

We, the students of Wilkes University (WU), in order to promote the general welfare among the university community, to provide for the proper and adequate management of student affairs, to provide for a broader intellectual and cultural development of students, to protect the rights of the student body, and to maintain the necessary and proper obligations and responsibilities of the students to the University, do hereby create the Wilkes University Student Government (SG) and enact this constitution to direct the government.

The name of the organization shall be the Wilkes University Student Government. It shall consist of an Executive Board and a General Board.

The purpose of the WU SG is to represent the entire student body, act as a liaison between the students and administration, plan and coordinate both social and educational activities on campus, and promote fellowship, scholarship, and the name of WU.

SG shall have the final power to:

1. Approve, reject, or revoke any campus club, organization, committee, charter, or constitution.
2. Establish and enforce guidelines regarding all University student-run campaigns and elections.

Voting Membership

1. The four Officers of each class
2. The six Representatives of each class
3. Members of the Executive Board of SG shall include:
 - a) Vice-President of SG
 - b) Recording Secretary of SG
 - c) Treasurer of SG
 - d) Corresponding Secretary of SG
 - e) President of Commuter Council (CC).
 - f) President of Residence Hall Council (RHC).
 - g) President of Programming Board (MUPB).
 - h) President of Multicultural Student Coalition (MSC).
4. Associate Voting Members shall include:
 - a) President of SG.
 - (1) The President of SG shall only vote in the event of a tie.

A. Parliamentarian of SG.

B. President of SG

1. The President of SG shall vote in the event of a tie.

C. SG Advisor(s)

D. Sergeant at Arms

A. Members must adhere to the following policies.

1. Absentee Policy

- a) SG members are required to attend all SG meetings
- b) Each General Board member is allowed four excused absences per year. Each Executive Board member is allowed two excused absences per year.
- c) It shall be the policy of SG to accept legitimate reasons for unavoidable absenteeism.

(1) Legitimate excuses include any acQ

shall be the responsibility of the absent member to notify the Recording Secretary of the Executive Board of SG about the absence before the scheduled meeting takes place.

- d) Unexcused absences are to be determined by SG Executive Board members
 - e) 1st Unexcused absence: a written warning from the Executive Board
 - f) 2nd Unexcused absence: additional office/event hours as determined by the Executive Board Recording Secretary
 - g) 3rd Unexcused absence: will meet with the executive board to reevaluate members' requirements/duties as SG members. And Probation.
 - h) 1st Unexcused absence by Executive Board member: probation and determination of further action as determined by the remaining Executive Board.
 - i) Any Executive Board members with two unexcused absences will have to be removed from the position they hold.
2. SG members are responsible for accomplishing both ten event hours and five office hours per semester, excluding time spent for SG Weekly meetings. All hours must be logged within three days following an event or office hours. All members must participate in a minimum of two major SG-sponsored events per semester as determined by the SG Executive Board Recording Secretary (Any member or executive who does not attend will be re-evaluated as a member of SG, which could be grounds for dismissal from SG or removal from position). Members are required to keep track of event and office hours and log the hours in such a way as determined by the SG Executive Board Recording Secretary.
- a) External and internal committee meetings do not count towards the office hour requirement. However, committee events may be eligible for event hours by approval of the SG Executive Board Recording Secretary.
 - b) Office hours are defined as any time preparing for an event, such as hanging posters or going shopping or cleaning up an event that isn't the day of the event itself, unless determined by the SG Executive Board Recording Secretary.

- B. A sabbatical from SG meetings may be taken by any member of the General Board, CC President, RHC President, WUPB President, and MSC President for up to one semester per year. For class or any conflict, the board should be notified BEFORE the start of the SG semester.
- C. Any member taking a sabbatical must still perform all respectiv

are appointed more than halfway through the semester are still required to complete both office and event hours. The SG Executive Board Recording Secretary will determine the specific number of hours and must be approved by the entire Executive board.

- 2 SG members must be in good standing with the University. Any member engaging in illegal activity or university policy violations, including respect to electronic communication/media, allow the SG Executive Board to review the member's position as a member of SG for possible dismissal.

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changing what is needed to keep the club staffed.

- (3) Management of inventory
- (4) Weekly check-in with employees to see needs or concerns that need to be addressed
- (5) Marketing of resources
- (6) And all other duties assigned by the Executive Board

3. The Recording Secretary shall have the following responsibilities:

- a) Publish and file minutes from each meeting.
- b) Keep an accurate attendance record.
- c) Ensure that SG files and committee reports are up to date.
- d) Assist President as needed with the Extension of the Google folder
- e) Track of activity hour tally sheets. Maintain records of each member's office and event hours
- f) Notify the Executive Board of any member in violation of the attendance policy. Notify members of probationary status for attendance and/or required hours.
- g) Record and publish all member votes from General Board meetings.
- h) Determine the number of office hours, activity hours, and events an appointed member filling in for a sabbatical must perform.
- i) Inform and report to the log, all members of the General and Executive board if they are on probation, what needs to be completed while on probation, and CC the Parliamentarian on all emails regarding this.
- k) Serve as the chairperson of the Big Event.
- l) Serve as the chairperson of Spirit Committee

4. The Treasurer shall have the following responsibilities:

- a) Keep an accurate and up-to-date record of finances and give weekly reports to the SG Body, including itemized expenditures, transfers of money, and finalized account standings.
- b) Authorize fund requests upon the approval of the body.
- c) Ensure that clubs and organizations use requested funds for the purposes specified.

- scheduled to appear before SG.
- (b) Ensures orderly conduct at SG meetings.
 - (c) Escort guests or member

Constitution Committee.

- e) Assist SG Executive Board President with responsibilities**
- f) Maintain respective class Google Drive folder.**
- g) Serve on assigned Internal / External committees**

2 Class Vice-President

- a) Assist the President**
- b) Assist SG Executive Board Vice-President with responsibilities, including Fall event and Block Party activities.**

3 Class Treasurer

- a) Keep a written record of all financial transactions and accounts of the class, which will be kept in class meeting minutes**
- b) Assist SG Executive Board Treasurer with responsibilities including sitting on Budget Committee and Casino Night**
- c) Serve on assigned Internal / External committees**

4. Class Secretary

- a) Keep minutes at every class meeting.**
- b) Assist SG Executive Board Recording Secretary and Corresponding " at ever**

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2 Students shall be required to run for a position in the class they represent. Suppose the individual believes they should be considered a different class member. In that case, they may p-n



D. Nominations and Elections of Executive Board Vice-President, Recording Secretary, Treasurer, and Corresponding Secretary, the appointment of Parliamentarian and Sergeant-At-Arms

1. Nominations and Elections of Vice-President, Recording Secretary, Treasurer, and Corresponding Secretary

a) Nominees must be elected Class Representative or Officer. b) Nominees must have one year of experience as a Class Representative, Class Officer, CC President, RHC President, WUPB President, MSC President, or other Executive Board position.

(1) A candidate required to have served at least one term need not have served that term in the year preceding a campaign for office.

c) In the order of Vice-President, Recording Secretary, Treasurer, and Corresponding Secretary, the SG Body shall nominate the Executive Board offices.

d) Nominations shall occur at the first meeting following the Presidential Election, and both nominations and elections shall be conducted the following week internally.

e) The newly elected officers will take office one week following the election of all Executive Board positions.

f) The Executive Board Vice-President, Recording Secretary, Treasurer, and Corresponding Secretary each maintain a vote in their respective positions.

2. Appointment of Parliamentarian

a) The newly elected SG Executive Board President immediately following the election of the SG Executive Board positions shall appoint the Parliamentarian.

3. Appointment of Sergeant-At-Arms

a) The newly elected SG Executive Board President immediately following the election of the SG Executive Board positions can appoint a Sergeant-at-Arms.

b) The Sergeant-at-Arms may serve as an elected member of the general board in conjunction with their appointed position.

E. Office Holding by SG Members

1. No SG member shall hold the office of CC President, RHC President, WUPB President, or MSC President.

2. An SG member may hold any office in any other organization.

7. A probation period of one entire semester before the official recognition process is mandated to all ds'

- (1) No club/organization may require paid dues of its members.
- 2 The following must be submitted annually:
 - a) rs

applicable.

f) Have mul



- (2) Insufficient time to do their job.
 - (3) An action unbecoming a member of SG
 - (4) Illegal Activities
 - (5) Social media posts with prohibited items such as underage drinking or drugs or any other inappropriate actions or activities
 - (6) Destruction of Wilkes Property
 - (7) Bullying or harassment of any kind
 - (8) Offensive, racist, and homophobic words or remarks will not be tolerated.
 - (9) Or any other behaviors/ issues deemed actionable by Student Government.
3. The SG Parliamentarian shall be responsible for prosecuting recall procedures before the body of the SG. The SG Parliamentarian will act as prosecution at the Executive Board hearing.
4. The member in question will be invited to attend the Executive Board hearing. The Parliamentarian will act as prosecution. The Executive Board hearing will proceed as follows with the SG President presiding:
- a) An opening statement from the prosecution.
 - b) All questions from the board will be heard.
 - c) The member in question will speak in their defense
 - d) All inquiries from the board will be heard
 - e) The prosecution will make closing statements
 - f) The member in question will make their closing statements
 - g) The Executive Board will vote. A majority vote is necessary to proceed with the recall procedure into the next step.
5. The last step will be to hold Dismissal Proceedings at the next SG meeting. The individual or individuals bringing the charges against the member and the SG Parliamentarian will execute the procedure. The member in question will be invited to this hearing. There must be a two-thirds vote by SG in order to dismiss. The proceedings shall go in the following order with the President of SG presiding:
- a) An opening statement by the prosecution and hear all questions from the floor.
 - b) The member in question will speak in their own defense.
 - c) All questions from the floor will be heard.

- d) The prosecution will make closing statements.
 - e) The member in question will make their closing remarks.
 - f) The SG body will then vote. A two-thirds () vote is necessary to dismiss the member.
6. Before the dismissal procedure is carried out, the member must be notified in email at least seventy-two (72) hours in advance and must be given the option to be present during both procedures. (If there is no response within 48 hours after the Executive or General member was notified, there will be immediate dismissal by two-thirds vote of SG Executive Board)

C. Impeachment of the SG President

1. It shall be the responsibility of SG to hold any recall procedures against the President.
2. All petitions must make specific accusations against the President. For the petition to be considered valid, the claims must fall within the following categories:
 - a) The petition must specify its charges against the President.
 - b) The following shall be valid charges:
 - (1) Violation of the absentee policy.
 - (2) Violation of activity and/or office hour policy.
 - (3) Abuse or misuse of power.
 - (4) Insufficient time to do their job.
 - (5) An action unbecoming a member of SG
 - (6) Illegal Activities
 - (7) Social media posts with prohibited items such as underage drinking or drugs or any other inappropriate actions or activities
 - (8) Destruction of Wilkes Property
 - (9) Bullying or harassment of any kind
 - (10) Offensive, racist, and homophobic words or remarks will not be tolerated.
 - (11) Or any other behaviors/ issues deemed actionable by Student Government.

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and the Vice-President will assume the duties until a hearing is held and charges dropped. There will be a temporary vacancy in the Vice-President position, however, this could become permanent if needed by a vote of

(2) Violation of activity and/or office hour policy.

(3) Abuse or misuse of power.

(4) Insufficient time to do their job.

(5) Unable/Unwilling to host the events they are chairpersons as listed by the constitution or fail to complete any duties or responsibilities in a timely manner.

(6) Action unbecoming an officer of SG

(a) Illegal Activities

(b) Social media posts with prohibited items such as underage drinking or drugs or any other inappropriate actions or activities

(c) Destruction of WI

2. Should the office of SG Executive Board President fall vacant, the Vice-President shall immediately assume the office of President, thus allowing the Vice-Presidency to fall vacant. The order of succession shall be Vice President, Recording Secretary, Treasurer, and Corresponding Secretary.
3. Should the office of Parliamentarian fall vacant, the SG Executive Board President shall be charged with appointing a new Parliamentarian, following proper guidelines, before the next meeting.
4. Should a vacancy occur in the positions of Executive Board Vice-President, Treasurer, Recording Secretary, and/or Corresponding Vice

members have the right to vote if they wish to exercise that right. (If they) have waived the exercise of their right to vote (they) have consented to the organization's will to be expressed by their voting. The (voting) members who do not vote cannot be presumed to favor either side. If a (voting) member does not wish to vote, he may remain silent or answer 'present' or 'abstaining.' Any voting member may give a reason for abstaining for the record if a cote, he



Section III: Amendments

Amended spring 1979, spring 1994, fall 2000, spring 2002, fall 2003, spring 2005, April 16, 2006, spring 2008, spring 2009, spring 2010, spring 2012, fall 2016, fall 2018, spring 2022