The By-Laws of the Wheeling Jesuit University
Student Government Association

Article I
Executive Board

Section 1: President, Powers and Duties

The President shall:

A. Administer and enforce the Constitution and By-Laws of the Student Government Association.

B. Be responsible for creating a written agenda for each meeting of the Executive Board, as well as joint meetings held with the Student Senate.

C. Call and preside over all meetings of the Executive Board as well as joint meetings between both bodies of the Student Government Association.

D. Vote at Executive Board meetings on the Executive Board decisions only in the case of a tie, and hold veto powers (which may be overridden by a two-thirds vote of the Executive Board).

E. Submit a written veto of the Executive Board’s proposed resolution in a given matter, within five academic days of the passing of proposed resolution, when deemed necessary.

F. Make __student appointments to campus-wide councils and committees with the advice of the Executive Board.

G. Be the official resource and contact person between Student Government and the Associate Vice President for Student Life and the Vice President for Academic and Student Affairs and meet regularly with them.

H. Must attend all Senate meetings, as a nonvoting member, when they meet separately from the Executive Board.

I. Maintain good relations between Student Government and the University President.

J. Maintain good relations between Student Government and the Faculty Council Chair.
K. Maintain good relations with the Student Government Presidents of the other Jesuit institutions.

L. Provide the campus community with a State of the Campus address each January and May.

M. Represent Student Government in the Gloriam Award selection process, as the Gloriam Committee deems necessary.

N. Be eligible to attend all Wheeling Jesuit University faculty meetings, unless otherwise stated.

O. Be eligible to attend all Budget Committee meetings as notified by the President’s office.

P. Assume the duties of an Executive Board member in the event of a vacancy, until the position is filled.

Q. Attend all Board of Directors Academic and Student Affairs Committee meetings.

R. Receive a salary of $600.00 per semester and compensation for housing on campus, with the provision that this salary may be changed only with the approval of three-fourths of the entire Executive Board and Senate.

**Section 2: Vice-President, Powers and Duties**

The Vice-President shall:

A. Assume the position of the President in the event of his or her absence, resignation, or impeachment.

B. Coordinate and oversee all clubs, which includes obtaining updated constitutions for the approval by the Senate and Executive Board, in order to be eligible for Allocations. Meet monthly with the Secretary\Treasurer and the club representatives.

C. Be the official resource and contact person between Student Government and the Athletic Director.

D. Be the official resource and contact person between Student Government and the Campus Activities and Recreational Programs Director concerning intramural and student organization purposes.

E. Be a voting member of the Rathskeller Board and meet regularly with this Board.
F. Be a voting member of the Allocations Committee and meet when necessary with this Committee.

G. Be responsible for enforcing the Club Recognition By-Laws of Student Government.

H. Coordinate the hiring and direction of the Intramural Commissioners with the assistance of the Director of Athletics or his/her representative and the Director of Student Activities.

I. Be eligible to attend all Wheeling Jesuit University faculty meetings, unless otherwise stated.

J. Be responsible to chair one open forum meeting that will be held during the Fall Semester.

K. Receive a salary of $600.00 per semester, with the provision that this salary may be changed only with the approval of three-fourths of the entire Executive Board and Senate.

Section 3: Secretary/Treasurer, Power and Duties

The Secretary/Treasurer shall:

A. Act as a banker, auditor, and custodian of finances of the Wheeling Jesuit University Student Government Association.

B. Pay all bills incurred by the Wheeling Jesuit University Student Government Association.

C. Each month submit in writing a complete statement of income and expenditure for the previous month to the entire Student Government, including the Moderator.

D. Be a voting member of the Rathskeller Board

E. Be the official resource and contact person between Student Government and the Business Office and meet when necessary with the Business Manager.

F. Maintain good relations between Student Government and the Financial Aid office.

G. Act as a chairperson of the WJU Student Government Association Allocations Committee and oversee the budget procedure.

H. Take minutes at Student Government meetings and specific committee meetings.
I. Maintain accurate records and files of the Student Government Executive Board.

J. Be in charge of all publicity for events sponsored by Student Government.

K. Meet monthly with the Vice President and club representatives.

L. Receive a salary of $600.00 per semester, with the provision that this salary may be changed only with the approval of three-fourths of the entire Executive Board and Senate.

Section 4: Academic Affairs Representative, Powers and Duties

The Academic Affairs Representative shall:

A. Be a member of the Academic Life Review Committee

B. Be a member of the Wheeling Jesuit University Academic Policy Committee and nominate two students to serve on this committee.

C. Be eligible to attend all WJU faculty meetings, unless otherwise stated.

D. Meet regularly with the Chief Academic Administrator.

E. Be the official liaison between Student Government and the Academic Dean.

F. Maintain good relations between Student Government and the Registrar.

G. Receive a salary of $600.00 per semester, with the provision that this salary may be changed only with the approval of three-fourths of the entire Executive Board and Senate.

Section 5: Student Affairs Representative, Powers and Duties

The Student Affairs Representative shall:

A. Be responsible for presenting student views to the Student Life Office and the Student Life Committee.

B. Report all matters discussed at the Student Life Committee to the Executive Board and Senate.

C. Formulate, conduct, and report the results of all Student Government Surveys in conjunction with the Student Senate. These results must be sent to Student Life, the Executive Board, and the Student Senate.
D. Work with the Student Advocate to supervise all elections and campus-wide referendums.

E. Be the Multicultural affairs resource for the Student Government. Work closely with the Office of Multicultural Affairs and meet regularly with that Director.

F. Attend all Food Committee meetings.

G. Attend all Commuter Council Meetings.

H. Be the Student Government Representative to the Wellness Committee.

I. Be the Student Government Representative to the Student Judicial Board.

J. Coordinate all ad hoc committees of Student Government unless otherwise stated.

K. Receive a salary of $600.00 per semester, with the provision that this salary may be changed only with the approval of three-fourths of the entire Executive Board and Student Senate.

Section 6: Student Advocate, Powers and Duties

The Student Advocate shall:

A. Supervise the procedure of all Executive Board, Senate Chairperson, Collegian-of-the-Year, Class Officer, Homecoming, Senior Class Christmas King and Queen elections, and any other elections seen fit by the Executive Board and the Student Senate.

B. Be the official resource of the Student Government for justice issues and awareness.

C. Be the official resource of the Student Government concerning Jesuit identity issues.

D. Maintain accurate voting records and files of the Student Government Association as prescribed by the President.

E. Be responsible for conducting a voter registration for United States elections each fall.

F. Be eligible to attend all Wheeling Jesuit University faculty meetings, unless otherwise stated.

G. Be responsible for all college-wide referendums.
H. Be a member of the Student Life Committee.

I. Receive a salary of $600.00 per semester, with the provision that this salary may be changed only with the approval of three-fourths of the entire Executive Board and Student Senate.

Section 7: Social Affairs Representative, Power and Duties

The Social Affairs Representative shall:

A. Be the official liaison between Student Government and the Student Activities Office.

B. If the elected officer is not already a member of the Campus Activities Board, he or she must then become a member of the organization.

C. Meet regularly with the Director of Student Activities and Campus Recreational Programs.

D. Initial all contracts dealing with social and cultural events sponsored by the Student Government in the name of Wheeling Jesuit University Student Government Association, in conjunction with the Director of Campus Activities.

E. Be a voting member of the Allocations Committee.

F. Work with the Student Activities Office in the development of weekly and semester calendars.

G. Be a voting member of the Rathskeller Board.

H. Organize and plan all social events sponsored by Student Government, including but not limited to the Thanksgiving Dinner, Christmas Dinner/Dance, Founder’s Day activities, Homecoming Weekend events, Last Blast, and the Student Government Executive Board Inauguration.

I. Receive a salary of $600.00 per semester, with the provision that this may be changed only with the approval of three-fourths of the entire Executive Board and the Student Senate.

Section 8: Moderator, Powers and Duties

A. The Moderator of the Wheeling Jesuit University Student Government Association Executive Board shall be a member of the faculty, administration, or staff appointed by the Executive Board.
B. The Moderator shall attend all meetings of the WJU Student Government Executive Board as a non-voting member.

C. The Moderator may not be excluded from any Student Government Executive Board meetings.

D. The Moderator shall act as parliamentarian at all Student Government Executive Board meetings.

E. The Moderator shall be a non-voting member of the Allocations Committee.

F. The Moderator shall supervise the office of the Secretary/Treasurer to ensure accurate financial records and co-sign all expenditures.

G. Moderators have full authority to intercede in any club or organization program, activity, or event that may interfere with the mission and legal responsibility of the University.

H. The Moderator shall oversee all election disputes.

I. Receive a stipend of $600.00 per year. This salary can only be changed by a three-fourths majority of both bodies of Student Government.

**Article II**

**Student Senate**

**Section 1: Senate, Powers and Duties**

The Student Senate shall:

A. Vote on any and all proposals submitted by any student, Senator, or Executive Board member.

B. Send two representatives to be voting members of the Allocations Committee.

C. Form intra-Student Government committees in order to address any issue or topic brought before Student Government. The outcome of these committee meetings shall be written suggestions or proposals. These committees will work in consultation with Student Government Executive Board members.

D. Conduct yearly Student Government surveys at the discretion of the Student Affairs Representative.

E. Hold regular meetings open to the Student Body. In the event this causes disruption or inhibits the Senate from conducting business, the Senate may go into closed session by a two-thirds majority vote of the Senators present.
F. Be responsible for having at least one open forum meeting that will take place during the Spring Semester, during which the entire Student Body will be invited to voice their concerns and opinions. The Student Government Vice-President shall chair such meetings, which will serve as a vehicle for student communication.

G. Have one-half of its members present at a meeting to constitute a quorum.

H. With the Vice Presidents recommendation, freeze all accounts of all clubs and organizations within the Student Government who do not fulfill all organization criteria. This vote will pass only by a majority vote of the Senate.

I. Vote on most resolutions on the first day of presentation; however, constitutional changes and other resolutions deemed important by the Senate Chairperson shall not be voted on until at least seven days after its presentation.

J. Meet and vote on any proposal presented to the Senate from the Executive Board. If no vote is taken within ten days while school is in session, the resolution is deemed to be approved by the Senate.

Section 2: Senators, Powers and Duties

Senators shall:

A. Attend regular Student Senate meetings.

B. Be a member of at least two Senate Committee(s), the number of which to be determined by the Student Affairs Representative and the Senate Chairperson on a yearly basis. The purpose of these committees is to reflect student concerns and to work with the Executive Board.

C. Assist with the election process in all elections.

D. Perform monthly student outreach activities.

Section 3: Powers and Duties of the Senate Chairperson

The Senate Chairperson shall:

A. Not be a current resident hall staff member, Rattskeller Manager, Executive Board member, or Intramural Commissioner. In addition, if a student’s major takes him or her away from the campus for prolonged periods of time (i.e. clinicals) the student must resign his or her office.
B. Be responsible for notifying Senators of all meetings.

C. Chair all Student Senate meetings when the Senate meets separately from the Executive Board.

D. Make a written agenda for all Senate meetings that meet separately from the Executive Board.

E. In the case of a tie, have the opportunity to vote on all proposals before the Senate.

F. Be responsible for all Student Senate press releases (i.e. newspapers, yearbooks, etc.).

G. Be responsible for maintaining good relations with the Executive Board.

H. Have the privilege of attending all Executive Board meetings, as a nonvoting member, when they meet separately from the Senate.

I. Be responsible for keeping accurate records of Senate meetings.

J. Be responsible for overseeing the Senators choosing from amongst themselves a Secretary, Treasurer, and Senate Pro-Temp. The elected Senate Pro-Temp can not be a current resident hall staff member, Rattskeller Manager, Executive Board member, or Intramural Commissioner. In addition, if a student’s major takes him or her away from the campus for prolonged periods of time (i.e. clinicals) the student must resign his or her office.

K. Receive a salary of $600.00 per semester. This salary can only be changed by a three-fourths majority of both bodies of Student Government.

Section 4: Senate Committees

The Senate shall form the following committees to work with the direction of the stated Executive Board positions:

A. Student Issues Committee – Student Affairs Representative
   This committee shall handle student life concerns such as housing, security, food service, multiculturalism, Student Government surveys, etc.

B. Events Committee – Social Affairs Representative
   This committee shall organize and coordinate Student Government programs and events.

D. Finance Committee – Secretary/Treasurer
This committee shall assist with financial matters of Student Government such as the Allocations process, preparing budgets, auditing of clubs, etc.

E. Publicity Committee – Secretary/Treasurer
This committee shall work in conjunction with all committees in advertising Student Government events and programs as well as distribute press releases written by the Senate Chairperson on behalf of the Student Senate.

F. Justice and Jesuit Identity Committee—Student Advocate
This committee shall work to promote justice issues on campus, as well as making the student body aware of their Jesuit roots.

Section 5: Moderator, Powers and Duties

A. The Moderator of the Wheeling Jesuit University Student Government Association Student Senate shall be a member of the faculty, administration, or staff appointed by the Student Senate.

B. The Moderator shall attend all meetings of the WJU Student Government Student Senate as a non-voting member.

C. The Moderator may not be excluded from any Student Government Student Senate meetings.

D. The Moderator shall act as parliamentarian at all Student Government Student Senate meetings.

E. The Moderator shall be a non-voting member of the Allocations Committee.

F. The Moderator shall have full authority to intercede in any club or organization program, activity, or event that may interfere with the mission and legal responsibility of the University.

G. The Moderator shall approve and sign all expenditures.

H. Shall receive a stipend of $600.00 per year. This salary can only be changed by a three-fourths majority of both bodies of Student Government.

Section 6: Other Stipulations

A. At the first Student Senate meeting, the Wheeling Jesuit University Student Government Association Constitution and By-Laws will be reviewed to acquaint the Senate members with their rights, responsibilities, and powers.
B. The Senate Chairperson shall be elected by the procedure prescribed in the Election By-Laws.