



**West Chester University Constitution of the  
Student Body**

## Table of Contents

**Article I. Name**

**Article II. Membership**

**Article III. Responsibilities**

**Article IV. Executive Branch**

**Article V. Executive Branch Academic Standards**

**Article VI. Order of Succession**

**Article VII. Committees**

**Article VIII. Amendments**

**Article IX. Legislative Branch**

### Preamble

We, the students of the West Chester University, to provide effective representation, foster leadership, and enhance student life, do hereby establish this constitution for the West Chester University Student Government Association. We commit ourselves to advocating for the rights and interests of the student body, promoting inclusivity and diversity, and encouraging active participation in university governance. Our mission is to ensure a transparent, accountable, and dynamic organization that works collaboratively with the administration, faculty, and student organizations to create a thriving and supportive campus environment. Through this constitution, we aim to empower students, uphold their voices, and enrich their university experience.

## Article I

### **NAME**

The name of this organization shall be the West Chester University Student Government Association (SGA) of West Chester University.

## Article II

### **MEMBERSHIP**

All current students enrolled at West Chester University shall be members of West Chester Student Government Association.

## Article III

### **RESPONSIBILITIES**

SGA, as the constitutionally recognized voice of the student body, shall have the responsibility to represent and act as the representatives of the student body, giving students a direct link to connect with administrators and identify leaders in the community to cultivate positive change. They shall have the responsibility of helping clubs and organizations on campus with budgets and advocate for their success.

## Article IV

### **EXECUTIVE BRANCH**

The sections below outline the qualifications, tenure and succession, power and duties, and compensation of the executive branch positions. All executive branch positions must have and maintain at least a cumulative GPA of 2.5.

#### **President**

##### **I. Qualifications**

- a. Be a member of the SGA.
- b. Have the SSI activity fee paid in full by the end of the fourth full week of each semester.
- c. Be enrolled with a minimum of 12 academic credits throughout each semester of the senate year to maintain executive standing.
- d. Have received and understood the SGA bylaws.
- e. Be a student at West Chester University for at least one year at the time of their election.
- f. Completed at least 45 credits prior to their candidacy

##### **II. Tenure and Succession**

- a. Elected by a plurality vote with the Vice President on a ticket in an all-campus election for a term of one (1) year and the term shall end on the last day of term for the spring semester.
- b. Assist with appointment of positions decided by the next president through an application and interview process.
- c. Responsible for the training of their successor.

### III. Powers and Duties

- a. Is **not** a voting member of the senate.
- b. Serve as chair of the Executive Committee, retain a vote in the event of a tie.
- c. Power to appoint and remove committee chairpersons.
- d. Designate an individual in an acting capacity to a vacant appointed position.
- e. Be recognized as the official representative of the SGA and of the senate.
- f. Act as a liaison between the SGA and the vice president of Student Affairs of West Chester University by meeting with them at least once biweekly.
- g. Act as a liaison between the SGA and the President of West Chester University by meeting with them at least once per month.
- h. Meet with the other organization advisors as needed throughout serving their term.
- i. Create committees and appoint students to committees.
- j. Relay appointments to Executive Director.
- k. Attend all Council of Trustee meetings when available (minimum one per semester).
- l. Carry on those privileges afforded the president in the current edition of Robert's Rules of Order, Newly Revised.
- m. Attend all Board of Student Government Presidents (BSGP) meetings or appoint another member of the Executive Committee in case of absence.

### IV. Compensation

- a. An annual stipend of \$7,500 distributed throughout the academic year.
- b. Meet a minimum of five working hours per week exceeding no more than ten working hours per week. A person may exceed the maximum ten working hours during a given week with advisor's approval.

### Vice President

#### I. Qualifications

- a. Be a member of the SGA.
- b. Have the SSI activity fee paid in full by the end of the fourth full week of each semester.
- c. Be enrolled with a minimum of 12 academic credits throughout each semester of the senate year to maintain executive standing.
- d. Have received and understood the SGA bylaws.

- e. Have been a full-time student at West Chester University for at least two consecutive semesters, not including winter or summer terms, prior to assuming the position.

## **II. Tenure and Succession**

- a. Elected by a plurality vote with the President on a ticket in an all-campus election for a term of one (1) year and the term shall end on the last day of term for the spring semester
- b. Responsible for the training of their successor.

## **III. Powers and Duties**

- a. Not a voting member of the senate, except in the event of a tie.
- b. Assume all duties of the president in the case of the president's absence.
- c. Accept all official responsibilities deemed necessary by the senate and/or the president.
- d. Presides over all meetings of the senate.
- e. Call special meetings of the senate with due notice.
- f. Be responsible for the distribution and creation of the typed senate agenda with the consultation of the Executive Committee.
- g. Determine which events will count towards the senator event requirement.
- h. Determine the senator event requirements based on the goals and availability of events.
- i. Serve as a liaison between the SGA and the senior vice provost, meeting with them at least once a month.
- j. Issue sanctions in relation to the duties and conduct of senators.
- k. Be responsible for training their successor.

## **IV. Compensation**

- a. An annual stipend of \$7,500 distributed throughout the academic year.
- b. Meet a minimum of five working hours per week exceeding no more than ten working hours per week. A person may exceed the maximum ten working hours during a given week with advisor's approval.

## **Executive Director**

### **I. Qualifications**

- a. Be a member of the SGA.
- b. Have the SSI activity fee paid in full by the end of the fourth full week of each semester.
- c. Be enrolled with a minimum of 12 academic credits throughout each semester of the senate year to maintain executive standing.
- d. Have received and understood the SGA bylaws.
- e. Be a student at West Chester University for at least one semester before assuming the position.

## **II. Tenure and Succession**

- a. Appointed by the president through an application and interview process led by the previous President.
  - i. Selections will take place in the spring semester, after all executive committee elections are finalized.
- b. Will serve a term of one (1) year and the term shall end on the last day of term for the spring semester.
- c. Responsible for the training of their successor.

## **III. Powers and Duties**

- a. Advise all committee chairs as to their duties and those of their committee.
- b. Meet with all newly elected senators within one week of their acclimation in order to discuss shared expectations, goals, and responsibilities.
- c. Keep an accurate record of all Student Government Association funds outside of the Director of Allocations responsibilities.
- d. Report to the senate on operational balance.
- e. Create and order apparel and merchandise.
- f. Organize executive committee functions and activities.
- g. Serve at the discretion of the President.
- h. Ensure that each senator has attended the required three SGA-sponsored events per semester and determine which events will count towards the requirement.
- i. Be responsible for the attendance and report records of the SGA senate.
  - i. Be responsible for notifying senators of their attendance and report status.
- j. Will supervise the Director of Allocations, Director of Organizations, and Director of Communications.

## **IV. Compensation**

- a. An annual stipend of \$5,000 distributed throughout the academic year.
- b. Meet a minimum of five working hours per week exceeding no more than ten working hours per week. A person may exceed the maximum ten working hours during a given week with advisor's approval.

## **Director of Allocations**

### **I. Qualifications**

- a. Be a member of the SGA.
- b. Have the SSI activity fee paid in full by the end of the fourth full week of each semester.
- c. Be enrolled with a minimum of 12 academic credits throughout each semester of the senate year to maintain executive standing.
- d. Have received and understood the SGA bylaws.
- e. Be a student at West Chester University for at least one semester at the time of their election.

- f. Preferred: Have attended three finance committee meetings during the academic year prior to their selection, strong knowledge of Microsoft Excel systems, and previous experience as a Treasurer.

## **II. Tenure and Succession**

- a. Selected through an application and interview process led by the previous President.
  - i. Selections will take place in the spring semester, after all executive committee elections are finalized.
- b. Will serve a term of one (1) year and the term shall end on the last day of term for the spring semester.
- c. Responsible for the training of their successor.

## **III. Powers and Duties**

- a. Not be a voting member of the senate.
- b. Serve as chair of the Finance Committee.
- c. Report on daily issues and concerns to the Executive Director.
- d. Serve as a student representative on the SSI Board of Directors, unless deemed otherwise.
- e. Give a weekly oral report to the senate on the financial status of the auxiliary accounts and on any motions passed by the SGA Finance Committee.
- f. Act as a liaison between the SGA and the executive director of SSI by staying in contact throughout the semester whether in-person or through other means.
- g. Propose, in conjunction with the SGA Finance Committee, the budget for the next academic year.
- h. Publish on the SGA website, during the spring semester, the proposed organizational budgets for the next academic year
- i. Update the budget analysis document with the newly approved budget allocations
- j. Present the newly updated budget analysis document to the SSI Board
- k. Retain financial duties of the Chief of Staff in the event of their absence.
- l. Be responsible for the training of their successor.

## **IV. Compensation**

- a. An annual stipend of \$5,000 distributed throughout the academic year.
- b. Meet a minimum of five working hours per week exceeding no more than ten working hours per week. A person may exceed the maximum ten working hours during a given week with advisor's approval.

## **Directors of Organizational Relations**

### **I. Qualifications**

- a. Be a member of the SGA.
- b. Have the SSI activity fee paid in full by the end of the fourth full week of each semester.

- c. Be enrolled with a minimum of 12 academic credits throughout each semester of the senate year to maintain executive standing.
- d. Have received and understood the SGA bylaws.
- e. Be a student at West Chester University for at least one semester at the time of their election.

## **II. Tenure and Succession**

- a. Elected by a plurality vote in an all-campus election for a term of one (1) year and the term shall end on the last day of term for the spring semester.
- b. Responsible for the training of their successor.

## **III. Powers and Duties**

- a. Not be a voting member of the senate.
- b. Chair of the Bylaw Review Committee.
- c. Uphold and maintain all rules and regulations stated in the bylaws of the SGA in conjunction with the Parliamentarian.
- d. Enforce the Student Organization Policies and Procedures Manual among constituent student organizations.
- e. Be responsible for maintaining and reviewing these bylaws at least once per senate term, making revisions if necessary.
- f. Enforce a time limit for all general board meeting guest speakers and forming clubs.
- g. Meet with a representative of Student Leadership and Involvement (SLI) and the New and Forming Organizations Leadership Consultant(s) weekly.
- h. Host at least three SGA Town Halls in collaboration with the Student Trustee.
- i. Be responsible for maintaining and reviewing these bylaws at least once per senate term, making revisions if necessary.
- j. Enforce a time limit for all general board meeting guest speakers and forming clubs.
- k. Host at least three SGA Town Halls in collaboration with Student Trustee.

## **IV. Compensation**

- a. An annual stipend of \$5,000 distributed throughout the academic year.
- b. Meet a minimum of five working hours per week exceeding no more than ten working hours per week. A person may exceed the maximum ten working hours during a given week with advisor's approval.

## **Director of Communications**

### **I. Qualification**

- a. Be a member of the SGA.
- b. Have the SSI activity fee paid in full by the end of the fourth full week of each semester.



- c. Be enrolled with a minimum of 12 academic credits throughout each semester of the senate year to maintain executive standing.
- d. Have received and understood the SGA bylaws.
- e. Be a student at West Chester University for at least one semester at the time of their election.

**II. Tenure and Succession**

- a. Elected by a plurality vote in an all-campus election for a term of one (1) year and the term shall end on the last day of term for the spring semester.
- b. Responsible for the training of their successor.

**III. Powers and Duties**

- a. Not be a voting member of the senate.
- b. Report on daily issues and concerns to the Executive Director.
- c. Manage the RamConnect, LinkedIn, Instagram, and other media pages.
- d. Act as a web manager of the SGA website.
- e. Ensure that the minutes will appear on the SGA website.
- f. Maintain all non-financial records of the SGA.
- g. Chair the Public Relations committee.
- h. Manage social media accounts.
- i. Create and maintain a plan per semester for social media engagement that communicates the mission, purpose, and actions of SGA.
- j. Create a mid-year and end of year report that clearly exemplifies the work of the organization.
- k. After being presented to the Senate and University cabinet members, both reports must be published for public knowledge.
- l. Reach out to campus media outlets in case of SGA events and publications.
- m. Manage press statements and external communications.
- n. Report weekly on any public relations issues to the senate.
- o. Be responsible for the training of their successor.

**IV. Compensation**

- a. An annual stipend of \$5,000 distributed throughout the academic year.
- b. Meet a minimum of five working hours per week exceeding no more than ten working hours per week. A person may exceed the maximum ten working hours during a given week with advisor's approval.

**Student Trustee**

**I. Qualifications**

- a. Appointed by Governor of Pennsylvania.

**II. Tenure and Succession**

- a. Application and interview process and will serve until graduation.

**III. Powers and Duties**

- a. Is **not** a voting member of the senate.
- b. Serve as a liaison between the SGA and the Council of Trustees.
- c. Provide an oral report to the Council of Trustees which includes updates on SGA.
- d. Attend all of the Council of Trustee meetings and workshops.
- e. Maintain all duties of the student trustee afforded by the university.
- f. Attend senate and executive meetings, unless COT or academic obligations arise.
- g. Host at least three SGA Town Halls in collaboration with the Director of Organizations.
- h. Suggest formation of ad hoc committees based on data collection and serve as liaison for said committees.
- i. Be responsible for coordinating the selection process for and the training of their successor.
- j. Hold one office hour a week.

## Article V

### **EXECUTIVE BRANCH ACADEMIC STANDARDS**

#### **I. Minimum GPA Requirement**

- a. All members of the Executive Board must maintain a minimum cumulative GPA of 2.5 for continued eligibility in office. This includes maintaining the GPA from the start of the term through the entire academic year.
- b. The cumulative GPA requirement may be raised but never lowered beneath a 2.5. Any GPA adjustments may only take place at the annual ratification of the Constitution and Bylaws.
- c. If an Executive Board member's cumulative GPA falls below 2.5, they must adhere to the Academic Improvement Plan as outlined below.

#### **I. Academic Improvement Plan (AIP)**

- a. Executive Board members who fall below the cumulative 2.5 GPA threshold will have a provisional period of one semester to improve their cumulative GPA.
- b. The SGA Academic Improvement Plan will include the following:
- c. A weekly study schedule to prioritize academic commitments alongside SGA duties.
- d. Mandatory check-ins with an academic advisor or SGA staff advisor for guidance and accountability.
- e. Use of tutoring services for subjects where improvement is needed.
- f. Regular academic progress reports to the SGA President and advisors.

#### **II. SGA Academic Probation**

- a. If an Executive Board member's cumulative GPA does not reach or exceed 2.5 after the provisional semester, the individual will be placed on academic probation.
- b. During academic probation, the member will be expected to:

- i. Attend weekly academic workshops focusing on time management, study techniques, and exam preparation.
- ii. Limit the number of extracurricular or non-essential activities to ensure academic success.
- iii. An Executive Board member who remains on academic probation for more than one semester will be subject to removal from the Executive Board, following a review by the SGA President and Advisor.

### **III. Exceptions and Extensions**

- a. In the case of extenuating circumstances (e.g., health issues, family emergencies), an Executive Board member may request an extension or exemption from the cumulative GPA requirement for one semester, subject to review and approval by the SGA President and Advisor.
- b. If the exception is granted, the board member must provide a plan to bring their cumulative GPA back to 2.5 or higher by the end of the following semester.

## Article VI

### **ORDER OF SUCCESSION**

#### **I. Succession**

- a. The following list signifies the order of succession in the event of resignation, academic probation, recall election, non-enrollment in the University, or failure to maintain the grade point average standard while in office, or impeachment of the President:
  - i. Vice President
  - ii. Executive Director
  - iii. Director of Organizational Relations
  - iv. Director of Communications
  - v. Director of Allocations
  - vi. Student Trustee

#### **I. Removal Proceedings**

- a. Members of the Executive Branch may be removed due to either failure to complete their duties or inappropriate conduct.
- b. If a member of SGA believes that an Executive Branch member should be removed due to the above reasons, a written formal complaint must be sent to the advisors of SGA.
- c. Upon receipt of the formal complaint, the advisors will meet one-on-one with the complainant to discuss the allegation.

- d. The advisors will determine if the complaint should be forwarded to the Senate for removal proceedings or if the complaint can be mitigated with a one-on-one conversation with the Executive Branch member and a facilitator.
- e. If opportunities to resolve the complaint among members fail, the complaint will be forwarded to the Senate.
- f. The advisors will meet with the respondent to review the complaint at least 48 hours before the Senate meeting. The respondent will also receive a copy of the complaint at least 48 hours in advance of the Senate meeting.
- g. At the Senate meeting, the complaint will be read aloud to the Senate by the President or a designee. The complainant may choose to be in the room while the complaint is being read.
- h. The respondent will then have 10 minutes to respond to the complaint.
- i. The Senate will be provided with time to ask the respondent questions.
- j. At the end of the questioning, the complainant and respondent must leave the room while the Senate is in discussion.
- k. At the conclusion of discussion, the President or their designee will call for an anonymous vote of all Senators.
- l. A 2/3 majority in the affirmative is required for removal.
- m. The SGA advisors will send the respondent the outcome of the removal procedure via electronic mail.

## Article VII

### **COMMITTEES**

- I. Standing SGA Committees
  - a. The SGA President reserves the power to create and charge standing SGA committees to serve various purposes;
    - i. All Standing Committees serve at the discretion of the SGA President;
  - b. Any enrolled West Chester University student is eligible to serve on Standing SGA Committees unless otherwise mandated by the SGA President;
  - c. Current Standing Committees include, but are not limited to:
    - i. Allocations Committee
    - ii. Bylaws Review Committee
    - iii. Outreach Committee
    - iv. Public Relations Committee
    - v. Elections Committee
      1. The Elections Committee will open each Spring semester to assist with the upcoming SGA election. The bylaws for the Elections Committee will be updated each year at the discretion of the Elections Committee Chair, which will be appointed by the SGA President. The Elections Committee

Chair may not run for any elected position in the SGA election of which they have oversight.

## II. Special SGA Committees

- a. The SGA President reserves the power to create and charge special SGA committees to serve various purposes;
  - i. All Special Committees serve at the discretion of the SGA President;
  - ii. The SGA President shall determine how the appointment process is administered;
- b. Any enrolled WCU student is eligible to serve on WCU Special Committees unless otherwise mandated by the SGA President;
- c. Special Committees will exist until the SGA President determines dissolution at their own discretion;
- d. The necessity for Special Committees to require their own set of governing bylaws will be initially determined by the SGA President;
  - i. The initial creation of committee bylaws will be administered by the SGA Bylaw Review Committee;
  - ii. Each Special Committee reserves the right to amend their existing bylaws;
  - iii. Special Committee members will serve until the committee is dissolved by the SGA President.

## Article VIII

### **AMENDMENTS**

#### **I. Proposed Amendments**

- a. Proposed amendments to this constitution shall be accepted for consideration by the Senate by a two-thirds (2/3) majority vote of the Senate by the provisions for the initiative.

#### **II. Ratification of Amendments**

- a. Proposed amendments approved by a two-thirds (2/3) vote of the Senate shall be ratified and become part of this constitution upon receiving an affirmative vote of the members of SGA voting on the proposed amendment in an all-campus student referendum.

## Article IX

### **LEGISLATIVE BRANCH**

All legislative powers granted herein shall be vested in the Student Senate, hereinafter known as the Senate.

## Senate

- I. Qualifications
  - a. Attain and maintain a 2.5 cumulative grade point average prior to candidacy and during their senator-ship.
- II. Membership
  - a. Membership of the Senate shall include Senators elected by and from the student body.
  - b. The membership of the Senate shall be broken up into three components:
    - i. Eight (8) Senators representing the campus Academic;
    - ii. Seven (7) Administrative Senators representing diverse offices across campus;
    - iii. Twenty – two (22) Student life Senators representing various student interests across campus.
    - iv. Up to fifteen (15) At-Large Senators
- III. Tenure
  - a. A Senator shall be elected by a plurality vote in an all-campus election by the students of West Chester University. Senators must meet the requirements described in the SGA Senate bylaws while running for and in office. A full term of a Senator shall be a full academic year (fall and spring semesters). If a Senator wishes to resign from their respective office, a written resignation must be submitted. If a seat becomes vacant, members of the general senate may elect students to the general senate throughout the senate year.
- IV. Powers and Duties of Senate
  - a. Serve as the official voice of the student body.
  - b. Oversee and approve all campus elections and referenda.
  - c. Establish standing and special committees of the Senate.
  - d. Approve or deny executive appointments.
  - e. Have the power to override a Presidential veto by a two-thirds (2/3) vote of the Senators present immediately at the next voting opportunity of the body.
  - f. Establish the Senate Bylaws and rules of proceedings.
  - g. Approve the SGA budget.
  - h. Serve on a minimum of one (1) SGA or campus-affiliated committees and report on the proceedings of those committees or other activities approved by the Vice President.
  - i. Report and brief the Senate on the status of groups being advocated for.
  - j. Enact all legislation, which shall be necessary and proper to execute and enforce the foregoing and all other powers, vested by this constitution in SGA or in any department or office thereof.
  - k. Grant or withdraw official recognition for each student organization which seeks or holds such recognition.