

---

# CONSTITUTION

OF THE

# WASHBURN UNIVERSITY

# STUDENT GOVERNMENT

# ASSOCIATION

Originally adopted April 2000 and revised and restated March 2025.

## TABLE OF CONTENTS

|  |    |
|--|----|
| Article I. Washburn University Student Government Association .....      | 4  |
| Section 1. Purpose .....   | 4  |
| Section 2. Powers .....  | 4  |
| Section 3. Non-Discrimination Policy .....                               | 4  |
| Article II. Legislative .....  | 4  |
| Section 1: Senate .....  | 4  |
| Subsection 1.1: Composition.....   | 4  |
| Subsection 1.2: Term.....  | 5  |
| Subsection 1.3: Removal from office.....                                 | 5  |
| Subsection 1.4: Creation of Special Committees and Advisory Boards ..... | 5  |
| Section 2. Committees and Boards .....                                   | 5  |
| Subsection 2.1: Standing Committees .....                                | 5  |
| Subsection 2.2: Other Committees or Boards .....                         | 6  |
| Article III. Cabinet .....   | 6  |
| Section 1. President.....  | 6  |
| Subsection 1.1: Veto Power .....   | 6  |
| Subsection 1.2: Calling WSGA Meetings .....                              | 6  |
| Subsection 1.3: External Obligations .....                               | 7  |
| Subsection 1.4: Monetary Powers .....                                    | 7  |
| Subsection 1.5: Cabinet.....   | 7  |
| Subsection 1.6: Termination of Employees .....                           | 7  |
| Section 2. Vice President .....  | 8  |
| Section 3. Chief of Staff .....  | 8  |
| Section 4. Budget Director .....   | 8  |
| Section 5. Succession .....  | 8  |
| Section 6. Advisors.....   | 9  |
| Article IV. Membership .....   | 9  |
| Section 1. Eligibility .....   | 9  |
| Subsection 1.1: Senators .....   | 9  |
| Subsection 1.2: Cabinet.....   | 9  |
| Subsection 1.3: President and Vice President .....                       | 9  |
| Section 2. Expectation of Participation .....                            | 10 |
| Section 3. Elections.....  | 10 |

|  |    |
|--|----|
| Subsection 3.1: Spring Election .....        | 10 |
| Subsection 3.2: First-Year Election .....    | 10 |
| Subsection 3.3: Open Seat Applications ..... | 10 |
| Article V. Amendments and Adoption .....     | 11 |
| Section 1. Amendments .....                  | 11 |

# **ARTICLE I. WASHBURN UNIVERSITY STUDENT GOVERNMENT ASSOCIATION**

## **SECTION 1. PURPOSE**

The Washburn University Student Government Association (WSGA) is vested with the charge of being a representative student government, to encourage interest and participation in responsible self-government, and to initiate, direct, and promote the welfare of the entire student body of Washburn University of Topeka (“Washburn” or “University” or “Washburn University”).

## **SECTION 2. POWERS**

All powers provided to WSGA are granted through the discretion of the President of Washburn University. Within the model of shared governance, WSGA holds the responsibility to ensure that student voices, stories, and opinions are shared with Washburn University’s Administration and present in relevant conversations. WSGA shall manage and oversee the Student Activity Fee with the exception of adjusting the fee itself. Adjusting the fee requires approval from the WSGA Senate and the Washburn University Board of Regents.

## **SECTION 3. NON-DISCRIMINATION POLICY**

Washburn University of Topeka has a policy of non-discrimination and equal opportunity. The WSGA shall adhere to these policies and will not fund or promote any activities and/or projects that discriminate on the basis of race, color, sex, religion, creed, age, national origin, ancestry, ability, sexual orientation, gender identity, genetic information, marital or parental status, academic major, or level of study.

# **ARTICLE II. LEGISLATIVE**

## **SECTION 1: SENATE**

All legislative authority shall be vested in the WSGA Senate. The WSGA Senate shall have the power and responsibility to enact legislation, carry out committee activities, investigate alleged mis-/mal-/non-feasance of office, allocate and expend monies in line with the WSGA Funding Policy, approve appointments and proceedings, and override the veto of the WSGA President as outlined in the WSGA By-laws.

### *SUBSECTION 1.1: COMPOSITION*

The WSGA Senate shall be comprised of thirty-four Senators. Of those Senators, one seat must be reserved for an international student, two seats reserved for fall semester transfer students, and five seats reserved for first-year students. The WSGA President and other members of Cabinet are not considered a part of Senate but should attend Full Senate meetings, apart from the Vice-President who, as Chair of Senate, shall attend all Senate meetings and shall be granted voting rights in the event of a tied vote.

#### *SUBSECTION 1.2: TERM*

WSGA Senators shall serve a term of one academic year, ending at the conclusion of the transition period in the spring semester, regardless of when one was elected during the academic year. If removal from office legislation is passed by the WSGA Senate or resignation occurs, the individual's term is ended immediately, and that seat becomes available. The duties and requirements of Senators shall be outlined in the *WSGA By-laws*.

#### *SUBSECTION 1.3: REMOVAL FROM OFFICE*

The WSGA Senate may remove an individual holding an elected or appointed office of the WSGA on the grounds of mis-, mal-, or nonfeasance in office by following the proceedings as outlined in Article IV, Section 5 of the *WSGA By-laws*. An individual shall be removed by a 3/4ths majority vote of the total membership of the WSGA Senate after a thorough hearing has been conducted, unless the WSGA member has been found guilty of violating the Washburn Code of Conduct, which would result in the immediate removal of the individual from the WSGA.

#### *SUBSECTION 1.4: CREATION OF SPECIAL COMMITTEES AND ADVISORY BOARDS*

The WSGA Senate may create special advisory boards for the purpose of advising any elected or appointed official, or body of the WSGA. The duties, duration, responsibilities, and composition of these boards must be defined upon creation. The Senate may also create special committees for the purpose of carrying out WSGA projects and activities that do not pertain to those duties of the WSGA Cabinet, or other committees or boards associated with the WSGA. The purpose of these committees or boards shall be defined upon creation.

## **SECTION 2. COMMITTEES AND BOARDS**

#### *SUBSECTION 2.1: STANDING COMMITTEES*

Standing Committees shall meet weekly and remain in effect throughout the academic year. The WSGA President shall appoint a Senator as a Chairperson, Vice-Chairperson, and other Senators as members of these committees. All Senators must be members of one standing committee. Standing

Committees shall consist of at least three members, including the Chairperson and Vice-Chairperson, but shall not exceed 40% of the total number of WSGA Senators. Meetings must have a quorum present for action to be taken by the committee. These Standing Committees may establish sub-committees to explore specific topics as they deem necessary. All Standing Committees shall submit weekly written minutes and verbal reports to the WSGA Senate of all committee proceedings and attendance. All Standing Committees shall prepare a final written report at the end of the term, documenting the actions of the committee with ideas and recommendations for the future.

#### *SUBSECTION 2.2: OTHER COMMITTEES OR BOARDS*

Other committees or advisory boards may be formed to address particular interests or needs of the WSGA in accordance with Robert's Rules of Order by the WSGA President or Senate.

### **ARTICLE III. CABINET**

#### **SECTION 1. PRESIDENT**

The WSGA President shall represent the rights and interests of Washburn University students. They will create, oversee, and manage the WSGA Cabinet, Standing Committees, and chair all WSGA Cabinet meetings. The President also has the power to create "select" or "ad-hoc" committees in accordance with Robert's Rules of Order. In the absence of the Vice President, the President will preside over the WSGA Senate. At the end of term, a report shall be written and made available to the Senate detailing the year's activities and suggestions for the future.

#### *SUBSECTION 1.1: VETO POWER*

The President may exercise veto power over legislation passed within the following guidelines:

- a. The veto is within 48 hours of the legislation's passage, in writing with an explanation of why the legislation is being vetoed.
- b. The written veto message must be sent to the vetoed legislation's sponsor within 48 hours of the veto.
- c. The Senate must be informed of the veto at the next meeting.
- d. The sponsor of the vetoed legislation may move, in the full Senate, to take up consideration of the President's veto and vote on an override. An override vote will require a 2/3rds majority to pass.

#### *SUBSECTION 1.2: CALLING WSGA MEETINGS*

At the beginning of each semester, the President shall set a calendar that details the days the WSGA Senate and the WSGA Standing Committees shall meet for the duration of the semester. The President shall have the power to call a Special Session of the WSGA Senate with a minimum 24-hour notice and accompanying agenda at the time of announcement. No Constitutional or By-law amendments may be discussed during special sessions. Special Sessions may not be called on University or National holidays. The President may also cancel regularly scheduled WSGA meetings with the consent of the WSGA Advisor.

### *SUBSECTION 1.3: EXTERNAL OBLIGATIONS*

The President must attend or have a representative at all Washburn Board of Regents meetings, Faculty Senate Meetings, and Kansas Board of Regents Student Advisory Committee meetings. The individual attending shall report on the meeting(s) at the next WSGA Full Senate Meeting. The President must also serve on university boards or committees as specified by the composition guidelines.

### *SUBSECTION 1.4: MONETARY POWERS*

Each year, the President shall submit a proposed budget for the fiscal year (July 1st to June 30th) to the WSGA Senate that includes details for the effective operation of the WSGA. This budget must be approved by a simple majority of Senate, as must any future changes.

### *SUBSECTION 1.5: CABINET*

The WSGA Cabinet shall be appointed by the WSGA President and approved by a majority vote of the WSGA Senate. The Cabinet shall follow the job descriptions and requirements outlined in the WSGA the *Cabinet Policy* and serve at the pleasure of the President and ensure that policy is carried out to the best of their abilities. At minimum, the Cabinet shall consist of the following offices: WSGA President, Vice President, Chief of Staff and Budget Director. Other positions may be added as deemed necessary by the WSGA President and approved by the WSGA Senate. These additions shall be integrated into the *Cabinet Policy* with accompanying job descriptions, directions for compensation, and time required for the position. No person should hold two offices simultaneously, elected or appointed. The Cabinet shall meet on a regular basis as determined by the President.

### *SUBSECTION 1.6: TERMINATION OF EMPLOYEES*

The President holds the responsibility and power to terminate the employment of WSGA Cabinet members and remove appointed Chairpersons or Vice-Chairpersons as needed if it is felt that person has committed mis-, mal-, or nonfeasance in office. Termination and removal from office must follow the proceedings as outlined in Article IV, Section 5 of the *WSGA By-laws*.

## **SECTION 2. VICE PRESIDENT**

The Vice President shall assist the President in overseeing the activities of the WSGA Cabinet, any non-Standing committees or assembled boards, and be prepared to assume the duties of the WSGA President in the event that the President is unable to fulfill the requirements of the office. The Vice President acts as the Chairperson of the WSGA Senate and shall preside over all Senate meetings. The Vice President shall exert a vote only when it would break an equal vote in the Senate. At the end of term, a report shall be written and made available to the Senate detailing the year's activities and suggestions for the future.

## **SECTION 3. CHIEF OF STAFF**

The WSGA Chief of Staff is responsible for overseeing the WSGA Cabinet, WSGA Office, and ensuring that the decisions of the WSGA Senate and WSGA President are executed by the Cabinet. The Chief of Staff is responsible for the absence system and shall serve as an ex-officio member of the Internal Affairs Committee. At the beginning of each term, the Chief of Staff shall review the Office Policy document and make any necessary changes. At the end of term, a report shall be written and made available to the Senate detailing the year's activities and suggestions for the future.

## **SECTION 4. BUDGET DIRECTOR**

The WSGA Budget Director is responsible for ensuring efficiency, safeguarding assets, the protection of records, adherence to prescribed policies, and the production of pertinent, accurate, and timely information and reports. The Budget Director acts as WSGA's purchasing agent and must follow through with all financial legislation and paperwork. At the end of term, a report shall be written and made available to the Senate detailing the year's activities and suggestions for the future.

## **SECTION 5. SUCCESSION**

If the office of President becomes vacant, the Vice President shall assume the office of President, and a new Vice President shall be appointed. If the office of Vice President becomes vacant, the President shall appoint a nominee who shall take office upon confirmation by a 2/3rds majority vote of the WSGA Senate. If the offices of President and Vice President become vacant simultaneously, the Speaker shall assume the office of President. All qualifying requirements for the office of President, except those dealing with grade point average, shall be waived in this case. A new Vice President shall be appointed.

If the offices of President, Vice President, and Speaker become vacant simultaneously, the office of President shall be assumed in the following order: Chief of Staff, Budget Director, the Parliamentarian, Standing Committee Chairpersons as listed in the WSGA By-laws, current WSGA Senators in order of highest popular vote, WSGA Senators in order of appointment to Senate. All qualifying requirements for



the office of President, except those dealing with grade point average, shall be waived in this case. A new Vice President shall be appointed as outlined above.

## **SECTION 6. ADVISORS**

The WSGA shall be advised by the Associate Vice President of Student Life.

## **ARTICLE IV. MEMBERSHIP**

### **SECTION 1. ELIGIBILITY**

Any Washburn University student who pays the Student Activity Fee shall be considered a member of the WSGA. However, representatives of the study body must meet the following criteria to hold office within WSGA.

#### *SUBSECTION 1.1: SENATORS*

Senators shall be elected to office through running in a WSGA election or may apply for an open-senate seat and have their application approved by the Senate to become a Senator of the WSGA. Senators shall be enrolled students at Washburn University, have at least a 2.0 cumulative grade point average, at least a 2.0 grade point average in the semester prior to taking office, and must maintain a minimum 2.0 cumulative grade point average to continue to hold office. The grade point average requirement shall not apply to candidates in the First-Year Elections except that Senators elected at that time shall be required to attain and maintain at least 2.0 semester grade point average. Senators must maintain a minimum enrollment of six credit hours, each semester of their term.

#### *SUBSECTION 1.2: CABINET*

The Cabinet members shall be enrolled students at Washburn University, have at least a 2.5 cumulative grade point average, at least a 2.5 grade point average in the semester prior to taking office, and must maintain a minimum 2.5 cumulative grade point average to continue to hold office. Cabinet members must maintain a minimum enrollment of six credit hours each semester of their term.

#### *SUBSECTION 1.3: PRESIDENT AND VICE PRESIDENT*

The President must maintain a minimum enrollment of six credit hours, at Washburn University, each semester of their term. The Vice President must maintain a minimum enrollment of six credit hours, at Washburn University, each semester of their term. The President must serve for the full academic year, both Fall and Spring semesters. The elected Vice President must at least serve for the Fall Semester. Both

President and Vice President must have at least a 3.0 cumulative grade point average, have at least a 2.75 grade point average in the semester prior to taking office, and must maintain a minimum 3.0 cumulative grade point average to continue to hold office.

## **SECTION 2. EXPECTATION OF PARTICIPATION**

The active WSGA Administration shall maintain the *Cabinet Policy* and the *Senate Attendance Policy*, which detail expectations for participation of sworn-in WSGA members. If a WSGA member holding office fails to meet these expectations, follow up actions will reflect the severity of behavior as determined by the WSGA Senate.

## **SECTION 3. ELECTIONS**

The WSGA shall host at least two elections each year, one in the fall and one in the spring. All Senators must run independently, and no person shall be a candidate for two or more offices in the same election. All candidates, regardless of pathway to office, are subject to the WSGA eligibility requirements described in Section 1. Eligibility” and must follow the election rules as delineated in the *WSGA By-laws*. Any candidate not adhering to the previous statement may be disqualified from the election or further penalized.

### ***SUBSECTION 3.1: SPRING ELECTION***

In the spring, an “at large” or general election shall be held for twenty-seven Senate seats and the offices of WSGA President and Vice-President. The President and Vice-President must run as a team and win the majority of votes from the student body. Only twenty-seven seats are included in this election to allow for incoming (first year and fall transfer) students seats to be held as described in Subsection 1.1: Composition” of this document. All undergraduate students enrolled at Washburn University, and all graduate students not enrolled in the School of Law, shall be eligible to vote in the Spring General Election.

### ***SUBSECTION 3.2: FIRST-YEAR ELECTION***

In the fall, a first-year student election shall be held to fill the five reserved seats. Only students who are attending Washburn for the first time after high school and do not qualify as a transfer student may run and vote in this election. All applicable and pertinent regulations for procedure or candidate conduct during at-large elections shall apply to First-Year Elections.

### ***SUBSECTION 3.3: OPEN SEAT APPLICATIONS***

At the conclusion of elections and to fill the fall transfer student seats, an Open Seat Application must be completed by a prospective student and submitted to the designated party as established by the WSGA President.

## **ARTICLE V. AMENDMENTS AND ADOPTION**

### **SECTION 1. AMENDMENTS**

The *WSGA Constitution*, once empowered, can only be amended by a 2/3rds majority roll call vote of the total membership of the WSGA Senate. Any constitutional amendment must be heard twice by the Senate for a vote to be taken regarding its implementation.

---

# RESTATED BY-LAWS

OF THE

WASHBURN UNIVERSITY

STUDENT GOVERNMENT

ASSOCIATION

Originally adopted February 18, 2004, and revised and restated March 26, 2025.

## TABLE OF CONTENTS

|  |    |
|--|----|
| Article I. Legislature .....                                     | 4  |
| Section 1. Full Senate .....                                     | 4  |
| Subsection 1.2: Retreats .....                                   | 4  |
| Subsection 1.2: Veto Override .....                              | 4  |
| Section 2. Senators .....  | 4  |
| Subsection 2.1: Speaker .....                                    | 4  |
| Subsection 2.2: Parliamentary .....                              | 5  |
| Subsection 2.3: Chairpersons .....                               | 5  |
| Section 3. Standing Committees .....                             | 6  |
| Subsection 3.1: Allocations Committee .....                      | 6  |
| Subsection 3.2: Campus and Community Affairs Committee .....     | 6  |
| Subsection 3.3. Diversity, Equity, and Inclusion Committee ..... | 6  |
| Section 4. Other Committees and Boards .....                     | 6  |
| Subsection 4.1: Internal Affairs Committee .....                 | 6  |
| Subsection 4.2: Internal Finance Committee .....                 | 7  |
| Article II. Finances .....                                       | 7  |
| Section 1. The Student Activity Fee .....                        | 7  |
| Subsection 1.1: The Student Activity Fee Review Committee .....  | 7  |
| Section 2. Funding Opportunities for Students .....              | 8  |
| Section 3. Internal Operations .....                             | 8  |
| Section 4. Open Records Request .....                            | 8  |
| Section 5. Audits .....  | 8  |
| Article III. Meeting Procedures .....                            | 8  |
| Section 1. Procedural Documents .....                            | 9  |
| Section 2. Agendas .....   | 9  |
| Subsection 2.1: Full Senate Agendas .....                        | 9  |
| Subsection 2.2: Committee Agendas .....                          | 9  |
| Section 3. Public Meetings and Minutes .....                     | 9  |
| Section 4. Waiving the Rules .....                               | 10 |
| Section 5. Member Speaking and Voting Rights .....               | 10 |
| Subsection 5.1: Attendance Policy .....                          | 10 |
| Subsection 5.2: Exclusions .....                                 | 10 |
| Article IV. Elections .....                                      | 11 |

|  |    |
|--|----|
| Section 1. Qualifications for Office.....                  | 11 |
| Section 2. Campaign Regulations .....                      | 11 |
| Section 3. The Election Boards .....                       | 11 |
| Subsection 3.1: Purpose .....                              | 11 |
| Subsection 3.2: Composition.....                           | 11 |
| Subsection 3.3: Creation of the Boards.....                | 12 |
| Section 4. Spring Election .....                           | 12 |
| Section 5. First-Year Election.....                        | 12 |
| Section 6. Popular Initiative Issues .....                 | 12 |
| Section 7. Referendums .....                               | 13 |
| Subsection 7.1: Petitions .....                            | 13 |
| Section 8. Emergency Referendum or Initiative.....         | 14 |
| Section 9. Transition Periods after Spring Elections ..... | 14 |
| Subsection 9.1: Transition Reports .....                   | 15 |
| Section 10. Open Seat Applications .....                   | 15 |
| Article V: Amendments and Adoption .....                   | 15 |
| Section 1. Amendments .....                                | 15 |
| Section 2. Adoption.....                                   | 15 |

# **ARTICLE I. LEGISLATURE**

## **SECTION 1. FULL SENATE**

The Washburn University Student Government Association (WSGA) full Senate shall meet every week when classes are in session during the fall and spring semesters on Wednesday at 6:30pm. Full Senate meetings shall be chaired by the WSGA Vice-President. In the absence of the Vice President, the President will preside over the Senate (in accordance with Article III, Section 1 of the *WSGA Constitution*).

### ***SUBSECTION 1.2: RETREATS***

The WSGA Senate shall hold a retreat within three weeks of the conclusion of first-year elections for the purpose of determining goals, objectives, and projects for the remainder of the term. A spring retreat may be called at the discretion of the WSGA President. Missing any WSGA Retreat shall count as the equivalent to two absences. Retreats shall be planned and coordinated by a Cabinet member selected by the WSGA President.

### ***SUBSECTION 1.2: VETO OVERRIDE***

If a bill has been vetoed and parties notified, the legislative sponsor can ask for an override vote in the next Senate meeting following the veto. The override vote must be by 2/3rds majority roll call vote of the WSGA Senate members present. The legislative sponsor can submit the bill for override through the Committee of the Whole or as regular legislation. If the legislation is not submitted at the next meeting following the veto, then the veto will be sustained.

## **SECTION 2. SENATORS**

Senators are expected to be actively involved in the WSGA, as outlined in the *Attendance Policy*. Each Senator shall be a member of one Standing Committee, in accordance with Article II, Subsection 2.1 of the WSGA Constitution. Senators shall also be responsible for addressing issues and concerns of their fellow students, sharing information to these constituents, and acting in a professional manner while in office.

### ***SUBSECTION 2.1: SPEAKER***

The Speaker shall be a Senator who is selected by a simple majority vote of Senate members at the beginning of a term. The Speaker acts as the Chairperson of the Internal Affairs Committee and Committee of the Whole. In the event both the President and Vice President are absent, the Speaker shall preside over Senate. The Speaker has discretion over adding any item to the full Senate's agenda if it falls within forty-

eight hours of the meeting. At the end of term, a report shall be written and made available to the Senate documenting actions taken and future recommendations.

#### *SUBSECTION 2.1.1: COMMITTEE OF THE WHOLE CHAIR SUCCESSION*

In the absence of the Speaker, the Chairperson of the Campus and Community Affairs Committee shall chair the Committee of the Whole. In the event the Campus and Community Affairs Chairperson is also absent, the Chairperson of Allocations shall assume the role of Chair of the Committee of the Whole. In the event the Chairperson of Allocations is also absent, the Chairperson of the Diversity, Equity, and Inclusion Committee shall assume the role of Chair of the Committee of the Whole.

#### *SUBSECTION 2.2: PARLIAMENTARIAN*

The Parliamentarian shall be selected by the WSGA President as a person qualified in the area of parliamentary matters. They shall have the duty and authority to rule on all parliamentary decisions in the WSGA Senate committees and annually review the *Standing Senate Rules* be the final authority of all parliamentary rulings, unless their decisions are overturned according to Robert's Rules of Order. The Parliamentarian shall serve as the Chairperson of any WSGA Senate's Removal from Office Hearings.

#### *SUBSECTION 2.3: CHAIRPERSONS*

The Chairpersons of standing committees are appointed by the WSGA President and must be approved by the WSGA Senate by a 2/3rds majority vote. All Chairpersons shall preside over their respective committee's meetings and shall make weekly written/verbal reports informing the Senate of all committee proceedings. At the end of the term, each Chairperson shall prepare a written report documenting actions taken and recommendations for the future.

##### *SUBSECTION 2.3.1: VICE-CHAIRPERSONS*

The Vice Chairpersons of standing committees are appointed by the WSGA President and must be approved by the WSGA Senate by a 2/3rds majority vote. The Vice-Chairperson shall take attendance and minutes at all committee meetings. In the absence of a Chairperson, the Vice-Chairperson shall assume all responsibilities. If the position of Chairperson becomes vacant, the Vice-Chairperson shall assume the office of Chairperson and a new Vice-Chairperson shall be appointed.

##### *SUBSECTION 2.3.2: COMPENSATION*

Financial compensation for the Chairpersons shall include the Speaker (as Chairperson of Internal Affairs) and the Chairs of any Standing Committees. Chairpersons shall be expected to complete them on a weekly basis and be compensated for no more than five office hours per week during weeks when Senate is in session. If Senate is not called, but classes are in session, the Speaker shall have discretion over office-



hour obligations. The payment rate shall match the median University payment rate for Washburn student workers. The chairperson's payment schedule shall model the Cabinet's, as outlined in the *Cabinet Policy*.

## **SECTION 3. STANDING COMMITTEES**

Standing Committees shall meet on Wednesdays at 6:00p.m. immediately before the WSGA Full Senate meets unless voted on by any respective committee. If a WSGA Standing Committee votes to hold their meetings outside of this time, then the Chair of that committee shall announce their official meetings days and times to the WSGA Full Senate at the next available meeting. Minutes shall be taken by the Vice-Chairperson for each meeting and submitted to all committee members and the Chief of Staff.

### ***SUBSECTION 3.1: ALLOCATIONS COMMITTEE***

The Allocations Committee shall be responsible for all legislation related to funding requests, reviewing any budgetary concerns, and making recommendations as to the availability of funds and proper use of accounts. The Allocations Committee is bound by the *WSGA Funding Policy*, as is any subcommittee. Any student organization that uses money from the Student Activity Fee may be audited by this committee. Within the Allocations Committee, there shall be a sub-committee, the Internal Finance Committee.

### ***SUBSECTION 3.2: CAMPUS AND COMMUNITY AFFAIRS COMMITTEE***

The Campus and Community Affairs Committee shall be responsible for legislation related to student issues, campus advocacy work, and the coordination of activities that enhance the social, educational, and cultural experiences of Washburn students.

### ***SUBSECTION 3.3. DIVERSITY, EQUITY, AND INCLUSION COMMITTEE***

The Diversity, Equity, and Inclusion Committee shall be responsible for legislation related to issues or concerns of historically marginalized groups and the coordination of programs that promote inclusion and belonging to all Washburn students.

## **SECTION 4. OTHER COMMITTEES AND BOARDS**

### ***SUBSECTION 4.1: INTERNAL AFFAIRS COMMITTEE***

The Internal Affairs Committee holds the responsibility to hear and jurisdiction over legislative topics concerning WSGA internal matters and any reviews of performance concerning any area of the WSGA. It shall be the duty of this committee to draft and give status to legislation requesting removal of any WSGA member guilty of mis-, mal-, or nonfeasance of office, as well as being responsible for reviewing

Open Seat Applications received and providing recommendations to the WSGA Senate. Rules governing this committee and its hearings shall be outlined in the *Internal Affairs Policy* document.

#### ***SUBSECTION 4.2: INTERNAL FINANCE COMMITTEE***

The Internal Finance Committee is a sub-committee of the Allocations Committee. Internal Finance shall consist of six Senators who are appointed by the WSGA President and approved by the WSGA Senate. The Chairperson of the Allocations Committee shall serve as Chair of the Internal Finance Committee. Serving on the Internal Finance Committee does not fulfill the requirement for Senators to serve on a Standing Committee. The Internal Finance Committee will have the authority to approve or disapprove of any internal expenditure necessary for the functioning of the WSGA office exceeding \$500.00. The Internal Finance Committee shall have the exclusive responsibility and authority to audit the WSGA office and examine all office expenditures and money spent by the WSGA Cabinet. The Internal Finance Committee will have the final authority to modify, approve, and deny funding requests that, by nature of the date of an event, must be reviewed before the time that the full Senate will be in session. The Internal Finance Committee shall prepare a final written report at the end of the term, documenting the actions of the committee with ideas and recommendations for the future.

## **ARTICLE II. FINANCES**

### **SECTION 1. THE STUDENT ACTIVITY FEE**

The Washburn University Board of Regents shall authorize Washburn University of Topeka to levy a Student Activity Fee, which shall be used to provide an academic and cultural environment in which every student may attain the highest possible level of growth and development. The WSGA Senate shall be the primary agency responsible for recommending the amount of the student activity fee and shall consider present and future enrollment trends when recommending any changes to the Washburn University Board of Regents. The WSGA Senate as final authority over any expenditure of Student Activity Fee monies.

#### ***SUBSECTION 1.1: THE STUDENT ACTIVITY FEE REVIEW COMMITTEE***

This committee is tasked with evaluating and proposing any changes to the Student Activity Fee such as the fee itself or the amounts through which the fee is distributed “off-the-top.” The committee shall be chaired by the WSGA Budget Director and be composed of at least one representative from each organization that receives money off-the-top from the Student Activity Fee, including Student Media/Publications, Campus Activities Board (CAB), and Spirit Squad. The Director of the Office of Student Involvement and Development, the Vice President of Student Life, and the Vice President of Administration and Treasurer may all act as ex-officio members of the Student Activity Fee Review Committee. Any findings

of this committee regarding the fee amount charged to students must be presented to and approved by the WSGA Senate before a recommendation is made to the Washburn University Board of Regents.

## **SECTION 2. FUNDING OPPORTUNITIES FOR STUDENTS**

The *WSGA Funding Policy* shall contain all guidelines and restrictions by which students' requests for funding shall be governed. These funds shall be allocated from the Student Activity Fee in the annual budget recommended by the WSGA President and approved by the WSGA Senate.

## **SECTION 3. INTERNAL OPERATIONS**

All monies spent by WSGA will be dictated by the annual budget submitted as a proposal by the WSGA President which must be approved by the WSGA Senate. The WSGA Budget Director shall administer these funds, process any expenditures, and manage all WSGA accounts. The WSGA Budget Director shall work with the Washburn University Business Office to ensure the WSGA follows the correct procedures and completes the necessary paperwork on all financial matters. The basic accounts from which all other accounts may be established are: "WSGA Operations" and "WSGA Reserves". Monies allocated but not spent during the fiscal year shall revert to the designated reserve account when the next fiscal year's allocated funds are received. The WSGA Budget Director shall always maintain at least \$10,000.00 in the reserve account. The WSGA President may authorize unbudgeted expenditures up to \$500, Washburn student compensation may not be authorized.

## **SECTION 4. OPEN RECORDS REQUEST**

Any WSGA member may request a record of any WSGA related payments or receipts from the WSGA Budget Director. This request should be addressed within three business days of submission.

## **SECTION 5. AUDITS**

Each year, an audit shall be conducted covering the spending of the active Administration in late March or early April, examining all office expenditures and monies spent by the WSGA Cabinet, in addition to all WSGA accounts held by the University. A report shall be compiled by the WSGA Budget Director and provided to the WSGA Senate before the conclusion of their term that details information from all WSGA accounts. Any additional audits shall be requested at any time during the year if the Senate passes a proper resolution, or if deemed necessary by the President following investigation by an appropriate party.

# **ARTICLE III. MEETING PROCEDURES**

## **SECTION 1. PROCEDURAL DOCUMENTS**

All meetings of the Washburn Student Government Association shall be governed by the *Standing Senate Rules* followed by Robert's Rules of Order, under the guidance of the Parliamentarian.

## **SECTION 2. AGENDAS**

### *SUBSECTION 2.1: FULL SENATE AGENDAS*

The agenda for Full Senate shall be sent out no later than forty-eight hours prior to the meeting. The creation thereof shall be delegated by the WSGA Vice President. The agenda shall follow the guidelines and templates set forth by the Parliamentarian's *Standing Senate Rules* document. Along with the Agenda, the preceding meeting minutes shall also be provided.

- a. The agenda shall be sent to all Senators, Executive Board members, Advisors, a member of the Washburn Student Media, guest speakers, and to those who request it.
- b. In the instance the WSGA President calls for a special meeting, an agenda must be sent out at the same time the meeting is called.

### *SUBSECTION 2.2: COMMITTEE AGENDAS*

The agendas for each committee meeting shall be created by the Chairperson of that committee and follow the format of the Full Senate Agenda. Committee Agendas shall be sent out to members of the committee at least 12 hours prior to the committee meeting.

- a. Edits made to the committee agendas after the agenda has been sent out shall be up to the discretion of the Chairperson and Speaker.
- b. Committees that shall provide an agenda are as follows:
  1. All Standing Committees
  2. Student Activity Fee Review Committee
  3. Gustavson Above and Beyond Award Committee
  4. Ad-Hoc Committees deemed appropriate by the WSGA President

## **SECTION 3. PUBLIC MEETINGS AND MINUTES**

All meetings of the WSGA, where quorum has been established, shall be open to the public and minutes shall be recorded during all meetings unless otherwise specified in the WSGA By-laws. All minutes shall be submitted to the Chief of Staff at the conclusion of each meeting for the purpose of record keeping and shared with all WSGA members. The Chief of Staff shall have the duty and responsibility to post the minutes to the WSGA website within seven days. At the end of term, the Chief of Staff shall assemble a complete end-of-year report containing all minutes, bills and resolutions, and individual reports in a uniform manner that will be uploaded into the S: Drive for archival purposes and shared with all WSGA members.

## **SECTION 4. WAIVING THE RULES**

During the course of any Washburn Student Government Association meetings, when the need arises and under the guidance of the Parliamentarian, the Senate shall have the ability by a 2/3rds majority vote to waive specific rules cited within the Standing Senate Rules or the greater By-Laws. In order to waive any rule, the specific rule must be cited and the motion to waive shall be thoroughly explained. Once the reason for the waiving of the rule has passed, all rules shall be reinstated immediately and without the need for a vote of the Senate.

## **SECTION 5. MEMBER SPEAKING AND VOTING RIGHTS**

Any enrolled Washburn student may attend and have speaking rights at any WSGA committee meeting. If any enrolled Washburn students attends at least two consecutive WSGA committee meetings, they may be granted voting rights upon the confirmation from the WSGA President, the WSGA Chief of Staff, the Speaker, and the Chairperson of that committee. Students have the right to not accept voting rights. If a student is granted voting rights, that student is now considered in the quorum of committee members, and they must abide by the following attendance policy.

### ***SUBSECTION 5.1: ATTENDANCE POLICY***

Each committee meeting is counted as half of one absence. Once this voting member reaches one full absence, the Chief of Staff will notify the student of their standing on their committee. Once the member reaches two full absences from their committee, the Committee Chairperson shall notify them that their voting rights have been removed. If a student's voting rights are removed, they have the right to appeal to the Internal Affairs Committee through the Absence Appeal Hearing Process.

### ***SUBSECTION 5.2: EXCLUSIONS***

Washburn Students who are not sworn-in members of WSGA may not be granted voting rights for the following committees:

- a. WSGA Full Senate
- b. Committee of the Whole
- c. Internal Affairs
- d. Internal Finance

## **ARTICLE IV. ELECTIONS**

### **SECTION 1. QUALIFICATIONS FOR OFFICE**

Eligibility requirements for office are detailed in the *WSGA Constitution*, Article III, Section 1. No person shall be a candidate for more than one WSGA office in the same election.

### **SECTION 2. CAMPAIGN REGULATIONS**

All candidates for office are bound by the *Elections Policy* which shall contain immediate campaign rules and regulations. If a candidate is found to be in violation of any of the policies described, the Election Board shall be empowered to punish the candidate(s). Punishment may include, but is not limited to, forfeiture of all campaign materials for the duration of elections, disqualification of candidate and/or teams, forfeiture of votes, and/or referral of violators to the appropriate University authorities.

### **SECTION 3. THE ELECTION BOARDS**

#### *SUBSECTION 3.1: PURPOSE*

The purpose of the Election Boards is to enforce the *Elections Policy* through the means of holding disciplinary hearings and administering punishments for infractions, as deemed necessary. Materials or behaviors that are obscene, racist, sexist, or libelous towards candidates or persons are unacceptable and shall be punished by the boards.

#### *SUBSECTION 3.2: COMPOSITION*

The WSGA Student Election Board shall consist of a Spring Election Board and Fall Election Board with five members of the Washburn Student Government Association. Three of the seats shall be composed of Senators selected by the Senate through a nomination and election process. The final two seats shall be reserved for the WSGA President and the Chief of Staff. A Chairperson shall be selected internally. The Legislative Director shall serve as an ex-officio member of the Election Board to stay in the know about any election discussion. No member of the Election Board should be a student running in the upcoming election, regardless of position. In the event the Chief of Staff, President, or Legislative Director are candidates for office, they shall be replaced by a sworn-in WSGA member appointed by the President.

### *SUBSECTION 3.3: CREATION OF THE BOARDS*

The Fall Student Election Board shall be selected before the first-year campaign period. If possible, the new administration can form the Fall Student Election Board during the transition period. The Spring Election Board shall be selected prior to the four-week announcement period before elections are to take place. The term for each board shall end at the conclusion and announcement of the ratified results.

## **SECTION 4. SPRING ELECTION**

The Spring General Election shall be held for three consecutive weekdays, 72 hours total, within two weeks after the election packets are due. Polls shall open online at 12:00 a.m. on the first day and run 24 hours until the third day at 11:59 p.m. This election must conclude prior to Spring Break. All undergraduate students enrolled at Washburn University, and all graduate students not enrolled in the School of Law, shall be eligible to vote in this election. Results shall be released within two weekdays of the last day of voting, in the event there are no complaints filed with the Election Board. If complaints and hearings are in process of deliberation, the results shall be delayed until the conclusion of such processes. Election results are binding one week after the election, all votes must be certified and all issues resolved.

## **SECTION 5. FIRST-YEAR ELECTION**

The First-Year student Election shall be held for three consecutive weekdays, 72 hours total, within three weeks of the beginning of the semester. Polls shall open online at 12:00 a.m. on the first day and run 24 hours until the third day at 11:59 p.m. Only students who are attending Washburn for the first time after high school and do not qualify as transfer students may vote in this election. The term of the elected Senators shall begin the Wednesday following the release of this election's results.

## **SECTION 6. POPULAR INITIATIVE ISSUES**

Legislative power shall be power shall be vested in the WSGA Senate; but the WSGA reserves to themselves the right to popular initiative, which is the power of a specified number of voters to submit issues to the entire WSGA for approval or rejection. The initiative is as follows:

- a. The initiative petition shall set forth the full text of the law that is proposed by the petition.
- b. To be certified by the WSGA Election Board, an initiative petition must contain 300 valid signatures from WSGA members. If the petition is certified, the initiative question will be placed on the next general election ballot.

- c. The initiative in question may be removed from the next general election ballot if the WSGA Senate passes the initiative question and affirmatively acts to remove the question from the ballot. Subsequent repeal of passed legislation will result in the initiative being placed back on the ballot.
- d. Initiative petitions must be confined to subjects which are under the direct authority of the student government. Initiative petitions failing to meet this criterion shall be judged invalid on their face. The WSGA Election Board shall judge the validity of the initiative question prior to placing such question on the ballot in an open hearing.
- e. The initiative process may not be used to call for new elections or to overturn the result of a previous election.
- f. The *WSGA Constitution* and *WSGA By-laws* are not subject to change or become amended by the initiative process.

## **SECTION 7. REFERENDUMS**

WSGA may hold a referendum at the next WSGA General Election on any legislation passed by the WSGA Senate by: a simple majority of the WSGA Senate voting to have a referendum on a particular question or upon receipt by the WSGA Senate of a referendum petition containing 300 valid signatures from WSGA members.

### *SUBSECTION 7.1: PETITIONS*

The individual(s) circulating the referendum petition shall inform the WSGA President and the Chairperson of the WSGA Election Board of their intent to seek a referendum. The organizer(s) of the petition drive will have two weeks from the date of passage of the legislation or resolution to which the referendum pertains to submit the completed referendum petitions to the WSGA President. The WSGA President will then transmit the petitions to the Chairperson of the WSGA Election Board for certification.

- a. The referendum petition shall set forth the full text of referendum question.
- b. During the period of time in which the referendum petition is being circulated, the legislation or resolution that is the subject of the proposed referendum shall be held in abeyance.
  - a. If the Election Board does not certify the referendum petition, the legislation or resolution shall be implemented in accordance with the usual process of the WSGA.
- c. WSGA elections are not subject to the referendum process.



- d. The *WSGA Constitution* and *WSGA By-laws* are not subject to the referendum process.
- e. The originator of the legislation in question can rescind the legislation at any time and the referendum process will be stopped and is no longer necessary.

## **SECTION 8. EMERGENCY REFERENDUM OR INITIATIVE**

An emergency initiative or referendum may be called requiring an election within two weeks by either of the following: a 3/4ths majority vote of the WSGA Senate voting to have a referendum; or an initiative or referendum petition containing 500 valid signatures submitted to the WSGA Senate.

- a. The emergency referendum or initiative petition must be consistent with Article V, Sections 5 and 6 of the *WSGA By-laws*.
- b. Upon receipt of emergency referendum or initiative petitions, the WSGA President or WSGA Senate shall transmit such petitions to the Advisor of WSGA who shall determine the validity of such petitions.
- c. If the petitions are certified by the WSGA Advisor, the WSGA Senate will schedule an emergency election within two weeks after official certification.
- d. The originator of the legislation in question can rescind the legislation at any time and the referendum process will be stopped and is no longer necessary.
- e. The results of an initiative or referendum election shall be binding upon members of the WSGA unless such action conflicts with university policy and programs, conflicts with the *WSGA Constitution* and *WSGA By-laws* or jeopardizes the existence of student government at Washburn University.

## **SECTION 9. TRANSITION PERIODS AFTER SPRING ELECTIONS**

The incoming President must announce their Cabinet and executive appointments within three weeks of classes being in session after the announcement of election results. The incoming Senate must approve these appointments within two weeks of convening under the new Administration. The transition period after the at-large or spring elections shall be two weeks in length, beginning no earlier than upon return from Spring Break. During the transition period, total scheduled working hours for the active Administration should be halved, and the incoming Cabinet should work half of the expected hours for their new role. At the conclusion of the transition period, all personal items should be removed from the office space and any university related items returned by any current Administration members.

### ***SUBSECTION 9.1: TRANSITION REPORTS***

Each compensated WSGA member (Cabinet member and Chairpersons as defined in Subsection 2.3.2: Compensation) shall complete a transition report before leaving office detailing crucial functions of their role, usernames and passwords, and advice for their successor. All transition reports shall be saved on the S: Drive and shared with the current and the incoming Administration.

## **SECTION 10. OPEN SEAT APPLICATIONS**

Open Seat Applications shall be submitted to the Chief of Staff. Applications shall be reviewed and approved by the Chief, WSGA President, and Speaker. After their approval, the application should be submitted to the Senate, and given status by the Internal Affairs Committee. In the event the Internal Affairs Committee has not yet been formed, the application should be given status through Committee of the Whole. The application should be available online and through hard copy found in the WSGA office. The qualifications and expectations for office must be included in the application. All other information required on the application shall be determined by the Internal Affairs Committee.

## **ARTICLE V: AMENDMENTS AND ADOPTION**

### **SECTION 1. AMENDMENTS**

The *WSGA By-laws*, once empowered, can only be amended by a 2/3rds majority roll call vote of the total membership of the WSGA Senate apart from spacing or grammatical adjustments which can be made at any time with unanimous support from the President, Vice President, Chief of Staff, Speaker, Parliamentarian, and by the Director most directly affected by changes. Any changes made in this way must be presented to the WSGA Senate before taking effect, to which any member of Senate may make a motion to disprove the changes. This does not need a vote, nor a second. In the event a member from the above list Senate disagrees, the changes do not take effect, and as such, must be made into a bill to be passed through the Senate.

### **SECTION 2. ADOPTION**

The *WSGA By-laws* shall become effective upon approval by a 2/3rds majority roll call vote of the total membership of the WSGA Senate.