

The Constitution of The Penn State Wilkes-Barre Student Government Association



Current as of: October 9, 2019



Preamble:

We, the Student Government Association of the PSU Wilkes-Barre Campus, in order to form a more representative and competent self-governing body for the general welfare of the students of this institution, do hereby adopt and ordain this constitution.

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Article I: Name

Section I:

The name of this organization shall be the Student Government Association of the Pennsylvania State University Wilkes-Barre Campus, henceforth referred to as the **SGA**.

Article II: Purpose

Section I:

The **SGA** shall serve as the sole legislative **Student Body** in all matters pertinent to the welfare and best interest of the students of the Pennsylvania State University Wilkes-Barre Campus, henceforth referred to as **PSU W-B**.

Section II:

The **SGA** shall not support any legislation which conflicts with the rules and regulations established by the Pennsylvania State University henceforth referred to as **PSU**.

Section III:

The **SGA** shall act as the advisory and consultative body to all registered **Student Clubs and Organizations**, henceforth referred to as **Student Organizations**, on matters referencing **PSU's** Policies and Rules for Student Clubs and Organizations and shall act to enforce said policy and rules.

The **SGA** shall act as the advisory and consultative body determining fund disbursement and management of all financial transactions through the **SGA** treasury, as per **PSU's SGA** Fiscal Policy and Procedures Manual.

Section IV:

The **SGA** shall provide and coordinate appropriate services for the students and shall sponsor activities and observances that encourage and permit the fullest expression of the student opinion on ideas such as but not limited to, contemporary, social, economic, political, and educational questions and issues.

Section V:

The **SGA** shall serve as a forum for the exchange of ideas among members of the student body.



Article III: Structure

Section I:

Legislative power and control shall be vested in the **Student Senate**.

The **Student Senate** shall consist of the **President, Vice President, Treasurer, Secretary, Upper Class Public Relations, Freshman Class Public Relations, Web Master**, and one **Student Organization Representative per Student Organization and Senators**.

Section II:

Executive responsibility shall be vested in the **SGA's Executive Board**.

The **Executive Board** shall consist of the **President, Vice President, Treasurer, Secretary, Upper Class Public Relations, Freshman Class Public Relations, Webmaster**.

Article IV: Membership

Section I:

Membership is open to any student of the Wilkes-Barre Campus.

Section II:

All **SGA Executive Board Officers**, appointed or elected, are required to have a 2.5 cumulative GPA

The **Senators and Student Organization Representatives** are required to have a 2.0 cumulative GPA.

Section III:

Every member of the **Student Senate** will have their GPA's checked at the beginning of each semester.

Section IV:

Any incoming students who do not have a previous **PSU** GPA shall be exempt from **Article IV Section III** and **IV**. Upon completion of their first semester the GPA of the individual will be evaluated according to **Article IV, Sections III** and **IV**.

Section V:

No **Executive Officer** shall hold an officer position in any **Student Organization** at **PSU W-B** during his/her term in office.



Article V: Elections

Section I:

A **General Election** is one in which all members of the student body may vote.

Fall Semester elections will be held for two days, Monday, Tuesday and dependent upon circumstances Wednesday of the given week. Spring Semester elections will be held for two consecutive days of the given week.

Once the **General Election** period has ended, all elections for the rest of that semester can only be held as **Special Elections**.

Section II:

A **Special Election** is one in which all members of the **Student Senate** may vote, and which is deemed necessary by the **Executive Board** to fill a vacancy.

A week's prior notice will be given before an election takes place.

Section III:

Each candidate for nomination in a **General Election** shall file a petition bearing valid signatures from **PSU W-B** students who are endorsing his/her candidacy. The **SGA Advisors** shall be responsible for checking the signatures on each petition. Only those candidates with a completed petition shall be placed on the **General Election** ballot.

Candidates for the position of **President** shall be required to get 100 valid signatures.

Candidates for the positions of **Vice President, Treasurer, Secretary, Upper Class Public Relations Officer, and Freshman Class Public Relations Officer** shall be required to get 75 valid signatures.

Election dates will be established no later than the second to last **SGA** meeting in March.

Ten days to two weeks prior to elections, the student candidate may pick up and begin gathering signatures for his/her petition. Only after his/her petition is completed, may it be filed.

A candidate may begin campaigning in accordance with the 'University Policy and Procedures Guidelines,' and the guidelines listed below:

- a) No slandering.
- b) No destruction of opponent's campaign fliers, poster, etc.
- c) No offensive campaigning.



Campaign fliers may be posted on any bulletin board that is not designated for a specific purpose. Fliers cannot be posted on any moving glass. Poster/Fliers must be taken down by the end of the day, proceeding the elections.

In order to provide a neutral voting environment, no candidate running for office shall be allowed in the designated election area. This excludes, however, personal voting, or the normal use of the facility that may otherwise be required that does not pertain to the election. Once these exceptions are completed, the candidate must immediately leave the voting area.

Failure to comply with the Election Guidelines by any candidate, will result in the candidate's removal from the election, at the discretion of the **Executive Board**.

Section IV:

In a **Special Election**, the **Student Senate** nominates a student who is a part of the student body. They make the nomination at the **SGA** meeting prior to the **Special Election**. The candidate must obtain endorsement in a manner consistent with **Article V, Section III**. There shall be no **Special Election** for the **President** at any time.

Section V:

In a **General Election** or **Special Election**, the candidate receiving the highest number of votes shall be elected.

If there is a tie within the general election of the **President, Vice President, Treasurer, Secretary, Upper Class Public Relations, or Freshman Class Public Relations**, the **Student Senate** will have the underlying vote to break the tie.

Section VI:

Presidential Candidates are required to have been a member of the **Student Senate** for a term of **at least one full** semester immediately prior to running for election or be an elected **Student Organization** President for a term of **at least one full** semester immediately prior to running for election.

Presidential candidates must anticipate being a registered full time student for a full academic year, beginning in the Fall Semester and ending in the Spring Semester.

Section VII:

The **President, Vice President, Treasurer, and Secretary**, shall be elected in the Spring Semester in a **General Election**, and shall assume office at the last meeting of the Spring Semester.



The newly elected officers are requested to attend **SGA** meetings during the transition period. The transition period shall begin at the last meeting of the academic year, until June 1; during this period the new **Executive Offices** will be mentored by the old **Executive Officers**. The newly elected officers are also requested to attend the last CCSG Council Weekend.

Section VIII:

The Upper Class Public Relations and Freshman Class Public Relations Officers shall be elected in the Fall Semester in a **General Election**, and shall assume office at the first meeting after the election.

Section IX:

The **Web Master** shall be appointed by the **SGA President-elect** in the Spring Semester immediately following the elections of the **Executive Board**. The position shall be posted to the student body and applications shall be accepted by the **President-elect**. The **President-elect** then appoints the most appropriate candidate, for the position. The **Student Senate** shall approve the appointee with a two-thirds majority vote. If not filled in the Spring Semester the **President-elect** will then follow all steps outlined in this section in the Fall Semester.

Section X:

To become a **Senator**, a candidate must file a petition bearing fifty valid **PSU W-B** student signatures endorsing his/her membership and be voted in by the existing **Student Senate** with a two-thirds majority vote.

Article VI: Dismissals / Resignation

Section I:

An **Executive Officer**, whose behavior is judged to be detrimental to the welfare of the **SGA**, who is remiss in the obligations of their office, or who has two unexcused absences in an **Academic Year** may be dismissed by a two-thirds secret ballot majority vote from the **Student Senate**. The votes shall be counted by the **SGA Advisor(s)**.

Section II:

A **Senator** whose behavior is judged to be detrimental to the welfare of the **SGA**, or who has two consecutive, or three unexcused absences from **SGA** meetings per semester, can be dismissed with a two-thirds secret ballot majority vote from the **Student Senate**. The votes shall be counted by the **SGA Advisor(s)**.

The dismissal of a **Senator** shall be announced at any regular meeting of the **SGA**, and voted on at the following meeting.



Section III:

If an **Executive Officer** or a **Senator** is dismissed from the **SGA**, he/she cannot return to the **Student Senate** in any form for the rest of the academic semester.

Section IV:

To dismiss an **Executive Officer**, a motion shall be brought to the table from the **Student Senate** at any regular meeting of the **SGA**. The **Executive Board** will then notify the officer in question, and ask them to appear at the next regular meeting.

From the moment a motion to dismiss an **Executive Officer** is brought to the table, to the end of the proceeding hearing, the officer in question shall be relinquished of all of his/her duties and powers. During this period, the officer in question can opt to hand in a letter of resignation.

During ‘Unfinished Business’ the officer in question will be able to hold a forum and answer questions, as well as, make a statement. Afterwards, there will be a “closed door” discussion amongst the **Student Senate**. Once the discussion has ended, there will be a secret ballot vote, in which two thirds majority will be required to dismiss the officer. The votes shall be counted by the **SGA Advisors**.

Section V:

If an **Executive Officer**’s GPA falls below a 2.5, they will forfeit their position.

If a **Senator** or **Student Organization Representative**’s GPA falls below 2.0, they will forfeit their position.

Section VI:

If an **Executive Officer** or **Senator** wishes to resign their position, a letter of intent shall be given to **SGA Advisors** (if **Executive Officer**) or the **SGA President** (if a **Senator**) 24 hours prior to the **SGA** meeting.

Said member will be contacted by either the **SGA Advisor(s)** or the **SGA President** stating acceptance of resignation.

Article VII: Executive Officers Duties and Powers

Section I: **The Executive Board**

The **Executive Board** shall have all of the following duties and powers:



1. Shall be responsible for reviewing and awarding **SGA Budgets** and **SGA Allocation Requests**.
2. Shall act for the **SGA** in emergencies, or when the **SGA** has been unable to obtain a quorum at two consecutive meetings.
3. Any business transacted at an emergency meeting of the **Executive Board**, must have the approval of the **SGA Advisor(s)**.
4. With a two-thirds majority vote of the **Executive Board**, shall recommend formation, and elimination of **Standing Committees**.
5. Shall execute proposals enacted by the **Student Senate**.
6. Shall meet at least once between meetings of the **Student Senate**.
7. During the transition period, the **outgoing President, Vice President, and Secretary** shall act as consultants, respectively, to the officers newly elected to said offices. Each outgoing officer is required to hand down all of the necessary files and records that incoming officers will need when they assume office. The newly elected President will be responsible for ensuring that the transfers are completed successfully.
8. During the transition period, the **outgoing Treasurer** shall act as a consultant to the **newly elected Treasurer**. The **outgoing Treasurer** shall maintain primary financial responsibility until the end of the current fiscal year, ending June 30th.
9. Shall be actively involved in the organization and implementation of **SGA** activities.
10. Shall attend at least one meeting of each **Student Organization** under **SGA** per semester.
11. All **Executive Officers** will determine weekly office hours, which are no less than two days per week, and by appointment.

Section II: The President

The **President** has all of the following duties and powers:

1. Shall serve as **Chairperson** of the **Student Senate**.
2. Can call special meetings of the **Student Senate**.
3. Establish **Ad-Hoc Committees**.



4. Make appointments of all **Standing Committee Chairpersons**, with advice from the **Student Senate**.
5. Approve all members of **Standing, Ad-Hoc, and Campus Committees**. This action can be overruled by a two-thirds majority vote from the **Student Senate**.
6. Shall not vote except in case of a tie.
7. Must relinquish the Chair to take part in floor debate.
8. With the advice and consent of the **Executive Officers**, carry out such items, in an emergency, that may arise between meetings of the **Student Senate** as long as it does not conflict with the general standards, opinions, or procedure of the **Student Senate**. The **Student Senate** shall be advised of any action taken under this clause as soon as possible.
9. Add or remove items from the agenda.
10. Veto any proposal by the **Student Senate**. This veto must be emailed to every member of the **Student Senate** within one week after the passage of the proposal. This veto must explain the reasons, and provide suggestions for an appropriate substitution. Two-Thirds majority vote from the **Student Senate** will override the veto, and if overridden, the proposal will pass, and the **President** must enforce it.
11. Shall serve as **Council of Commonwealth Student Governments (CCSG) Representative** from the Wilkes-Barre Campus, to all University and Regional conferences and meetings, and report those discussions to the **Student Senate** for action. In the event the **President** is unable to represent the **SGA** at the aforementioned functions, the **Vice President** will assume that role.
12. Will chair and conduct all **General and Special Elections** of the **SGA**.

Section III: The Vice President

The **Vice President** has all of the following duties and powers:

1. Shall assume the duties of the **President** in the **President's** absence.
2. Shall serve as **Chairperson** for the **SGA Executive Board**.
3. Shall be responsible for overseeing the **Executive Board** members, and ensuring that they are carrying out their respective duties.



4. Must have a copy of the present **Constitution** at every meeting, and has the duty of consulting the **Chair** of the **SGA** meetings with any questions pertaining to the **Constitution**.
5. Shall act as the Student Representative to the **Faculty Senate**.
6. Shall be responsible for receiving, keeping a record of, and notifying **Student Organizations** of allocations and requests.

Section IV: The Treasurer

The **Treasurer** has all of the following duties and powers:

1. Shall be the financial officer of the **SGA**.
2. Shall be responsible for the maintenance of the financial records in accordance with the procedures as outlined in **PSU's** 'Fiscal Policy and Procedures Manual'.
3. Shall provide fiscal reports to the **Student Senate** at every general **SGA** meeting and upon request.
4. Shall meet with the **SGA** fiscal reconciler on a monthly basis.
5. Shall be responsible to keep a copy of all Expenditure Requests, Deposit Accountability Forms, and Purchase Orders, in a proper filing order and for a time frame of five fiscal years.

Section X: The Secretary

The **Secretary** has all of the following duties and powers:

1. Shall keep the minutes of all of the **SGA's**, and **Executive** meetings.
2. Shall be responsible for reserving hotel rooms for, **CCSG Weekends**.
3. Shall keep a running, up to date record of all of the **Student Senate's** attendance.
4. Shall be responsible for keeping all excuse records and alert the **Student Senate** to any running absences among the **Student Senate**.
5. Shall be responsible for all **Executive Board** business communications.



6. Shall oversee **Student Senate** attendance, and notify by email, any **Student Organizations Representative** or **Senator** that they are endanger of removal and/or review; as per Article VI Section II.

7. Must have a copy of Robert's Rules of order at every meeting in which he/she has the duty of consulting the **Chair** of the **SGA** meetings with any questions pertaining to **Parliamentary Procedure**.

Section VI: Public Relations

Both **Public Relations Officers** have all of the following duties and powers:

1. Shall have the right to discuss any item before the **SGA**.
2. Shall vote on all **SGA** proposals.
3. Shall be responsible for all correspondences and communication with the local campus and community and when necessary do so in consultation with the campus's Public Relations Office.
4. Shall be responsible for publicizing meetings or cancellation of any meetings and/or events of any **Student Organizations**.

Section VII: The Web Master

The **Web Master** has the following duties and powers:

1. Shall have the right to discuss any item before the **SGA**.
2. Shall vote on all **SGA** proposals.
3. Shall be responsible for creating and maintaining the **PSU W-B SGA** website.
4. Shall be responsible for posting information on the website, to include:
 - a) Listing **SGA, Student Organizations** and **SGA Committees** membership contact information.
 - b) Posting all appropriate news regarding **SGA**, the community, campus news, and events.



Section VIII: Senators

The **Senators** have all of the following duties and powers:

1. Shall make motions on items discussed in **SGA** meetings.
2. Shall have the right to discuss any item before the **SGA**.
3. Shall vote on all **SGA** proposals.
4. Shall be responsible for communication with the student body.
5. Must be a participant in at least one **SGA** committee other than **THON**, except for the Chairs.

Section IX: Student Organization Representatives

The **Student Organizations Representatives** have all of the following duties and powers:

1. Shall make motions on items discussed in **SGA** meetings.
2. Shall have the right to discuss any item before the **SGA**.
3. Shall vote on all **SGA** proposals.
4. Shall be responsible for communication with their respective **Student Organizations**.

Section X: Transmission of Powers and Duties

1. If the **President** is not present in the **SGA** meeting or **SGA** function, the **Vice President** assumes all duties and powers of that post, and their own.
2. If the **Vice President** is not present in the **SGA** meeting or **SGA** function, the **Treasurer** assumes all duties and powers of that post, and their own.
3. If the **Treasurer** is not present in the **SGA** meeting or **SGA** function, the **Secretary** assumes all duties and powers of that post, and their own.
4. If the **Secretary** is not present in the **SGA** meeting or **SGA** function, the **Upper-Class Public Relations Officer** assumes all duties and powers of that post, and their own.



Section XI: The Advisor(s)

1. Shall be the **Director of Student Affairs** or his/her **Designee**, and the **Student Activities Coordinator** or his/her **Designee**.
2. They shall serve as nonvoting **Ex-Officio** members to the **SGA**.
3. Shall have the right to discuss any item in front of the **SGA**.
4. Shall provide a written or oral report to the **Student Senate**.
5. Shall attend all **SGA** meetings.
6. Must communicate absence to the **SGA President** or **Vice President** before the regularly scheduled meeting.

Article VIII: Tenure and Vacancies

Section I:

The **term of office** of an **Executive Officer** shall be one year, the term begins on July 1st and ends on June 30th.

Section II:

The **term of office** of a **Senator** shall begin at the first meeting following notification of senatorship, and end at the last meeting of the Spring Semester.

A senator may request to continue his/her **term of office** into the Fall Semester. This is done during the last **SGA** meeting of the Spring Semester. A letter should be submitted to the **President** and approval granted from the **Student Senate**.

Section III:

When a vacancy in the **Presidency** occurs, the **Vice President** shall become the **President**. The vacancy of the **Vice President** will then be filled through a **Special Election**.

Section IV:

If an officer, other than the **President** resigns or is dismissed from office, the **President** shall nominate a new candidate for that office. The nominee must receive a two-thirds majority vote of the **Student Senate** to assume office.



Section V:

If at any time there are any vacancies on the **Student Senate or Executive Board**, excluding the **President (Article V, Section IV)**, these positions may be filled through a special election.

Article IX: Meetings

Section I:

The **SGA** shall meet no less than biweekly; weekly meetings suggested in September and April.

Section II:

In order to conduct official business, a **quorum** is required. Quorum consist of more than half of the total membership of the **Student Senate**, and at least one half of the **Executive Board**.

Section III:

Any person may attend a regular meeting of the **SGA**.

Article X: Student Organizations

Section I:

Student Organizations must be registered by the **Student Activities Office** and are subject to rules and policies of the **SGA** and **PSU's** Policies and Rules for Student Clubs and Organizations.

Section II:

Students who wish to start a **Student Organization** and become part of the **SGA** shall be subject to and submit the following to the **Student Activities Office**:

- Develop a **Student Organizations** constitution – samples can be obtained from **Student Activities Office**.
- Complete Membership Roster: Including all Executive positions and Club Representative.
- Complete Club Advisor form and submit to **Student Activities Office**
- File a location for weekly meetings with **Student Activities Office**.
- Bring all completed paperwork to **Student Activities Office** and distribute copies to the **SGA Executive Board**.
- Attend an **SGA** Meeting – present their **Student Organization** information and request to be accepted as a **Student Organization** under **SGA**.
- Designate a **Student Organization** Representative to attend weekly **SGA** meetings.



- Obtain a volunteer (Senator or member of another **Student Organization**) to act as a mentor for your **Student Organization** during the initial 8 weeks of your **Student Organizations** development, (a volunteer can be requested during the **SGA** meeting, prior to the voting in for the probationary period).

Once the **Student Organization** has completed the above guidelines:

- The **SGA** will provide one week to allow the **Student Senate** time for review of the new **Student Organization's** constitution.
- A two-thirds majority vote by the **Student Senate** must be obtained in order for the **Student Organization** to enter the probationary period in the **SGA**. The probationary period shall consist of 14 class weeks (Note: "class week" is defined as weeks during which classes are held in the Fall and Spring Semesters).

Once accepted into the **SGA** under probationary status, the **Student Organization** must have at least one member present at all **SGA** meetings. The **Student Organization** shall organize and successfully carry out a campus activity with the supervision of the **Student Senate** mentor.

At the end of the trial period, the **Student Organization's President** and/or **Executive Board** shall come before the **SGA** and give a report of their probationary period. The **SGA** mentor to the **Student Organization** shall then give a brief report of the **Student Organization's** involvement and activities on campus.

With a two-thirds majority vote by the **Student Senate**, the **Student Organization** will move from probationary period to permanent status under **SGA**.

Section III:

Failure of a **Student Organization** to comply with the fiscal policy of the **SGA**, or use of allocated funds for purposes other than which they were granted, may result in a hold being placed on that **Student Organization's** funds.

Section IV:

Each registered **Student Organization** shall have a **President** or his/her student designee in attendance at each **SGA** meeting. Two consecutive un-excused absences or three total unexcused absences per semester will result in a **Student Organization's President** meeting with the **Executive Board** to discuss their standing within the **SGA**. If this does not occur, the **Student Organization** will not be able to access their funds or submit allocation requests for the rest of the semester. If a **Student Organization** has inconsistent attendance for two consecutive semesters, the **Student Organization** will be considered inactive. **After two years of inactive status, all remaining funds from the Student Organization are to be put into the SGA Un-Restricted (SGA-UR) fund.**



Section V:

All **Student Organizations**, which are registered by the **SGA**, must complete one on campus and one community service project per academic year. One of these projects is to be completed each semester (two total per academic year). Failure to complete one service project per semester will result in a hold being placed on that **Student Organization's** funds and the **Student Organization** will not be allowed to request allocations. This hold can be removed upon completion of one service project. For the community or campus service to count for the **Student Organization**, a minimum of fifty percent of all active club members are required to participate. Upon completion of the campus or community service, the Community Service Report must be submitted within ten days of the activity to the **Student Activities Office**, and the **Executive Board**. Failure to submit this report will result in a hold being placed on the **Student Organization's** account until the report is submitted.

Section VI:

Each **Student Organization's** designee to the **SGA** shall represent only one **Student Organization** per meeting. This designee will be responsible for reporting on said **Student Organization**. Each **Student Organization** may have one alternate if the designee cannot be present. Following the **Student Organization's** elections, the names of the designee and alternate shall be submitted to the **Executive Board**. These positions are to be determined within the **Student Organization**. Any changes to this representation shall be submitted to the **Executive Board** within one week of the change.

Section VII:

No **Student Organization** designee or alternate may serve as a **Student Senator**.

Section VIII:

If a **Student Organization** wishes to amend its constitution, the revisions must be brought before the **Student Organization's** members for approval by two-thirds majority vote of active **Student Organization** members. The revisions must be distributed to **Student Organization** members at least one week prior to the vote in writing.

All changes must be in line with the **Penn State Wilkes-Barre SGA Constitution** and **Penn State University's Policies and Rules for Student Clubs and Organizations** and reviewed by the **Student Activities Office**.

Section IX:

At the beginning of every semester, each **Student Organization** must submit an electronic of their constitution to the **SGA Secretary** and **Student Activities Office**. Every time a change is made to a **Student Organization** constitution, an electronic and hard copy of their constitution must be submitted to the **SGA Secretary** and **Student Activities Office**.



Article XI: Committees

Section I:

All committees under **SGA** shall have a faculty/staff contact. The purpose of this individual is to assist/review/offer guidance on the policies/rules/guidelines/history of the university which pertains to a particular event/project under way by a committee.

Section II:

Anyone who is a registered student at **PSU W-B** can ask to be a representative at **CCSG**. These representatives are to be approved by the **Student Senate** via proxy with a simple majority vote. Any change in representation must also be approved by the **Student Senate** by a simple majority vote. Any temporary changes in representation can be made by the **Executive Board** without prior notice. Representative numbers to **CCSG** shall not exceed the approved fiscal support of Student Activity Fee and/or **SGA**. Students who have attended at least one **SGA** meeting during that academic year will have first choice over others to be representatives to **CCSG**.

CCSG Food Deferment

Each student that goes to a **CCSG** meeting will be provided a sum of money from the **SGA** that is to be used to defer the cost of food. Implementation is as follows:

- a. \$60 maximum per weekend
- b. Before a **CCSG** weekend, the **Student Senate** must vote and approve the proxy of students that would like to go to **CCSG** at the **SGA** meeting.

Section III:

The representatives to the **Student Activity Fee Committee**, as well as the **Student Facility Fee Committee** of the campus are to be approved by the **Student Senate** with a majority vote. Any change in representation must also be approved by the **Student Senate** by a majority vote.

Section IV:

Committee Chairperson

The committee chairperson has the following duties and powers:

1. To establish meeting time, location, and agenda for each meeting.
2. To establish the maximum committee size.
3. To designate a member to act on their behalf in their absence.
4. Must be a part of the **Student Senate**.
5. To establish committee co-chairs as approved at the **SGA President's** discretion.

All **Committee Chairpersons** shall be appointed by the **SGA President** and approved by the **Student Senate** by a simple majority vote with the exception of the **Constitutional Review Committee Chairperson**.



Section V:

Standing Committee: THON

A **THON Committee** will be formed under **SGA** at the beginning of the Fall Semester and will perform the duties of upholding **PSU W-B** Benefitting **THON**. This committee will exist perpetually within the **SGA**.

1. Chair Duties:

Shall:

1. Run meetings
2. Set an agenda for each meeting
3. Over see other Chair duties
4. Write **SAF** request for **THON** weekend
5. Create a room schedule for **THON** Weekend
6. Be a **SGA Senator**
7. Coordinate **THON** events/ register events on **THINK**/ register events with **Student Activities Office**
8. Attend all **THON** meetings with the exception of three excused absences

2. Vice Chair Duties:

Shall:

1. Help run meetings
2. Take Minutes at **THON** meetings
3. Assist chair and other chairs with duties
4. Oversee all aspects regarding the design and ordering of t-shirts
5. Work with the **Chair** to coordinate **THON** events/ register events on **THINK**/ register events with **Student Activities Office**
6. Perform the duties of the chair in the event of an emergency
7. Attend at least one full canning weekend prior to **THON** weekend
8. Attend all **THON** meetings with the exception of three excused absences

3. Finance Chair Duties:

Shall:

1. Oversee all **THON** financial transactions
2. Book hotels for **THON** Weekend
3. Collect and deposit all financial transactions for all fundraising activities
4. Attend all **THON** meetings with the exception of three excused absences

4. Family Chair Duties:

Shall:

1. Coordinate the efforts to obtain a 4 Diamonds Family
2. Oversee all communications with the organizations 4 Diamonds Family



3. Organize at least one family visit/ outing/ event for the semester
4. Assist in at least three-fourths of all **THON** events
5. Attend all **THON** meetings with the exception of three excused absences

Standing Committee: Haunted Forest

A **Haunted Forest Committee** will be formed under the **SGA** at the beginning of the Fall Semester and will perform the duties of the Haunted Forest fundraiser **PSU W-B** Benefitting **THON**. This committee will disburse at the conclusion of the fundraiser.

Standing Committee: Off-Campus Housing

An **Off-Campus Housing Committee** will be formed under the **SGA** at the beginning of the Fall Semester and will perform the duties of addressing and advocating for students' concerns regarding off-campus housing at **PSU W-B**. This committee will exist perpetually within the **SGA**. Its function shall be to serve as an advocate liaison between student tenants and land lords in the surrounding area.

Standing Committee: Diversity

A **Diversity Committee** will be formed under the **SGA** at the beginning of the Fall Semester and will perform the duties of addressing, advocating for, and promoting diversity and community at **PSU W-B**. Shall serve as an advocate to promote diversity and help create a safe and welcoming environment for all students.

Standing Committee: Constitutional Review

A **Constitutional Review Committee** will form after the **SGA's** first meeting and will perform the duties of reviewing the **SGA Constitution**. This committee will exist perpetually within the **SGA**. Following the elections of **President, Vice President, Treasurer, and Secretary**, and prior to assuming their duties, the **Constitutional Review Committee** will review with these officers the current **SGA Constitution**. This Committee shall be chaired by the **SGA Vice President**.

Standing Committee: Café

A **Café Committee** will be formed under the **SGA** at the beginning of the Fall Semester and shall serve as a liaison between students and Housing and Food Services. This committee will exist perpetually within the **SGA**. In addition, this committee chair will oversee the Café area run under Student Government Budget.

Standing Committee: Academic Affairs

An **Academic Affairs Committee** will form at the beginning of the Fall Semester and shall serve as a liaison advocate between students and the **Director of Academic Affairs**. The **Academic Affairs Chair** shall act as a student representative on the Faculty Senate. The topics discussed shall be brought to the Academic Affairs Breakout at **CCSG**. (Reference Article VII, Section III, point 5).



Standing Committee: “Just Do It”

A **“Just Do It” Committee** will form at the beginning of the Fall Semester and will work with the **Student Facility Fee Committee** and the **Student Government Association**, to incorporate ideas and improve our campus community. The committee members shall rotate per topic of discussion except for the Committee Chair.

Standing Committee: Student Athletic Advisory Board

A **Student Athletic Advisory Board (SAAB)** will form at the beginning of the Fall Semester and will serve as a liaison between Student Athletes and the **Student Government Association**. This committee will follow the University’s Policies and Rules for Clubs and Organizations, **SGA Fiscal Policies and Procedures**, and Fundraising Activities. This committee however has no authority within the operations of the Athletic Department.

Standing Committee: International Relations

An **International Relations Committee** will form at the beginning of the Fall Semester and will work with, and assist, the Admissions Department to integrate international students prior to their arrival and to help explain the functions, student benefits, culture, and socialization within Penn State Wilkes-Barre, Penn State University, and the surrounding community (i.e. Lionpath, Outlook, Student Activities, Academic Events, etc.).

Section VI:

If a **Student Organization** is established that has the same focus of a standing committee, said **Student Organization** will override the standing committee. Should the **Student Organization** be moved into inactive status, the committee would then be reestablished.

Article XII: Budgets

Section I:

For a **Student Organization** or **SGA** committee to receive funds from the **SGA**, they must submit an allocation request at least two weeks prior to needing the funds.

1. Budget allocations are solely made by the **Executive Board**
2. **Student Organizations** can appeal decisions on allocation requests once per allocation to the **Student Senate** during New Business

Section II:

For any **Student Organization** or **SGA Committee** to receive money from the **SGA**, the following steps must be adhered to in addition to the policies set forth in the **SGA Constitution** (all documents referred to may be found in the **SGA** office or website):

- a) Must fill out an allocation request form to be considered for funding



- b) Must use the **SGA** Purchasing Card (P-Card) to pay their invoices and expense
- c) Must use the deposit accountability form to deposit monies to their account
- d) Must have all appropriate forms signed by the **SGA President** and/or **Treasurer**, and **SGA Advisor(s)**, and the **Student Organization President** and/or **Treasurer**, and **Student Organization Advisor**
- e) Itemized receipts must be provided for all purchases made with the P-Card
- f) Copies of deposit accountabilities will be used as proof of deposit

Article XIII: Amendments and Resolutions

Section I:

All future changes to this **Constitution** will be done in the form of **Amendments**.

Amendments will be put into the appropriate section of the **Constitution** and replace the existing statement.

Section II:

A proposed **Amendment** to this **Constitution** shall be presented in writing at any regular meeting of the **SGA**, and receive a two-thirds majority vote at the following meeting. An **Amendment** will be instated, in consultation with the **SGA Advisors**.

Section III:

Legislative Resolutions shall be voted on by the **Senate** and receive a one-half majority vote to pass. The passed resolution shall become effective at adjournment of the meeting.



The Bylaws of The Penn State Wilkes-Barre Student Government Association

Agendas

The agenda for the **SGA** meeting shall follow this form:

- I. Call to Order
- II. Roll Call / Notification of Senator Status
- III. Approval of Minutes
- IV. Officer Reports
- V. Advisor Reports
- VI. Committee Reports
- VII. Student Organization Reports
- VIII. Unfinished Business
- IX. New Business
- X. Open Forum
- XI. Adjournment

Standard Operating Guidelines and Policies

Section I:

Raffles/Small Games of Chance: A maximum of two raffles/small games of chance per club per academic year will be allowed.

Section II:

Gas Reimbursement for Student Organization Activities: Number of vehicles (minimum of 3 persons/vehicle) * Miles traveled / vehicle avg. miles per gallon (estimate:20) * avg. cost of a gallon of gas. Thus the formula works as such:

Traveled 250 miles divided by 20 mpg = 12.50 gallons * \$3.50/gallon
You would be reimbursed \$43.75

This formula is based on departure from campus and return to campus mileage.



Templates

Legislation:



PENN STATE WILKES-BARRE STUDENT GOVERNMENT ASSOCIATION

Resolution. (academic year).(legislation number)
In Support of ...(title)

Authors: NAME (position), NAME (position), NAME (position), and NAME (position)
Sponsors: NAME (position), NAME (position), NAME (position), and NAME (position)

Whereas, The Penn State Wilkes-Barre Student Government Association (SGA) represents the concerns and general welfare of the students attending the campus in matters of a University-wide nature, as well as those issues impacting the combined interests of the campus, and

Whereas, (factual statement), and

Whereas, (additional factual statement), and

Whereas, (final factual statement), and

Be it resolved, (statement of action to be taken or recognition to be awarded)

Be it further resolved, (additional statement of action to be taken or recognition to be awarded)

Respectfully,

(Name, Signature Above)
(Position)

(Name, Signature Above)
(Position)

General Assembly Action:

Vote: ____: ____: ____ (For : Against: Abstain)

Pass: _____ Fail: _____ Postponed: _____

Presidential Action:

Approved __ Veto __

Signature: _____

Date: / /