Weber State University Student Association

By-laws
Amended February 1, 2021

TITLE I
The WSUSA Executive Branch

Section A: Duties and Responsibilities of the WSUSA Student Body President

1. The WSUSA Student Body President shall be responsible for complying with all requirements, obligations, goals and restrictions as outlined in the WSUSA Student Body Presidential Contract. The contract is to be signed each year, no later than the initial two weeks ensuing the inauguration period. Said contract shall remain in full effect until a new WSUSA Student Body President is sworn in.

2. The Executive Branch shall meet at least twice a month at a time chosen by the WSUSA Student Body President during the fall and spring semesters which will coincide with the academic schedule.

3. Meetings of the WSUSA Executive Branch shall be considered open to the general public and members of the media unless voted on by unanimous consent to close part of all of the session for discussion of character, professional competence, or physical or mental health of an individual.

Section B: Duties and Responsibilities of the WSUSA Legislative Vice President

1. The WSUSA Legislative Vice President shall be responsible for complying with all requirements, obligations, goals and restrictions as outlined in the WSUSA Legislative Vice President Contract. The contract is to be signed each year, no later than the initial two weeks ensuing the inauguration period. Said contract shall remain in full effect until a new WSUSA Legislative Vice President is sworn in.

2. The WSUSA Legislative Vice President may also be referred to as the Senate President within this document.

Section C: Duties and Responsibilities of the WSUSA Vice President of Activities

1. The WSUSA Vice President of Activities shall be responsible for complying with all requirements, obligations, goals and restrictions as outlined in the WSUSA Vice President of Activities Contract. The contract is to be signed each year, no later than the initial two weeks ensuing the inauguration period. Said contract shall remain in full effect until a new WSUSA Vice President of Activities is sworn in.

Section D: Duties and Responsibilities of the WSUSA Vice President of Diversity and Unity

1. The WSUSA Vice President of Diversity and Unity shall be responsible for complying with all requirements, obligations, goals and restrictions as outlined in the WSUSA Vice President
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Section E: Duties and Responsibilities of the WSUSA Vice President of Community Engagement

1. The WSUSA Vice President of Community Engagement shall be responsible for complying with all requirements, obligations, goals and restrictions as outlined in the WSUSA Vice President of Community Engagement Contract. The contract is to be signed each year, no later than the initial two weeks ensuing the inauguration period. Said contract shall remain in full effect until a new WSUSA Vice President of Community Engagement is sworn in.

Section F: Duties and Responsibilities of the WSUSA Vice President of Leadership

1. The WSUSA Vice President of Leadership shall be responsible for complying with all requirements, obligations, goals and restrictions as outlined in the WSUSA Vice President of Leadership contract. The contract is to be signed each year, no later than the initial two weeks ensuing the inauguration period. Said contract shall remain in full effect until a new WSUSA Vice President of Leadership is sworn in.

Section G: Duties and Responsibilities of the WSUSA Vice President of Clubs and Organizations

1. The WSUSA Vice President of Clubs and Organizations shall be responsible for complying with all requirements, obligations, goals and restrictions as outlined in the WSUSA Vice President of Clubs and Organizations Contract. The contract is to be signed each year, no later than the initial two weeks ensuing the inauguration period. Said contract shall remain in full effect until a new WSUSA Vice President of Clubs and Organizations is sworn in.

Section H: Duties and Responsibilities of the WSUSA Student Body Vice President of Davis Campus

1. The WSUSA Student Body Vice President of Davis Campus shall be responsible for complying with all requirements, obligations, goals and restrictions as outlined in the WSUSA Student Body Vice President of Davis Campus Contract. The contract is to be signed each year, no later than the initial two weeks ensuing the inauguration period. Said contract shall remain in full effect until a new WSUSA Student Body Vice President of Davis Campus is sworn in.

Section I: Compensation

1. In accordance with the Financial Policies & Procedures, WSUSA personnel shall be compensated according to the successful completion and fulfillment of their obligations, as determined by a semester evaluation with the appropriate WSUSA executive officer and the
Section J: Procedure for Succession to WSUSA Executive Office

1. In case of the removal of the President from Office, or of death, resignation or temporary inability to discharge the powers and duties of said office, the same shall devolve on the Legislative Vice President. Should the Legislative Vice President decline said office for any reason; one of the remaining Vice Presidents shall be elected by the Senate to assume the Office of President. In either case, said officer shall serve for the duration of the term of the original office, or until the elected president may return to office.

2. Election of a Vice President to the Office of the President shall occur as follows:
   a. All Vice-Presidents interested in assuming the Office of the President shall appear before the Senate and present their platform for desiring to become President.
   b. The Senate shall then have no less than one week to deliberate the qualifications of each candidate and gather student input from their respective constituencies.
   c. The Senate shall then vote via secret-ballot for Election to the Office of the President. The candidate receiving a simple majority of votes from the Quorum of the Senate shall assume the Office of the President.

3. In the case of a vacancy in the Office of the Legislative Vice President, or in the event of death, resignation, temporary inability to discharge the powers and duties of said office, The President Pro-Tempore of the Senate shall assume the office of the Legislative Vice President and President of the Senate. The President Pro-Tempore shall serve for the duration of the term of the original Vice President, or until the disability be removed.

4. In the case of the removal of any other Vice President from office, or in the event of death, resignation, temporary inability to discharge the powers and duties of said office(s), The WSUSA President shall then chair a committee consisting of two appointed Senators and two students at large, the Vice President for Student Affairs, and the Senate Advisor, for the appointment of a new Vice President for the vacancy created. The Candidate will also require a ratifying vote of two-thirds majority of the Senate for appointment. Said appointment(s) shall serve for the duration of the term of the original Vice President(s), or until the disability be removed.

5. If an executive office other than the President or Legislative Vice President is vacated within 45 calendar days prior to the end of his/her term in office, the remaining executive officers shall carry out the responsibilities of the vacant position.

TITLE II
The WSUSA Legislative Branch

Section A: Officially Recognized Constituencies

In accordance with the WSUSA Constitution, representation shall be provided for any student
recognized as a member of an officially recognized constituency, which shall be defined as a group of students that includes individuals admitted by the WSU Administration and defined within any of the following categories as they are tracked within the University Computer System (Banner) or a distinct demographic recognized by the University:

1. All of the students who have declared a major or minor with the College of Applied Science & Technology as recognized by WSU.

2. All of the students who have declared a major or minor with the College of Arts & Humanities as recognized by WSU.

3. All of the students who have declared a major or minor with the College of Business & Economics as recognized by WSU.

4. All of the students who have declared a major or minor with the College of Education as recognized by WSU.

5. All of the students who have declared a major or minor with the College of Health Professions as recognized by WSU.

6. All of the students who have declared a major or minor with the College of Science as recognized by WSU.

7. All of the students who have declared a major or minor with the College of Social & Behavioral Sciences as recognized by WSU.

8. All of the students recognized by WSU to have been accepted into the Integrated Studies major and/or been recognized as members of the Honors Program.

9. All of the students who have been defined by WSU as non-traditional by meeting one of the following:
   a. Are currently 25 years old or older
   b. Are legally married
   c. Has been legally married and is no longer
   d. Has a child
   e. Is a Veteran

10. All of the students who have been defined by WSU as traditional and/or have a General Studies major declared.

11. All of the students who live within WSU Housing and Residence Life.

12. All of the students registered with Services for Students with Disabilities.
13. All of the students who are United States citizens and who self-identify their ethnicity as being African Diaspora.

14. All of the students who are United States citizens and who self-identify their ethnicity as Hispanic.

15. All of the students who self-identify their ethnicity as Native American.

16. All of the students who are United States citizens and who self-identify their ethnicity as Asian.

17. All of the students considered by WSU and declared by the Office of the International Students to be an international student in accordance with current federal regulations.

18. All of the students who are United States Veterans and declared by the students to be United States Veterans.

19. All of the students considered by WSU to be Davis Campus enrollees.

20. All of the students currently rostered on a WSU athletic or WSU club sports team

21. All of the students who are United States citizens and who self-identify their ethnicity as Pacific Islander.

22. All of the students who are enrolled in a Graduate Program of study as recognized by WSU.

Section B: Creation and Retention of a Senate Constituency

1. All recognized Constituencies must be ratified by the current WSUSA Senate. In order for ratification to take place, students seeking to recognize a constituency that meets the above definition must complete the following:

   a. Present a petition to the WSUSA Senate bearing at least 150 signatures and names of current WSU students who will be members of the constituency seeking recognition.

   b. Have the WSUSA Senate ratify the constituency by a three-fourths majority vote of the Senate.

   c. Upon ratification of the Senate, the WSUSA Student Body President shall issue a proclamation proclaiming the constituency, unless a veto is issued. If a veto is issued, the above process cannot take place again for 8 weeks.

2. A Senate Seat may be removed by the following:

   a. Legislation must be introduced to the Senate calling for the removal of the seat in question. As part of this Legislation, the constituency’s advisor and the Senate Advisor must be shown in support of the removal. This can be done by attaching a statement
from the Advisor to the Legislation.

i. If one or both of the advisors are not in favor of the Legislation, the Senate President will place the Legislation on the ballot at the next election as a ballot referendum if no students are seeking to be elected to the position in question.

ii. If the Legislation receives 75% of votes cast during the election, the Senate shall consider the seat removed. This may not be vetoed by the WSUSA Student Body President, but may be challenged to the Supreme Court if new circumstances or information is brought by the WSUSA Student Body President.

b. The Senate will then vote on the removal of the seat by a three-fourths majority vote of the Senate.

c. Upon ratification of the Senate, the WSUSA Student Body President shall issue a proclamation proclaiming the constituency removed of its seat, unless a veto is issued. If a veto is issued the above process cannot take place again for 8 weeks.

d. The Senate Seat may be reinstated when said constituency presents a petition bearing the names of 25 percent plus one of the said student constituency, not to exceed 150 signatures, within 30 days of the vote to remove said senate seat.

Section C: Conduct of Business

The WSUSA Senate shall conduct all business according to the following rules:

1. The Senate shall meet each Monday at a time chosen by the Senate between 2 and 5 p.m. during the fall and spring semesters which will coincide with the academic schedule except during the week preceding the final examination period, final examination week, and WSU observed holidays.

2. The Senate shall meet once per semester at the Davis Campus. Dates of said meetings shall be determined by the second week of each semester by the Legislative Vice President, jointly with the Davis Campus Senator.

   a. In addition to the official meeting, the Senate shall be responsible for no fewer than two events per semester at the Davis Campus.

      i. Events may include town halls, tabling, etc. where at least half of the Senate membership is present.

   b. Sessions and events are to be coordinated with Davis Student Involvement & Leadership at least two weeks prior to the target date.

3. The Senate shall follow parliamentary procedure according to the most recent addition of Robert's Rules of Order and as outlined in the Senate Rules.
4. Quorum consists of three-fourths of the Senate body present. The Senate President shall not be counted towards the quorum. Proxies will count towards quorum.

5. The Senate shall have the power to pass legislation by a two-thirds majority vote.

6. Election and impeachment votes shall be conducted by secret ballot only and shall be entered in the minutes showing only the total number of yeas, nays, and abstention votes. All other votes shall be conducted in a public manner and recorded in the minutes.

7. Only the Senators and the Senate President shall vote on official Senate business. The Senate President shall not be counted towards the quorum. Proxies will count towards quorum.

8. Meetings of the WSUSA Senate shall be considered open to the WSU community unless voted on by a unanimous consent to close part or all of the session.

9. The Senate shall ratify, by a two-thirds majority vote, the appointment of the WSUSA Supreme Court, Senator vacancies, executive vacancies, and student members of the Student Fee Recommendation Committee. Nominees for these WSUSA vacancies shall be presented to the WSUSA Senate no less than one week prior to a vote on their ratification.

10. The Senate may adopt additional Senate Rules by a two-thirds majority vote. These shall be considered valid until the end of the spring semester. These By-laws shall supersede whenever discrepancies arise.

Section D: Senator Powers, Duties and Responsibilities

1. WSUSA Senators shall be responsible for complying with all requirements, obligations, goals and restrictions as outlined in the WSUSA Senator Contract. The contract is to be signed each year, no later than the first business day in May, and shall be in full effect until such time as a new Senator is sworn in or May 1st of the preceding year.

Section E: Town Hall

1. Each Constituency shall be charged with having a Town Hall, chaired by the Constituency’s Senator and advised by the Constituency’s Advisor.

2. Each Town Hall shall be originated under the following guidelines. The town hall should be held monthly on a designated day decided by the officiating senator. The town hall should be held three times per academic semester, in each of the following months; September, October, November, February, March, and April.

   a. The town hall should be held so senators can be available to their constituency even if no one shows up. The senator shall serve a chair of the town hall and meet once per month during both fall and spring semesters.

      i. Each senator must remain at their town hall for a minimum of 30 minutes even
Section F: Additional Members of the WSUSA Senate

1. A Vice Chair of the Senate (President Pro Tempore) shall be elected from among the official members of the Senate by a simple majority vote, for the term of one year. The Vice Chair is charged with serving as the Senate voice on matters dealing with the conduct of the Legislative Vice President. Additionally, the Vice Chair will temporarily represent and function on behalf of the Senate President as needed.

   a. Selection of the Vice Chair will occur over the first two official Senate meetings of the Fall semester.

      i. At the first meeting, nominations for the position will be provided by Senators.

      ii. At the second meeting, nominees will deliver a presentation, no longer than three minutes, pertaining to their nomination for Vice Chair. Voting by secret ballot shall follow the presentations.

   b. Should no nominee obtain a simple majority of votes, a second round of voting featuring the top two vote obtaining nominees shall occur.

2. A Treasurer of the Senate shall be appointed from among the official members of the Senate by a simple majority of the vote, for the term of one year, to handle matters pertaining to the Senate budget and other duties as assigned by the Senate President.

3. A Parliamentarian of the Senate may be appointed, from outside the official members of the Senate, by the Senate President and ratified by a simple majority vote for the term of one year.

4. A Secretary of the Senate shall be appointed by the Senate President to keep the minutes of all WSUSA Senate meetings and the voting record of the Senators as required, and shall keep minutes of all Senate meetings and make said minutes public within two business days of meeting adjournment.

5. The Senate President shall appoint additional officers as necessary who shall be ratified by a simple majority vote of the Senate membership.

Section G: Senate Standing Committees

Committees will be responsible to research and report on assigned issues and bring about legislation as deemed necessary. The Senate President shall assign the issue to the related Senate Standing Committee, and other Senators will be invited to help solve the issue. Senate Issues Forum will be held weekly during the Senate meeting and may, when appropriate, take place outside the Senate meeting.
1. Senate Standing Committees:

   a. Internal Affairs Committee
   This committee is charged with all matters dealing with the Senate membership and the
   WSUSA membership at large. Examples of this charge include, but are not limited to
   insuring the fulfillment of job requirements and the serving of the student body. It will
   oversee the enforcement of the WSUSA Constitution and By-laws in relations with the
   student government and campus, and all other student issues deemed necessary by the
   Senate President

   b. Student Affairs Committee
   This committee is charged with serving as the student voice on matters dealing with areas
   under the WSU Vice President for Student Affairs. One goal for this committee will be
   to act as a liaison between the students and Student Affairs Division.

   c. Academic Affairs Committee
   This committee is charged with serving as the student voice on matters dealing with the
   areas under the WSU Provost. One goal or this committee will be to act as a liaison
   between the students and academic administration.

   d. Campus/Community Affairs Committee
   This committee is charged with serving as the voice for all matters which fall outside of
   the scope of the above three committees. Examples of this would include Facilities
   Management, Athletics, and Information Technologies (IT).

   e. Social Media & Marketing Committee
   This committee is charged with serving as the voice for all matters which fall outside of
   the scope of the above committees. Examples of this would include WSUSA Senate social
   media Outlets as a student form of Communication and Information Technologies.

2. Senate Ad Hoc Committees:

   a. The Senate President has the authority to call into existence an Ad Hoc Committee from
   the Senate Membership in order to examine issues or concerns of the student body or
   anything in which such a group would be prudent to call for.

   b. Meetings will be held weekly at the convenience of committee members regardless of
   whether or not a Senate meeting was held that week.

   c. Senators must personally attend at least 80 percent of all committee meetings to which
   they are assigned and must send a representative to any meetings they do not personally
   attend. Attendance will be recorded by the Committee Chair and submitted to the
   Senate President for the record. Minutes of the Senate Standing or Ad Hoc Committee
   meetings will also be submitted to the Senate President for the official record.

3. Campus Committees

   a. The Senate President will make appointments to campus committees from the WSUSA
   membership. The Senate may ratify appointments if there is a contention. Each
   committee will have a minimum of two students, plus proxies, assigned.
Section H: Senate Code of Conduct

1. Dress Code

   a. Senators are required to dress in business casual or professional attire

      i. Acceptable Business Casual or Professional Attire for Men and Women:
         slacks, blouses, khakis, skirts, suits, polos, collared shirts, dresses, and blazers.

      ii. Jeans, shorts, T-shirts, and hats of any kind are not acceptable clothing items to
          wear during Senate Meeting sunless instructed otherwise by the Legislative
          Vice President.

   b. Three dress code violations will equate to an absence in Senate.

2. Absences

   a. Senators are allowed up to two unexcused absences per semester

   b. Senators are allowed up to three excused absences per semester.

      i. Unexcused absences go toward the three allowed excused absences.

      ii. Senators are only allowed to have up to two unexcused absences go toward the
          three total absences.

3. Tardiness

   a. Senators are allowed to be late to up to 3 Senate meetings per Semester.

   b. Senators that are more than 20 minutes late to a Senate meeting will be counted as
      absent and unexcused, unless the Legislative Vice President has approved tardiness.

4. Proxy

   a. Senators may send a proxy up to 3 times a semester

      i. Proxy does not have to be the same person each time.

      ii. Using a proxy more than the allowed 3 instances may result in an excused or
          unexcused absence depending on whether the Legislative Vice President was
          notified of the proxy.

   b. Senators may not send a proxy when they are introducing a bill, funding request, or
      resolution.
Section I: Eligibility and Violations

1. Senators are required to maintain a 2.5 GPA or higher throughout the entirety of their service on the Student Senate.

2. Senators must serve entire term to be eligible for their entire tuition waiver. Senators may be required to reimburse Weber State University for a pro-rated amount of their tuition waiver if they voluntarily resign from their position.

3. Senators who are removed (through voluntary resignation or termination) from their positions are not allowed to accept any other WSUSA positions for the remainder of the academic year and the subsequent academic year.

4. Senators who do not abide by the code of conduct or maintain the eligibility requirements are in violation of their contract and may be subject to one or more of the following:
   a. Involuntary Resignation
   b. Termination by Internal Affairs Committee
   c. Loss of Compensation—Tuition Waiver
   d. Re-imbursement of Tuition Waiver
   e. Impeachment Hearing

5. Senators who accrue more than the allowed number of absences will involuntarily resign from their position and return either the entirety of their tuition waiver or a pro-rated amount. Senators may be required to reimburse WSU for their entire tuition or a pro-rated amount.

TITLE III
The WSUSA Judicial Branch

Section A: Conduct of Business, Powers, and Responsibilities

1. The Supreme Court shall consist of three Student Justices, namely one Chief Justice and two Associate Justices. The Justices shall be responsible for complying with all requirements, obligations, goals, and restrictions as outlined in the WSUSA Chief/Associate Justice Contract.
   a. Once a justice has been designated as the Chief Justice, the President may not remove said designation. However, the Chief Justice may resign as Chief Justice and retain the office of Student Associate Justice. All Justices shall retain their position so long as they remain a registered student of Weber State University.
   b. The contract is to be signed each year, no later than the first business day in May, and shall be in full effect until May 1st of the following year. Failure to sign the contract by the prescribed date shall indicate a resignation of the Justice.
2. Justices shall be appointed by the President and ratified by the Senate.
   
a. Justices graduating or resigning on or before May 1st of the current year shall officially inform the President of their status prior to the last week of March. The President and Senate are responsible for appointing and ratifying, respectively, replacements for these outgoing Justices before the end of the Spring semester.

3. The Supreme Court shall meet once per week during the fall and spring semesters and as needed during breaks.

4. The Supreme Court shall follow parliamentary procedure according to the most recent addition of Robert’s Rules of Order when regarding any problems concerning the senate or student questions or appeals.

5. The Supreme Court shall keep minutes at all meetings, and the Chief Justice shall make said minutes available to the public.

6. The Supreme Court may meet with only two of the three Justices present;
   
a. Both Justices must vote in favor of any action for said action to occur.

   b. The Supreme Court may meet via teleconferencing in order to deliberate on judicial matters; however, two witnesses must verify that the Justices present via teleconferencing were indeed present.

   c. Student Involvement and Leadership advisor over WSUSA Supreme Court may act as a tie-breaker vote if the Supreme Court is dead-locked.

7. The Supreme Court shall administer all WSUSA oaths of office.

8. The Supreme Court shall review the constitutionality of any legislation when petitioned in writing by any member of the WSUSA. The Supreme Court shall have the power to deem any legislation unconstitutional with a two-thirds vote. The Supreme Court shall rule on said petitions by the end of the third business day after receiving said petitions. On occasion, decisions of the Supreme Court may be reviewed by the Director of Student Involvement & Leadership, the Dean of Students, and/or the Vice President of Student Affairs, to ensure rulings are in compliance with current policy, applicable laws, and not in contradiction with the mission of WSU. Should a ruling be contrary to any of the above, it will be considered struck down and the Court will rehear the case within a reasonable time frame.

9. The Supreme Court shall interpret the Constitution and the By-laws when petitioned in writing by members of WSUSA. The Supreme Court shall have three business days to render their interpretation on said petitions. Interpretations will be considered non-binding up to such time as the Court may rule on them as outlined above.

10. The Supreme Court shall review appeals of decisions made by the Elections Committee when petitioned. The Supreme Court will have the power to overrule any decision with a two-thirds vote, and said ruling shall be considered final; however, the Supreme Court may entertain a second appeal of the same issue with just cause. The Supreme Court shall rule on said
petitions within 24 hours of receiving said petition.

11. The Supreme Court shall respond to all petitions with a written ruling that shall include an appropriate explanation of the justification of said ruling. The Supreme Court shall deliver said written ruling by the end of the following business day after said ruling.

12. The Supreme Court shall validate the election results.

13. The Supreme Court shall conduct dispute mediation as requested by the President.

14. The Supreme Court shall vote by show of hands on all issues, and record the votes cast.

TITLE IV
Procedures for Impeachment

Section A: Cause for Impeachment

1. Any contracted member of WSUSA may have impeachment proceedings initiated against him/her for reasonable cause, including but not limited to:

a. Failure to fulfill the responsibilities and obligations of the position

b. Abuse and/or misuse of the privileges and/or authority of the position;

c. Ethically questionable conduct; or

d. Conviction of any criminal act perpetrated on or off campus.

Section B: Process of Impeachment

1. The process of impeachment shall consist of two steps: Filing of the Grievance and the Hearing.

a. Filing of a Grievance Statement

i. Any member of the WSUSA who believes there to be sufficient cause for impeachment shall submit a written, clear, concise Grievance Statement indicating the specific reasons and/or causes for impeachment.

ii. The Grievance Statement must be signed by a sponsoring WSUSA Senator and any additional individuals accepting responsibility for initiating the impeachment proceedings.

iii. The Grievance Statement shall be submitted to the WSUSA Student Body President, unless said individual is the object of the grievance. In which case, the Grievance Statement shall be submitted to the Legislative Vice President.
iv. The President shall notify and provide a copy of the Grievance Statement to the accused individual(s). Additional copies of the Grievance Statement shall be given to the Legislative Vice President, the Senate Advisor, and the Director of Student Involvement & Leadership.

v. The President shall then call for a hearing of the Grievance Statement in a special meeting of the WSUSA Senate within five business days following the notification of the grievance to the accused individual(s).

vi. All rights, privileges and powers accorded the accused individual(s) prior to the submission of the Grievance Statement shall remain in effect until after the hearing. The Senate Advisor and the Director of Student Involvement & Leadership may, in consultation with the Vice President for Student Affairs, may remove all rights and privileges in cases which they deem necessary.

b. Hearing of the Grievance Statement

i. The hearing procedures by the WSUSA Senate shall be conducted in accordance with Robert's Rules of Order, latest edition, with the Supreme Court Chief Justice presiding and conducting unless said officer is the object of the Grievance Statement. In which case, the Legislative Vice President shall preside and conduct.

ii. The Legislative Vice President shall ensure that a qualified, disinterested person is present to serve as secretary to maintain an accurate, written record of all hearings.

iii. After the meeting has been opened by the presiding officer, the Senator sponsoring the Grievance Statement shall be recognized to address the senate, read the Grievance Statement and move to impeach the accused individual(s).

iv. If the motion is seconded by another Senator the sponsoring Senator shall be given no more than ten minutes to present the case against the accused.

v. The accused individual(s) shall be given ten minutes to provide their rebuttal.

vi. The Senate will then have fifteen minutes to ask questions and receive answers from any individual concerned with the case. If any ex-officio members desire to speak on the matter, they shall automatically be granted the same amount of time and privileges as any Senator.

vii. After the Senate has concluded the fifteen minutes allotted, the presenting Senator will be given ten minutes to provide their concluding arguments.

viii. The accused individual(s) shall be given ten minutes to provide their concluding arguments.

ix. Supreme Court Chief Justice shall then repeat the motion made by the sponsoring Senator and call for a vote by secret ballot with all Senators duly authorized to
vote by the WSUSA Constitution. Ballots cast will to be tabulated by the Secretary of the hearings and confirmed by the Senate Advisor.

x. If a three-fourths majority vote of the Senate membership favoring impeachment is returned, all rights, privileges and powers previously accorded the accused shall be immediately rescinded and the position will be considered vacant.

Section C: Appealing the Decision of the WSUSA Senate

1. Any WSUSA member who has been impeached may appeal the decision of the WSUSA Senate only on the grounds of a violation of due process during the impeachment proceedings as outlined above. The appellate process shall follow the steps listed below.

   a. The impeached individual shall submit a written Statement of Appeal to the WSUSA Supreme Court before the conclusion of the third business day following the vote of the Senate. This shall indicating the specific reasons and/or causes for the appellate process to be initiated.

   b. The WSUSA Supreme Court shall notify the presiding officer from the Senate Hearing within two days that an appeal has been filed by the impeached individual and shall request that a complete record of all proceedings be submitted to the Court within three business days following the receipt of said notice.

   c. The WSUSA Supreme Court shall deliberate for no more than one business day following receipt of the records and the executive summary from the presiding officer to reach a conclusion and provide written copies of its findings to the impeached individual, the Senate Advisor, and the Director of Student Involvement & Leadership.

   d. During the deliberation period, the WSUSA Supreme Court may invite any or all individuals connected with the initial impeachment proceedings, as well as additional individuals as deemed necessary, to answer questions and/or present additional information to the Court.

   e. If the WSUSA Supreme Court rules in favor of the impeached, that in fact due process was not justly or sufficiently carried out in the impeachment process, the impeached individual shall be immediately reinstated to the former position with all rights, privileges and powers formerly accorded.

   f. The findings of the WSUSA Supreme Court shall be considered final, with no further appeal made available.

TITLE V
WSU Student Association Elections

1. It is the responsibility of the President to ensure that the following policies and procedures are met regarding elections to the elected offices of WSUSA.
Section A: Requirements for WSUSA Offices

1. Refer to Articles II and IV in the Constitution.

Section B: Election Committee Chairs

1. The Election Committee shall be led by two chairs: the Legislative Chair and the Executive Chair. Both chairs will have equal power and responsibility in creating and running the Elections Committee.

   a. An alternate Legislative Chair, who is a current senator not seeking candidacy for any elected office or supporting a candidate, shall be established for alternate purposes.

   b. An alternate Executive Chair, who is a current non-elected or appointed position holding student within WSUSA, not seeking candidacy for any elected office or supporting a candidate, shall be established for alternate purposes.

   c. The Election Committee Chairs and alternates must be nominated by the last week in September as well shall be appointed by the last week of October.

2. The Elections Legislative Chair shall be appointed from the Student Senate so long as the following conditions are met:

   a. The Chair must have served in an elected position within the past two years

   b. The Chair is not seeking reelection

   c. The Chair is ratified by Student Senate

   d. The Chair must not be supporting a candidate in either the Executive or Legislative election

3. If a Chair is not produced from the Legislative Body, a chair will be chosen from the student body and ratified by the Senate.

4. The Elections Executive Chair shall be appointed by the Executive Branch of WSUSA, as per the constitution, so long as the following conditions are met:

   a. The Chair must not be an elected or appointed position holding student

   b. The Chair must not be seeking an elected position

   c. The Chair must be a current member of WSUSA

   d. The Chair must not be supporting a candidate in either the Executive or Legislative election
Section C: Elections Committee

1. The Election Committee shall consist of a minimum of 10 voting members in addition to the chairs, who are non-elected or appointed position holding students within WSUSA, who are not seeking candidacy for any elected office or supporting a candidate and an assigned advisor who shall be given ex-officio membership, to be selected by the Executive and Legislative Chair by the first Monday of November.

   a. Shall the above not provide a sufficient number of students from the non-elected or appointed position holding students within WSUSA student population, then the Executive and Legislative chair may appoint from WSUSA leadership so long as the following conditions are met:

      i. Student cannot be running for an elected position in WSUSA.

      ii. Student cannot campaign for anyone seeking an elected office.

2. The Election Committee Executive and Legislative Chairs are responsible for holding a meeting with all members of the Elections Committee and at least one meeting by the end of November with at least one representative of the Judicial Branch to review, discuss, and speak on the following:

   a. Training Packet

   b. Bylaws and Constitution

   c. As well as establish the schedule for committee meetings and elections.

3. Conduct of Business, Power & Responsibilities

   a. The Elections Committee:

      i. Shall meet once a week excluding Winter break and Spring break after initial meeting.

      ii. Shall assist the Chair in administering elections.

      iii. Shall establish an elections timeline, which shall include all deadlines and important dates relevant to elections and shall be consistent with these By-laws.

      iv. Shall make additional elections rules, if necessary, that shall be in accordance with these By-laws.

      v. Shall present the elections timeline and additional elections rules to the Supreme Court for approval no later than the last day of the fifth week of the Spring Semester. After Supreme Court approval, changes to the elections timeline and additional election rules may only be made with Supreme Court approval.

      vi. Shall make an elections packet that shall include the elections timeline, all necessary forms for declaring candidacy, and a complete listing of election
rules, policies, and procedures.

vii. Shall confirm the eligibility of all candidates.

viii. Shall rule on the election rule violations and shall administer sanctions in accordance with the procedures outlined in these By-laws. Said rulings and accompanying sanctions shall be posted in a predetermined location stated in the elections packet.

ix. Shall enforce any appeal granted by the Supreme Court.

x. Shall publicly post the results of elections within one business day of the closing polls, except for in the case of a tie during elections in which case said posting shall be made within 3 hours of the break of the tie.

4. The election packet must be brought before Senate by the last week of the Fall Semester for feedback and suggestion purposes only. The Elections Packet and Senate feedback will be brought to the Supreme Court by the first week of Spring Semester to determine if the packet is constitutional. The election packet will be finalized by the second week of Spring Semester for distribution.

5. For all voting purposes the Election Committee must have 5 voting members and 1 Chair for quorum. If quorum is not met a proxy may vote. If quorum is still not met with the proxy vote the Executive and Legislative Chairs have the authority to pick any student to be a proxy at that moment. For all voting purposes, the Legislative Chair is not allowed to vote.

   a. In the event that quorum is met and there is a tie, the Executive Chair, being a qualified person outside of Student Involvement and Leadership can vote to break the tie.

Section D: Elections Timeline

1. Final elections for WSUSA Executive & Legislative Officers shall take place during the Spring Semester in the months of either February or March. All other deadlines shall be set in accordance with these parameters.

2. A minimum of one week shall be given from the filing deadline until the first election week starts. A minimum of two weeks shall be given from the date that the elections packet is made available to the public until the filing deadline. A minimum of one week shall be given from the filing deadline until the first election week starts.

Section E: Candidacy

1. To be considered for candidacy for any of the elected offices, a student must meet the requirements of office as outlined in the Constitution and in these By-laws.

2. Declaring Candidacy

   a. To declare candidacy for an elected office, a student shall:
i. Submit a WSUSA officer eligibility form.

ii. Submit a candidate platform in writing not to exceed 350 words.

iii. Submit a candidate liability form that shall transfer liability from WSUSA to said candidate for any injury or damage imposed by said candidate during elections.

3. To be considered as a formal candidate, a student shall complete the requirements for declaring candidacy by the filing deadline established in the elections timeline. A student may be a formal candidate for only one elected officer per election year.

4. Changing Candidacy

   a. A formal candidate may change the office for which they are declaring candidacy by submitting a written declaration of candidacy change by the filing deadline.

5. List of Candidates

   a. The Elections Committee shall publish a list of all formal candidates for all elected offices for the elections no later than one business day after the filing deadline.

6. Write-in Candidates

   a. After the filing deadline has passed, students may still be elected to office as a write-in candidate. A student may file as an intentional write-in candidate. To be considered an intentional write-in candidate, a student must complete the process to declare candidacy as outlined in these By-laws. Should a student win an election or receive enough votes to advance in elections as a write-in candidate without intentionally seeking said office, said individual must complete the process to declare candidacy by the end of the following business day after the posting of election results.

Section F: Campaigning

1. Campaigning shall be defined as any intentional activity which publicly notifies others of one’s intent to seek election, whether it be carried on by the student intending to seek election or assisting a student who is intending to seek election and is a party to said activity. These activities include but are not restricted to the following:

   a. Posting any type of publicity

   b. Presenting one’s intent to seek election in any public forum

   c. Public emails or a posted website

   d. Materials alluding to a student’s intent to seek election

2. Campaigning
a. Shall occur only during election weeks as designated in the elections timeline.

b. Shall not violate any WSU policy or procedure or any local, state, or federal law.

c. Shall not occur inside or within 15 feet of any WSU classroom or computer lab.

d. Shall be allowed in verbal form inside the WSU buildings, however, class candidate presentations shall be allowed only during elections week and only when the candidate has been given prior permission from the professor. Interrupting classes without prior permission from the professor shall not be allowed.

e. Shall not be allowed in physical form inside the WSU buildings except when giving an approved class candidate presentation, however, candidate information may be posted in physical form only when the same type of information is posted in an unbiased way for all the formal candidates and intentional write-in candidates for any elected office. Information that may be included in said posting is limited to name, picture, platform, major, and year in school. This type of information shall not be posted by candidates but shall be posted by the administration or staff of said building if so desired by said administration or staff and shall be regulated by the Elections Committee.

f. Shall be allowed in email form only once for each formal candidate and intentional write-in candidate during the elections and only to the members of their respective constituency provided that this type of mass email is allowed by WSU Policy and Procedures.

g. Shall be limited to the WSU campuses only.

h. Shall not disturb classes in session as a result of excessive noise.

i. Shall not interfere with another candidate’s campaign.

j. Shall be allowed in physical posted form under the following stipulations:

   i. Posted campaign materials shall not be hung from or supported by any of the WSU buildings, light structures, trees, fences, bike racks, barrier walls, garage dumpsters, or any other natural or manmade structure.

   ii. Posted campaign materials shall be limited to the grass and sidewalk areas of WSU campuses.

   iii. Posted campaign materials shall not impede the flow of student traffic in any way.

   iv. Posted campaign materials shall not be taller than 8 feet in any spot.

   v. Posted campaign materials shall be secure in case of strong weather.

   vi. All candidates participating in campaigning during elections week shall remove all posted campaign material within 24 hours of the closing of polls.
for elections. Candidates who are disqualified from elections shall remove all posted campaign material within 24 hours of disqualification, unless said candidate appeals the disqualification to the Supreme Court in which case said candidate shall remove all posted campaign material within 24 hours of the denial of the appeal if so be the case.

Section G: Campaign Spending Caps

1. There will be a cap placed on all candidates running for Executive Offices at $500.

2. There will be a cap placed on all candidates running for Legislative Offices at $250.

3. These caps for Executive and Legislative offices will include money donations, at a dollar-for-dollar assessment, and will be deducted from the overall spending cap. These caps may also include further spending limitations and procedures as defined by the Elections Committee, and ratified by WSUSA Student Senate, in the official WSUSA Election Rules, in accordance with this section of the WSUSA Bylaws. Coupons and/or vouchers are not permitted under any circumstances.

4. Fair Market Value will be assessed by the elections committee and will be included on the Spending Limit Form.

5. There shall be no exceptions to the spending cap for Executive Offices or Legislative Offices.

6. Candidates who violate the spending cap will be subject to automatic disqualification pending the decision by the elections committee.

7. Spending receipts shall be turned into the Election Committee chair on a date determined by the elections committee. They should be turned in directly to the committee chair, and stapled to the most up to date Spending Limit Form. By not turning in the Spending Limit Form, the candidate will be subject to automatic disqualification pending the decision by the elections committee.

8. Spending Limit Forms will include common campaign items as well as their Fair Market Value. These shall be turned into the Elections Committee Chair regardless of if a candidate has spent any money.

Section H: Voting

1. Right to Vote
   a. All members of WSUSA shall have the right and the opportunity to case one vote for the office of President and each of the Vice President’s offices. All members of an officially recognized constituency of the Senate and whose membership can be confirmed by WSU Administration shall have the right and the opportunity to cast one vote for the Senate seat of said constituency.

2. All voting shall be conducted through Canvas, with ballots generated by the information contained in the WSU System, known as Banner at the time of the elections.
3. A candidate shall be declared the winner so long as they have at least 1 greater lead in total votes.

4. A minimum of three mandatory test runs and evaluations shall be administered by the Office of Student Affairs Assessment four weeks prior to elections.

Section I: Tie Breaker

1. In the event of a tie within any WSUSA Executive or Legislative Office, the WSUSA Chief Justice will flip a US Quarter-Dollar coin to determine the winner.

2. The candidate who may call out their choice is decided by alphabetical order of last name. When the coin is flipped the selected candidate can call out their choice.

Section J: Ballot Referendums

1. The Elections Committee shall include any ballot referendum received by the filing deadline as part of the ballot for final elections. Only legislation that has undergone and is supported by the legislative process outlined in these By-laws shall be included as ballot referendums.

Section K: Contest of Results

1. Any candidate may submit a declaration of contest of election results for the office of their candidacy. Declarations shall be submitted in writing to the Supreme Court by the end of the following business day after the posting of election results. The Supreme Court shall notify the Elections Committee of the declaration and the Elections Committee shall provide a printout of the results from the Student Voice System. The Supreme Court shall post their verdict by the end of the following business day. This decision will be considered final.

Section L: Violation of Election Rules

1. Any member of WSUSA may submit a grievance to the Elections Committee accusing any candidate of a violation of an election rule. The Elections Committee may rule that a candidate is in violation of an election rule with a simple majority vote. Should a candidate be ruled in violations of an elections rule, the Elections Committee shall determine the appropriate sanction to be administered. Administered sanctions to candidates shall be consistent for equal violations of an election rule. Sanctions to be administered will be defined by the Elections Committee in the Elections packet.

2. Said rulings and accompanying sanctions shall be publicly posted and may be posted within 24 hours of the ruling.

Section M: Election Appeals
1. Any candidate may appeal any decision made by the Elections Committee to the Supreme Court; however, said appeal must be in contest of a decision of the Elections Committee that directly affects the election of said candidate. Appeal must be submitted in writing and before the expiration of the next business day.

2. Regarding appeals concerning election sanctions, the Supreme Court must meet in quorum with at least a two-thirds majority. The Supreme Court may rule the issue as a moot issue when an issue has passed or when any overruling would have no effect on elections or election results. The Supreme Court shall rule and shall publicly announce said ruling within one business day. The Supreme Court shall not consider appeals made after the business day following the posting of final elections. Should the Elections Committee publicly post a decision after the closing of polls for final elections, a candidate may appeal said decision and shall have until the end of the second business day after said posting to make said appeal.

Section N: Elections Report

1. The Elections Chair shall present a written report to the Senate during the second Senate meeting after final elections. Said report shall be included in the WSUSA Year-End Report. Said report shall include but is not limited to the following:

   a. A list of all formal candidates and intentional write-in candidates
   b. The number of votes received by each candidate during elections
   c. The number of votes cast for each option of any ballot referendums
   d. The number of total voters for elections compared to the total number of students enrolled during Spring Semester.
   e. A list of all expenditures of the Elections Committee and how much was spent.
   f. Campaign details of all election events (i.e. debates, meeting the candidates events, etc.)
   g. A list of all rulings of violations rules and accompanying sanctions
   h. A list of all appeals made to the Supreme Court and the rulings of said appeals
   i. A list of polling hours and locations
   j. An executive summary, which shall include suggestions for administering future elections.

TITLE VI
Student Initiatives

Section A: Initiative Legislation
1. The members of the WSUSA shall have the power to enact legislation which conforms to the same guidelines in authority and format as legislation enacted by the WSUSA Senate. Legislation initiated outside of the WSUSA Senate shall be presented to the WSUSA via annual WSUSA elections. Proposed legislation shall be presented, accompanied by a petition signed by three percent of the WSUSA membership as well as a fiscal cost analysis, to the WSUSA Elections Committee Chair no later than two weeks before the final election. Proposed legislation shall be valid when ratified by a three-fourths majority vote of the ballots cast in the general election on the proposal by the WSUSA membership at large, with at least ten percent of the membership voting.

**TITLE VII**

*Amendments & Ratification*

**Section A: Amendments**

1. All amendments to these By-laws shall be made by a two-thirds majority vote of the WSUSA Senate membership.

2. Suspension of the by-laws shall require a unanimous vote of the Legislative and Executive branches.