of the WSGA Senate during all WSGA Senate meetings and be present at all meetings as outlined by the Chief of Staff attendance policy.
5. Oversee the activities of the WSGA project committees, advisory boards, ad-hoc committees.
6. Maintain at least 5 scheduled hours per week during the summer semester and carry out activities necessary during the summer semester in accordance with other job requirements.
7. Make available to the Senate a detailed end of the term report analyzing the year's activities and suggestions for the future.

SECTION 5. CHIEF OF STAFF POSITION

- A. The WSGA Chief of Staff shall have the responsibility to:
1. Oversee the WSGA Cabinet.
 2. Ensure that the decisions of the WSGA Senate and the WSGA President are executed by the WSGA Cabinet.
 3. Maintain an orderly, effective, and efficient office.
 4. Maintain at least 20 scheduled office hours per week during the spring and fall semesters with at least one office hour scheduled each day Monday through Friday and at least 5 scheduled office hours during the summer semester. Office Hours may only be scheduled between 8am and 7pm.
 5. Maintain at least 5 scheduled hours per week during the summer semester and carry out activities necessary during the summer semester in accordance with other job requirements.
 6. Be present at all WSGA Senate meetings, as outlined by the Chief of Staff attendance policy, to inform the WSGA Senate of Cabinet activities not included in other Senate reports.
 7. Carry out activities necessary during the summer semester in accordance with other job requirements.
 8. Coordinate and execute projects not assigned to special WSGA Senate Project committees.
 9. Assist students who enter the WSGA office.
 10. Work with all WSGA Cabinet members in order to answer questions regarding any WSGA service or activity.
 11. Work with all university departments, student organizations, and student leaders in order to maintain an on-going list of activities on the Washburn University campus and surrounding community that are deemed important to students.
 12. Assist the Communications and Marketing Director in informing students of the various activities.
 13. Notify senators, in writing, of their status and the consequences of further absences once they have acquired four absences.
 14. Serve as the Chairperson of the Nominations Committee. Should be present at all meetings but shall not have any voting rights in the Committee.

15. Make available to the Senate a detailed end of the term report analyzing the year's activities and suggestions for the future.
16. Make available to Senate an organized and complete year-end report containing minutes, bills and resolutions; individual reports, both Cabinet and committee, which are uniform and presentable; and make at least seven copies for the office and four for other offices on campus (Library, Student Involvement and Development, President's office, and Student Life Office.)

SECTION 6. ADMINISTRATIVE ASSISTANT POSITION

A. The WSGA Administrative Assistant shall have the responsibility to:

1. Maintain at least 20 scheduled office hours per week during the spring and fall semesters with at least one office hour scheduled each day Monday through Friday. If chosen to do summer hours, maintain at least 5 scheduled hours a week during the summer semester. Office hours may only be scheduled between 8am and 7pm.
2. Attend all WSGA Senate meetings as outlined by the Chief of Staff attendance policy.
3. Take attendance, minutes, and provide other internal services necessary at all WSGA Senate meetings.
4. Maintain accurate files and records pertaining to all WSGA activities.
5. Carry out other administrative functions and services as deemed necessary by the WSGA President and/or Chief of Staff.
6. Type and distribute legislation from WSGA Senators.
7. Maintain a current copy of the WSGA Constitution in the Office of Student Involvement and Development.
8. Make available to the Senate a detailed end of the term report analyzing the year's activities and suggestions for the future.
9. Assist the Chief of Staff with the year-end report by compiling the minutes, bills and resolutions from each previous meeting's minutes.

SECTION 7. COMMUNICATIONS AND MARKETING DIRECTOR POSITION

A. The WSGA Communications and Marketing Director shall have the responsibility to:

1. Carry out all activities necessary to provide adequate publicity of all events and services funded by the WSGA.
2. Carry out all activities necessary to provide adequate publicity of all events

and services deemed important to students by the WSGA Senate or the WSGA President.

3. Maintain at least 20 scheduled office hours per week during the spring and fall semesters with at least one office hour scheduled each day Monday through Friday. If chosen to do summer hours, maintain at least 5 scheduled hours a week during the summer semester. Office hours may only be scheduled between 8am and 7pm.
4. Assist other WSGA Cabinet members in publicizing services and activities.
5. Attend all WSGA Senate Meetings, as outlined by the Chief of Staff attendance policy, to advise the Senate on public relations, communications, and marketing-related issues.
6. Make available to the Senate a detailed end of the term report analyzing the year's activities and suggestions for the future.

SECTION 8. BUDGET DIRECTOR POSITION

A. The WSGA Budget Director shall have the responsibility to:

1. Maintain at least 20 scheduled office hours per week during the spring and fall semesters with at least one office hour scheduled each day Monday through Friday and at least 5 scheduled office hours during the summer semester. Office Hours may only be scheduled between 8am and 7pm.
2. Maintain at least 5 scheduled hours per week during the summer semester and carry out activities necessary during the summer semester in accordance with other job requirements.
3. Keep WSGA files on all organizations requesting funding from WSGA. In each file shall be at least, but not limited to, a copy of:
 - a. All notes and request from the budget hearing
 - b. Bills allocating funds to the student group
 - c. Any other information regarding the student group that would be helpful to the Allocations Committee to make recommendations.
4. Attend all Allocations Committee meetings and WSGA Senate meetings, as outlined by the Chief of Staff attendance policy, to advise the committee and/or Senate on financial matters.
5. Provide a weekly written financial statement to the WSGA Senate.
6. Ensure the efficient administration of funds, the safeguarding of assets, the protection of records, the promotion of efficiency, adherence to prescribed

policies, and the production of pertinent, accurate, and timely information and reports.

7. Act as the purchasing agent of the WSGA.
8. Submit to the WSGA Senate a projected budget, prescribed by WSGA and university policies and reviewed by the Allocations Committee, for the monies generated by the student activity fee.
9. Follow through with all financial legislation and activities through the completion of all paperwork.
10. Make available to the Senate a detailed end of the term report analyzing the year's activities and suggestions for the future.
11. Be responsible for conducting a physical inventory of WSGA assets. The results of said inventory shall be reported, written and orally, to the WSGA Senate at the beginning of the fall and spring semester.

SECTION 9. CAMPUS AND COMMUNITY AFFAIRS DIRECTOR

- A. The WSGA Campus and Community Affairs Director shall have the responsibility to:
 1. Maintain at least 20 scheduled office hours per week during the spring and fall semesters with at least one office hour scheduled each day Monday through Friday. If chosen to do summer hours, maintain at least 5 scheduled hours a week during the summer semester. Hours may only be scheduled between 8am and 7pm.
 2. Attend all WSGA Senate Meetings, as outlined by the Chief of Staff attendance policy, to update the Senate on projects or events they are overseeing and to advise the Senate on campus and community-related issues.
 3. Oversee and be responsible for WSGA events including, but not limited, WU Fest, Can Emporia, and Big Event, as well as their respective committees.
 4. Be present at all WSGA Senate meetings, as outlined by the Chief of Staff attendance policy, to inform and advise the WSGA Senate of special events.
 5. Make available to the senate a detailed end of the term report analyzing the year's activities and providing suggestions for the future.

SECTION 10. TECHNOLOGY DIRECTOR

- A. The WSGA Technology Director shall have the responsibility to:
 1. Maintain at least 10 scheduled office hours per week during the spring and

fall semesters. Office Hours may only be scheduled between 8am and 7pm.

2. Submit a report at each senate meeting.
3. Assist students who enter the WSGA office.
4. Work with all WSGA Cabinet members in order to answer questions regarding any WSGA service or activity.
5. Maintain all electronic and technological equipment in the WSGA office. This includes, but is not limited to, desktop computers, laptop, projector, printers, and copiers.
6. Update and maintain the WSGA website and all other means of electronic communication.
7. The WSGA President reserves the right to require the Technology Director to be present at all WSGA Senate meetings, as outlined by the Chief of Staff attendance policy, to inform and advise the WSGA Senate of technology needs, opportunities, and other relevant issues agreed to upon hiring.
8. Should a Technology Director be hired, they will make available to the Senate a detailed end of the term report analyzing the year's activities and providing suggestions for the future.
9. Should a Technology Director not be hired, these responsibilities shall be delegated to other members of the WSGA Cabinet by the President.

SECTION 11. LEGISLATIVE DIRECTOR

- A. The WSGA Legislative Director shall have the responsibility to:
 1. Maintain at least 15 scheduled office hours per week during the spring and fall semesters with at least one office hour scheduled each day Monday through Friday and at least 5 scheduled hours a week during the summer semester. Hours may only be scheduled between 8am and 7pm.
 2. Attend all WSGA Senate meetings as outlined by the Chief of Staff attendance policy.
 3. Assist the administration and WSGA senators in researching and writing legislation.
 4. Coordinate with all other Legislative Directors from the Kansas Board of Regents Students' Advisory Committee's schools.
 5. Plan Higher Ed day in conjunction with other SAC institutions.
 6. Write all legislation for th WSGA Executive Board and Senate
 7. Be the liaison between Senate and the Administrative Assistant concerning

all legislation.

8. Table and gather intel on what students on campus are wanting to see on campus.
9. Make available to the Senate a detailed end of the term report analyzing the year's activities and suggestions for the future.

SECTION 12. DIVERSITY AND INCLUSION DIRECTOR

- A. The WSGA Diversity and Inclusion Director shall have the responsibility to:
 1. Maintain at least 20 scheduled office hours per week during the spring and fall semesters with at least one office hour scheduled each day Monday through Friday. If chosen to do summer hours, maintain at least 5 scheduled hours a week during the summer semester. Hours may only be scheduled between 8am and 7pm.
 2. Attend all WSGA Senate Meetings, as outlined by the Chief of Staff attendance policy, to update the Senate on projects or events they are overseeing and to advise the Senate on diversity and inclusion-related issues.
 3. Work with certain university departments and/or offices, student organizations, and the community to promote diversity and inclusion on Washburn's campus through events, programs, outreach, etc.
 4. Lead at least one diversity training program in the academic school year, either in the fall semester or spring semester, or both.
 5. Inform members of WSGA on current events related to diversity and inclusion.
 6. Make available to the Senate a detailed end of the term report analyzing the year's activities and suggestions for the future.

SECTION 13. SPECIAL EVENTS DIRECTOR

- A. The WSGA Special Events Director shall have the responsibility to:
 1. Maintain at least 15 scheduled office hours per week during the spring and fall semesters with at least one office hour scheduled each day Monday through Friday. If chosen to do summer hours, maintain at least 5 scheduled hours a week during the summer semester. Hours may only be scheduled between 8am and 7pm.

2. Maintain at least 5 scheduled hours per week during the summer semester and carry out activities necessary during the summer semester in accordance with other job requirements.
3. Attend all WSGA Senate Meetings, as outlined by the Chief of Staff attendance policy, to update the Senate on projects or events they are overseeing.
4. Act as the committee chair for the University's Homecoming Committee.
5. Work with the Homecoming Committee to determine and schedule events during Homecoming week.
6. Schedule and plan all Homecoming Activities.
7. Work with the Chief-of-Staff to determine the proceedings of Homecoming Court.
8. Oversee and be responsible for WSGA special events including, but not limited to, all Lecture Series, as well as their respective committees.
9. Make available to the Senate a detailed end of the term report analyzing the year's activities and suggestions for the future.

SECTION 14. RETREATS

- A. The WSGA Senate shall hold a retreat within the first five weeks of the fall semester for the purpose of determining goals, objectives, and projects for the remainder of the term. The WSGA Chief of Staff shall plan this retreat.
- B. The retreat shall be conducted under loose Committee of the Whole structure in order to stimulate open discussion, and develop new ideas, and projects for the school year.
- C. The appropriate WSGA Cabinet member shall study these ideas and projects.
- D. If the retreat happens prior to Freshman Elections, an informational retreat shall be held for the freshman Senators within two weeks of the Freshman Elections. The WSGA Cabinet shall conduct this retreat at Washburn.
- E. The WSGA Retreat shall count as the equivalent to two (2) absences.

SECTION 15. CABINET EXPECTATIONS

- A. All members of the WSGA Cabinet are expected to carry out other activities as deemed necessary by the WSGA President.

SECTION 16. CABINET ABSENCES

- A. Cabinet absences shall be counted in the same manner as Senate absences. Excused absences shall be made for situations detailed in previous sections of the WSGA Constitution and By-laws.
- B. Upon attainment of four (4) absences, Cabinet members shall come before the Internal Affairs Committee for an Absence Appeal Hearing.
- C. Failure to attend Cabinet and Executive Board meetings will also be recorded. Upon attainment of five (5) Cabinet absence or failure to attend a required Absence Appeal Hearing, the staff member will be charged with nonfeasance of office and brought before the Internal Affairs Committee for a Due Process Hearing.

FINANCE

SECTION 1. THE STUDENT ACTIVITY FEE

- A. The Washburn University Board of Regents shall authorize Washburn University to levy a student activity fee, which shall be used to provide an academic and cultural environment in which every student may attain the highest possible level of growth and development.
- B. The WSGA Senate shall be the primary agency responsible for recommending the amount of the student activity fee and shall consider present and future enrollment trends when making the recommendation.
- C. WSGA funding should offer the greatest benefit to the largest number of students possible. WSGA will not fund any activities and/or projects that discriminate on the basis of race, color, sex, religion, creed, age, national origin, ancestry, ability, sexual orientation, gender identity, genetic information, marital or parental status, academic major, or level of undergraduate study.

SECTION 2. FUNDING OF ORGANIZATIONS

- A. The WSGA Budget Director shall have the responsibility to submit to the WSGA Senate a projected budget for the monies generated by the student activity fee before the conclusion of the spring semester. This budget shall be prescribed by WSGA and University guidelines.
- B. All registered student organizations of Washburn University shall receive written notice of the Allocations Committee's standard meeting time along with a standard allocations request form, established by the WSGA Allocations Committee and WSGA Budget Director.
- C. Funding for organizational requests shall be conducted through the standard WSGA Senate legislative procedure accompanied by an allocation request form, established by the WSGA Budget Director and the WSGA Allocations Committee. These requests shall be in person to the WSGA Allocations Committee and shall be submitted to the Budget Director no later than 15 days prior to the date for which funding is requested.
- D. The WSGA Budget Director shall assist organizations in preparing funding requests for activity expenses and shall also assist these organizations in following the proper legislative procedure.
- E. Organizations requesting monies shall demonstrate that their goals and objectives will provide the WSGA and/or Washburn University with programs that aid recruitment or provide educational, intellectual and/or cultural development.
- F. The WSGA "Funding of Organizations" document shall contain all guidelines and restrictions by which student organization requests for funding shall be governed.
- G. Organizations requesting monies shall work with the WSGA Communications and Marketing Director in advertising activities and shall also inform the public that WSGA funds are being used to sponsor the activity.

SECTION 3. BUDGET

- A. The fiscal year shall begin on July 1 and end on June 30 each calendar year.
- B. A series of accounts shall be established with the cooperation of the Washburn University Treasurer and WSGA Budget Director and assigned to the WSGA.
- C. An account shall be established with the cooperation of the Washburn University Treasurer and WSGA Budget Director and assigned as a reserve account for expenses incurred by the WSGA that were not allocated for during the budgeting process. The WSGA Budget Director shall maintain at least \$10,000 of the yearly WSGA budget in the reserve account at all times.
- D. The basic accounts from which all other accounts may be established are:
 - 1. WSGA Operations
 - 2. WSGA Reserves
- E. Monies allocated but not spent during the fiscal year shall revert to the designated reserve account when the next fiscal year's allocated funds are received.
- F. The WSGA Budget Director shall work with the Washburn University Business Office to ensure the WSGA follows the correct procedures and completes the necessary paperwork on all financial matters.

SECTION 4. SALARIES

- A. Financial compensation for Cabinet member shall be granted comparable to a wage based on either 640 or 540 hours, with 320 or 270 hours each semester.
- B. The WSGA President's grant shall be 640 hours multiplied by the current University work-study rate plus \$2.75 per hour. The 640 hours shall be allocated with 320 hours in the fall and 320 in the spring to be paid on the same time frame as a Washburn Student Worker.
- C. The WSGA Vice President, Chief of Staff, and Budget Director's grant shall be 640 hours multiplied by the current University work-study rate plus \$2.65 per hour. The 640 hours shall be allocated with 320 hours in the fall and 320 in the spring to be paid on the same time frame as a Washburn Student Worker.
- D. The WSGA Communications and Marketing Director, Campus and Community Affairs Director, Diversity and Inclusion Director, and the Administrative Assistant's grant shall be up to 640 hours multiplied by the current University work-study rate plus \$2.60 per hour. One half of the total number of hours selected for the position will be allocated in the fall, and one half in the spring to be paid on the same time frame as a Washburn Student Worker.
- E. The Legislative Director and Special Events Director grant shall be 540 hours multiplied by the Current University work-study rate plus \$2.90 per hour. The 540 hours shall be allocated with 270 hours in the fall and 270 hours in the spring to be paid on the same time frame as a Washburn Student Worker.

- F. Financial compensation for committee chairs shall include Internal Affairs, Campus and Community Affairs, Communications, Allocations, and Diversity and Inclusion committees.
 - 1. The financial compensation shall be a stipend of \$600 per academic year, to be relased in two increments of amounts, half (\$300) in the fall semester, and half (\$300) in the spring semester.
- G. The WSGA President, Vice President, Chief of Staff, Budget Director, and two Cabinet members of the President’s choice shall be responsible for the operation of the office during the summer. The President, Vice President, Budget Director, Chief of Staff, and the two Cabinet members chosen for the summer shall each receive a grant of \$500 for their time over the summer.
 - 1. During the summer, a Cabinet member of the President’s choice shall be responsible for maintaining current and relevant information on the WSGA public relations sign outside of the Memorial Union.
- H. No WSGA Cabinet member shall receive any financial compensation beyond their salary other than reimbursement relating to a WSGA project.

SECTION 5. AUDITING

- A. The Internal Finance Committee shall have the responsibility and authority to:
 - 1. Audit the WSGA office in examining all office expenditures and monies spent by the WSGA Cabinet.
 - 2. Report to the WSGA Internal Affairs Committee on the above activities.
 - 3. The WSGA Senate has final authority over any expenditure.
 - 4. At or near the end of each Spring Semester the WSGA President shall draft a letter to the Washburn Vice President of Administration and Treasurer requesting an audit of all WSGA accounts.
 - a. This financial audit will be done to cover the previous period from April 1 to March 31.
 - b. Any additional audits shall be requested at any time during the year if the Senate passes a proper resolution, or if deemed necessary by the President following investigation by the Internal Finance Committee.

SECTION 6. BUDGET DIRECTOR’S REPORT

- A. At each meeting of the WSGA Senate, the WSGA Budget Director shall submit a written report of the current balances in all accounts and any internal expenditures under \$350. WSGA Senate reserves the right to request a record of any payments or receipts from the WSGA Budget Director.

SECTION 7. APPEALS

- A. Should an individual or organization wish to appeal the decision of the WSGA Allocations Committee they may do so by addressing the WSGA Internal Finance Committee.
- B. The WSGA Senate has final authority over any expenditure of student activity fee monies.

SECTION 8. INTERNAL EXPENDITURES

- A. The WSGA President shall have the power to authorize internal expenditures under \$350.
- B. There shall be no expenditure of WSGA funds without prior approval by the WSGA Senate, except as stated in Section 8 - A.

SECTION 9. THE ROBERT L. GUSTAVSON ABOVE AND BEYOND AWARD

- A. In honor of the outstanding service Dr. Robert Gustavson provided to Washburn University, WSGA shall establish the Robert L. Gustavson Above and Beyond Award. This award will recognize students who exhibit the same qualities possessed by Dr. Gustavson: academic achievement, service to Washburn, and service to the community.
- B. There will be at least 3 awards each year with \$500 representing the minimum amount of each award. The Robert L. Gustavson Above and Beyond Award recipients shall be selected by the Above and Beyond Award Committee, which shall be a committee comprised of five (5) WSGA senators and/or Cabinet members that are voted on by the WSGA Senate. These members must plan on not applying for the scholarship. If a member of the committee chooses to apply for the scholarship after they have been placed on the committee, they will be removed immediately from the committee and not allowed to have any say in who will receive the scholarships. Their spot will be filled by another senator or Cabinet member that meets the above requirements, which shall be voted on by the Senate. The WSGA Advisor shall attend the Above and Beyond Award Committee meetings to assist with verifying application information and so they can assist with notifying the chosen award recipients.
- C. The Committee shall have the power to:

1. Determine the application process, with the following minimum requirements:
 - i. The minimum GPA requirement must be at least 3.0.
 - ii. Applicants must be current Washburn University students taking at least 6 credit hours at the time of application and must be planning on taking at least 6 credit hours at Washburn in the upcoming fall semester.
 - iii. Applicants must demonstrate accomplishment in the following three areas:
 - a. Academic Achievement
 - b. Service to Washburn
 - c. Service to the community
 2. Make recommendations to the WSGA Senate regarding the number of awards and the amount of the awards.
 3. Select the recipients of the Robert L. Gustavson Above and Beyond Award.
- D. Any changes to the number or amount of awards outlined in subsection B must be passed by the WSGA Senate in the form of a bill.
- E. The Robert L. Gustavson Above and Beyond Award shall be funded through the Above and Beyond Award line item of the WSGA Budget. The WSGA Budget Director and/or WSGA Advisor shall be responsible for ensuring that the award is distributed to the recipients after their selection. The awards shall be distributed prior to the commencement of the fall semester following the selection of the award recipients.
- F. The Robert L. Gustavson Above and Beyond Award recipients shall be selected no later than the end of the spring semester each academic year.

ELECTION RULES

SECTION 1. QUALIFICATIONS FOR OFFICE

- A. Senators shall be enrolled students at Washburn University, have at least a 2.0 cumulative grade point average, at least a 2.0 grade point average in the semester prior to taking office, and must maintain a minimum 2.0 cumulative grade point average to continue to hold office. The grade point average requirement shall not apply to candidates in the Freshman Elections except that Senators elected at that time shall be required to attain and maintain at least a 2.0 semester grade point average. Senators must maintain a minimum enrollment of six (6) credit hours, each semester of their term
- B. The Cabinet members shall be enrolled students at Washburn University, have at least a 2.5 cumulative grade point average, at least a 2.5 grade point average in the semester prior to taking office, and must maintain a minimum 2.5 cumulative grade point average to continue to hold office. Cabinet Members must maintain a minimum enrollment of six (6) credit hours each semester of their term.
- C. The President must maintain a minimum enrollment of six (6) credit hours, at Washburn University, each semester of their term. Vice President must maintain a minimum enrollment of six (6) credit hours, at Washburn University, each semester of their term. The President must serve for the full academic year, both Fall and Spring semesters. The elected Vice President must at least serve for the Fall Semester. Both President and Vice President must have at least a 3.0 cumulative grade point average, have at least a 2.75 grade point average in the semester prior to taking office, and must maintain a minimum 3.0 cumulative grade point average to continue to hold office.
- D. No person shall be a candidate of two WSGA offices in the same election.
- E. To become a Senator, a student must fulfill all of the requirements from Section E:
 - 1. Be elected from the WSGA body as a whole by winning a seat in the General Election. Thirty-two Senator Seats shall be reserved for those who are elected in an at-large election. Of these, twenty-seven shall be elected in the spring General Election and five shall be elected in the fall Freshman Election. To be eligible to have a candidate's name be placed on the election ballot, a candidate may be nominated from a registered student group, excluding Washburn Student Government Association or may be placed on the ballot by completing a WSGA election petition.
 - a. To be nominated by a registered student group, a candidate must have the Election Student Group Nomination Form completed,

signed, and turned into the Chair of the Student Election Board by the election deadline indicated on the form. A student group may only nominate one candidate per election. Failure to meet the deadline may result in disqualification or may lead to further restrictions at the discretion of the Student Election Board.

- b. To complete an election petition, a Registration Form and Petition Forms, accompanied by an abridged copy of the Election Rules, must be secured from the office of the Washburn Student Government Association. The Registration Form must be completed accurately. Each General Election candidate for the Senate must complete a separate registration form. Each signatory of the petition must print their name, WU ID, and then their signature in the appropriate space. No changes shall be made to the official petition without the consent of the Student Election Board. Any altered petition form not given consent from the Student Election Board will be invalid. Signatures not following these rules will be declared invalid by the Election Commission and may cause disqualification from the election and/or may be subject to further punishments described herein. All candidates running for a Senate position in the General Election are required to turn in a petition with no less than 50 valid signatures of those who are eligible to vote in the General Election.
- F. Candidates running for the offices of President and Vice President shall run as a team and each team is required to submit petitions containing the valid names, WU ID numbers, and signatures of 100 students who are eligible to vote in the General Election. The Presidential and Vice Presidential candidates will adhere to all of the petition and election rules that pertain to the completion and signing of General Election petitions as provided in Section 1b above. Each petition must clearly indicate both members of the presidential-vice presidential team and which candidate is seeking the Presidential and Vice-Presidential offices.
 - G. Write-in candidates for the offices of President and Vice President and Senator must receive over half of one 0.5% percent of the possible electorate to be considered elected. Write-in candidates are still subject to all WSGA qualifications and Election Rules. The only rules waived for such candidates are those pertaining to the completion of the WSGA Petition and completion of the Registration form.
 - H. If any Senator, Cabinet Member, President or Vice President is removed from office for mis-, mal-, or nonfeasance of office, they shall be required to achieve either;

ranking and be top five (5) of senators by votes in elections to return as a senator in General Elections, or receive 40% of the total votes cast for President/Vice Presidential Candidates and must win the majority vote of the General Election.

1. Should the requirements of section H be fulfilled, said candidate shall be absolved of requirements of section H upon successful completion of one term.
- I. Any candidate not adhering to these rules or those prescribed by the Student Election Board may be disqualified from the election or further penalized.

SECTION 2. CAMPAIGN RULES

- A. Candidates for the office of President and Vice President shall run as a team and be placed on the ballot as such. Candidates for the office of Senator may not campaign as a group. Unless otherwise stated, the name of the candidate will appear on the ballot exactly as listed on the Registration Form.
- B. Campaign posters for candidates conform to Washburn University's Bulletin Board and Poster Policy and to the Residence Halls' posting policy. A copy of these will be distributed to candidates by Student Election Board. Unsolicited emails sent by a President and Vice President Campaign pair to any portion of the Student Body population are forbidden. Such emails will result in a campaign violation, at the discretion of the Student Election Board.
- C. Candidate teams running for the office of President and Vice President are limited to twenty (20) posters per building. Candidates running for the Senate are limited to twenty (20) posters per building.
- D. Before distribution, the Student Election Board must approve all campaign material, item by item, including posters, business/walking cards, brochures, buttons, web sites, emails, and balloons. Before any campaign material may be distributed, each piece must be approved, received, and filed by the Student Election Board. All posters must be stamped with the official WSGA election stamp before distribution. An original may be stamped and photocopied. In the event that poster is professionally produced an original may be stamped and filed within the WSGA office. The rest of the professionally produced posters, if identical, do not need bear the WSGA stamp. The Student Election Board must approve general wording and exact description of the location of all sidewalk chalk. The board must also approve the general wording of Facebook, Twitter, Instagram, Snapchat, and/or other social

media campaign posts created for an individual's campaign or on the account of the individual campaigning. The individual or team campaigning will not be held liable for the responses or comments made by persons unaffiliated with the campaign. Only teams running for President/Vice President will be allowed to use sidewalk chalk. Sidewalk chalk locations will be held for five days. All chalking done by any candidate teams must abide by Washburn University's Chalking policy. In addition to the Official WSGA Election stamp, posted materials shall be stamped by the Student Life Office with an expiration date. Any materials distributed without prior approval will be removed by the Student Election Board and will not be approved for future use.

- E. No candidate, or candidate team, shall distribute gifts including but not limited to food and t-shirts. Non-adhesive campaign buttons are permissible. Adhesive campaign material is totally prohibited. Violation of this section shall be considered a breach of Washburn University's Student Disciplinary Code.
- F. Campaign slogans and messages shall not appear on Washburn owned chalkboards, whiteboards, and windows for campaign purposes or computer terminals for campaign materials. Violation of this section shall be considered breaches of Washburn University's Student Disciplinary Code.
- G. The candidate or candidate team shall remove campaign material within three days after the last day of the election.
- H. The election campaign shall begin four weeks prior to the first day of the election and candidates may post campaign materials any time after that day.
- I. All candidates for President and Vice President and Senator must attend a Candidate Informational Meeting hosted by the Student Election Board. Any candidate not in attendance will not be allowed on the ballot until a consultation with the current Chief of Staff for explanations of rules has been conducted. This must be done no later than the week of elections and the candidate must sign the verification form as outlined in the Student Election Board rules.
- J. President and Vice President Campaign pairs are not allowed to promise Cabinet positions or any other executive favor in exchange for votes or any other benefits to the campaign. Such promises will result in a campaign violation, at the discretion of the Student Election Board.
- K. The WSGA Senate shall henceforth forbid any presidential ticket hopeful and any senator hopeful from campaigning within the WSGA office, WSGA Senate meetings,

as well as forbid any campaigning in the WSGA GroupMe chats title “WSGA Business” and “WSGA Casual” or any other WSGA messaging system.

- L. The Student Election Board shall sanction any violation of rules A through K. Punishment may include, but is not limited to, forfeiture of all campaign materials for the duration of elections, disqualification of candidate team or candidate team(s), forfeiture of votes, and/or referral of violator(s) to the appropriate University authorities.

SECTION 3. CAMPAIGN FUNDING POLICY

- A. Each candidate pair for the positions of President and Vice President will be allotted a maximum of \$400 from the WSGA budget for campaign materials in accordance with the following rules:
 - 1. Each candidate team must attend the Student Election Board informational meeting in order for the funding to become available.
 - 2. All materials will be presented to the Student Election Board for approval prior to printing.
 - 3. The Election Board will then have the number of materials requested printed through either the Office of Student Involvement and Development or University Printing.
 - 4. Before printing, the Student Election Board will notify the candidate teams of the cost for the items requested.
 - 5. If materials cannot be printed in the locations listed, the candidates may request that the Student Election Board allows for off-campus printing and reimbursement will be provided.
 - 6. Materials, not including the printing, for up to 150 buttons per candidate ~~pair~~ Team will be provided by WSGA. Any button materials used over this amount will be deducted from the candidate Team’s balance.
- B. The Budget Director will be charged with tracking the balance remaining for each candidate Team and will notify candidates of remaining balance upon request.
 - 1. In the case of the Budget Director running for the office of President or Vice-President, the Chair of the Student Election Board will assume their responsibilities.

- C. No campaign materials will be allowed other than those approved by the Student Election Board and funded through the process described above.
- D. No outside funds may be used.
- E. If a candidate Team is found to be in violation of this policy, the Student Election Board may sanction the candidates. Punishment may include, but is not limited to, forfeiture of all campaign materials for the duration of elections, disqualification of candidate teams, forfeiture of votes, and/or referral of violators to the appropriate University authorities.

SECTION 4. THE WSGA ELECTION COMMISSION

- A. The WSGA Election Commission shall consist of five members of the Washburn University faculty, staff or administration to be appointed by the President and approved by the Senate to serve a one-year term commencing immediately following the approval of the Freshman Election. The Chairperson of the WSGA Election Commission, herein referred to as the Election Commissioner, shall be appointed by the President and approved by the Senate. The President shall serve as a non-voting member of the WSGA Election Commission unless they are a candidate for office. In this case, the President shall appoint a member of the Cabinet, who is not a candidate for office, and who is to be approved by the Senate.
- B. The WSGA Election Commission shall have the responsibility to:
 - 1. Oversee WSGA elections in accordance with the Election Rules;
 - 2. Act as an appeals board for all matters arising under and contested through the Student Election Board.
- C. The WSGA Election Commission will recognize an individual as a declared candidate for office and subject to the Election Rules, upon generally recognized public notice of such candidacy which may precede submission of a Registration Form/Petitions and the verification that potential candidates have attended the Candidate Informational Meeting hosted by the Student Election Board or a consultation with the current Chief of Staff.

SECTION 5. THE WSGA STUDENT ELECTION BOARD

- A. The WSGA Student Election Board shall consist of five members of the WSGA body. Three of the seats shall be comprised of students selected by the Senate through a nomination and election process. The final two seats shall be given to the President and Chief of Staff. In the event that the Chief of Staff or President is a candidate for office, the President shall appoint alternate members of the Cabinet to sit on this board. The board shall be selected prior to the four-week announcement period before elections are to take place. These members are expected not to be running in the next election. Any member of the board that declares candidacy shall be replaced on the board through another nomination and Senate vote. This board will serve until the completion of the next consecutive freshman election.
- B. The WSGA Student Election Board shall have the responsibility to:
1. Prepare the Student Group Nomination forms for distribution;
 2. Prepare Election petitions for distribution;
 3. Administer the WSGA General Election as defined in the WSGA By-laws;
 4. Receive and determine the validity of all signatures on election, referendum, and initiative petitions;
 5. Inspect and approve all campaign materials, item by item, with the power to reject any campaign material that fails to comply with election rules or is libelous, obscene, racist, sexist or otherwise demeaning to candidates. All campaign materials, item by item, will bear the Official WSGA Election Stamp verifying the approval of all campaign material, item by item;
 6. Work with the Information Technology Services to prepare the on-line ballots, assist in determining the validity of voters, assist in recounting contested races, and declare the results of the election;
 7. To make periodic spot checks throughout the duration of the campaign process to ensure campaign materials bear the Official WSGA Election Stamp, in addition to verifying the poster rules aforementioned;
 8. To investigate and take action on election protests. Any candidate who disagrees with the decision of the WSGA Student Election Board may further appeal to the WSGA Election Commission;

9. To host a Candidate Information Meeting for all potential Presidential and Vice Presidential and Senatorial candidates outlining all campaign rules and language the day petitions are ready for distribution. Upon the end of the meeting, all potential Presidential and Vice Presidential and Senatorial candidates present will sign a verification form stating the rules have been outlined and understood by the Student Election Board.
10. The Student Election Board shall sanction any violation of Election Rules 1 through 9. Punishment may include, but is not limited to, forfeiture of all campaign materials for the duration of elections, disqualification of candidate or candidate teams, forfeiture of votes, and/or referral of violators to the appropriate University authorities.

SECTION 6. THE ELECTION

- A. The election for the office of President and Vice President and the Senators elected at-large shall be held for three consecutive weekdays, 72 hours total, within two weeks after the elections packets are due. Elections must occur prior to Spring break.
- B. All undergraduate students enrolled at Washburn University shall be eligible to vote in the election and all graduate students who are not enrolled in the School of Law.
- C. Any electronic devices owned by Washburn University are not allowed to be used for the sole purposes of encouraging or gathering student votes, and is therefore off limits to all candidates, and candidate teams, for any purpose other than private or personal use. No personal electronic devices may be used on campus for the sole purpose of encouraging or gathering votes.
- D. Polls for the at-large election will open at 12:00 a.m. on the first day of elections. On-line elections will run 24 hours a day during the election period.
- E. A polling site is defined as any electronic device on campus owned by Washburn University, or any location on Washburn University property. During at-large elections, campaigning or electioneering at the polling site or within the building which Washburn Student Government Association is polling, is strictly forbidden and can result in a sanction from the Student Election Board.

- F. No campaign materials, item by item, are allowed to be within the polling sites once the election has begun, with the exception of buttons and electronic campaign material.
- G. Election results will be released at within two weekdays of the last day of elections in the event there are no complaints filed with the Student Election Board that have not gone through a proper hearing, or there are no appeals waiting for a hearing from the Election Commission. If complaints and hearings are still in process of deliberation, then the results will be delayed until the conclusion of such processes.
- H. The new President must announce their Cabinet and executive appointments within three weeks in which classes are in session, following the finalization of election results. The new Senate must approve these appointments within the first two weeks that the new senate is in session.
- I. The incoming President and Vice President with the incoming Cabinet and executive appointments shall serve 10 hours in the WSGA office for two consecutive weeks to allow a transition period with the outgoing President, Vice President, and Cabinet for the purpose of familiarizing the new staff with equipment, filing systems, etc.
- J. The results of all elections are final and binding one week after the election. During the week after the election, the WSGA Election Commission will certify the vote, resolve any questions about the eligibility of voters, and hold any recounts if necessary, prior to making its final report to the President.

SECTION 7. FRESHMAN ELECTIONS

- A. The election for the office of Freshman Senator shall be held for three (3) consecutive weekdays, 72 hours total, within three (3) weeks of the beginning of the semester.
- B. On-line polls for Freshman Elections will open from 12:00 a.m. on Tuesday until 11:59 p.m. on Thursday.
- C. Only students defined as freshmen by Washburn University are allowed to vote in the freshman elections.
- D. The Student Election Board shall advertise, open, operate and maintain at least two (2) specified polling site during the hours of 11:00 a.m. until 1:00 p.m. on each day of voting. The specified polling sites shall be monitored by one member of the WSGA at all times during the above-mentioned hours.

- E. The term of the office of the Freshman Senators shall begin on the Wednesday following the release of the freshman election results and shall end on the last Senate meeting to which they were elected.
- F. All applicable and pertinent rules and regulations for procedure or candidate conduct during at-large elections shall apply to freshman elections.

SECTION 8. STUDENT ELECTION BOARD HEARINGS

- A. The Student Election Board will only entertain a hearing session provided that a formal, typed complaint has been submitted to the Election Board, for consideration.
- B. Any candidate, candidate team, and candidate slate may launch a formal complaint to the Student Election Board.
- C. The Student Election Board may delegate to the Chief of Staff, the right to investigate the complaint.
- D. Once all parties involved have been notified, and all candidate teams involved have a representative present, and quorum is met, the hearing will be conducted as stated:
 - 1. The proponent of the complaint testifies;
 - 2. The board members may ask the individual questions;
 - 3. The proponent makes a closing statement;
 - 4. The opponent makes a closing statement;
 - 5. All parties will leave the room during deliberation;
 - 6. The board members deliberate to enforce proper sanctions as passed by the Senate;
 - 7. All parties are requested to return to the room and witness the vote of the board decision;
 - 8. If the board's decision does not satisfy either party, they have 1 hour to appeal to the Election Commissioner or any member of the Election

Commission. Only those parties mentioned in the original complaint will be recognized to speak. The Chief of Staff will chair the hearing.

- E. Quorum is one over half of membership: 3 of 5 constitute quorum.

SECTION 9. ELECTION COMMISSION HEARINGS

- A. The Election Commission Board will entertain an appeal hearing session provided that a formal, typed appeal complaint has been submitted for consideration to the WSGA Election Commissioner or any member of the Election Commission.
- B. Those parties directly involved with the decision from the Student Elections Board can only file a formal appeal complaint.
- C. Once an appeal complaint has been filed with the WSGA Election Commissioner, they will contact the members of the Election Commission to hold as appeal hearing.
- D. A copy of the appeal complaint will be given to the Chief of Staff, and they will share the appeal with the members of the Student Election Board.
- E. Once all parties involved have been notified and quorum is met, the hearing will begin. The procedure for the hearing will follow the same format as the outlined in The Student Election Board.

SECTION 10. AMENDMENTS

- F. The WSGA Election Rules shall be amended by a 2/3 roll call vote of the total membership of the Senate.

SECTION 11. ADOPTION

- G. The WSGA Election Rules become effective immediately upon approval by a majority vote of the Senate.

The WSGA Constitution & By-laws were last updated on September 29, 2021.