



WILKES UNIVERSITY STUDENT GOVERNMENT CONSTITUTION

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.

I. Name and Composition

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

II. Purpose

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.

III. Powers

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.
3. Evaluate any nominations, voting procedures, or student body elections if inconsistent with established guidelines.
4. Formulate a budget based upon the Student Activities Fee Fund, subject to the administration's approval. SG reserves the right to revoke any money allocated in the budget during the fiscal year and to repossess any unused funds at the end of the fiscal year.
5. Overrule the actions of any class, club, committee, or organization under the auspices of SG that does not adhere to established SG guidelines.
6. Consider any complaint related to student life brought to it by any member or members of the university community; to assign, if appropriate, such complaints for investigation by committees of the SG; and, should it consequently deem a complaint to have merit, present it to the administration, through the appropriate University office.



WILKES UNIVERSITY STUDENT GOVERNMENT CONSTITUTION

IV. Membership

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 (WUPB).
 - 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.

V. Non-Voting Membership

- 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

VI. SG Policies

- 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 academic responsibilities (exams at that time, presentations, etc.) intercollegiate athletic responsibilities, university-related, employment conflicts, other responsibilities associated with WU reasonably taking precedence over SG, or any personal emergency. It



WILKES UNIVERSITY STUDENT GOVERNMENT CONSTITUTION

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.
 - c) Event hours are defined as any time spent helping run an SG event.



WILKES UNIVERSITY STUDENT GOVERNMENT CONSTITUTION

VII. Sabbatical Policy

- 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 respective position duties, including ten event hours and five office hours, and participate in two major SG events, as determined by the Executive Board Recording Secretary per semester.
 - a) A sabbatical may be taken for any, but not limited to the following reasons:
 - (1) Academic conflicts
 - (2) Inter-collegiate athletic responsibilities
 - (3) University-related employment conflicts
 - (4) Any other responsibilities associated with WU reasonably taking precedence over SG
 - (5) Family or medical emergencies
 - b) The Executive Board must review and decide whether to approve the sabbaticals.
 - c) If a member requires a sabbatical for more than one semester, the member must have a hearing with an advisor and the SG Executive Board.
 - d) A member is allowed one sabbatical per academic year and two sabbaticals per SG career. (Anything more than these will call for dismissal from SG)
 - e) A member appointed by the respective classes' President and approved by the SG Executive Board shall fill a member of the General Board's vacant position. The Executive Board Recording Secretary shall determine the number of office hours, event hours, and major SG events the appointed member must complete.
 - f) The CC President's, RHC President's, WUPB President's, and MSC President's vacant positions shall be filled by a representative of the respective organization appointed by the organization's President. (Another executive board member from these MEGA councils must sit in place of the President)
 - g) Members filling in for another member on sabbatical that



WILKES UNIVERSITY STUDENT GOVERNMENT CONSTITUTION

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.
3. **SG Executive Board can dismiss any member who has been found to do anything as stated above with 2/3rd votes of the Executive Board. (this includes SG Body President, Parliamentarian, and Mega Council Presidents)**

VIII. Executive Board Members

A. Definition of Executive Board

1. Members of the Executive Board shall include the President, Vice-President, Recording Secretary, Treasurer, Corresponding Secretary, CC President, Parliamentarian, RHC President, WUPB President, MSC President, and the SG Advisor(s).

B. Functions and Duties of the Executive Board Officers

- a) Act upon all emergency matters concerning SG by a $\frac{2}{3}$ majority vote of the total SG Executive Board voting membership. The decision of the Executive Board will take effect immediately, and must be voted on by the General Board at the next scheduled SG meeting. The General Board, by a majority vote, may overturn the Executive Board decision.
- b) Executive Board members may participate in voting (except for the Parliamentarian and SG President) and will not hold a representative position amongst their respective class.
- c) Any incomplete or held events or incompleting hours as Executive Board members will not receive upon graduation stoles or cords due to incomplete responsibilities or duties as stated per the Constitution, assigned to that officer.

C. Functions and Duties of the Executive Board Officers

1. The President shall have the following responsibilities:
 - a) Act as a spokesperson for the student body.



WILKES UNIVERSITY STUDENT GOVERNMENT CONSTITUTION

- b) Promote the work of the organization.
 - c) Preside over all meetings.
 - d) Vote in the event of a tie.
 - e) Appoint members to Internal Committees.
 - f) Appoint representatives to external University committees as requested.
 - g) Appoint a Parliamentarian.
 - h) Appoint a non-voting Sergeant-At-Arms, if wanted.
 - i) Call meetings of SG with at least twenty-four hours notice.
 - j) Develop a tentative agenda for each SG meeting.
 - k) Maintain SG email and Google Drive for all records. Individual folders will be assigned and maintained by each executive board member and class president.
 - l) Veto a favored motion.
 - (1) Should the SG President veto a favored motion, the veto shall immediately overturn the motion. The General Board may overturn the presidential veto with a $\frac{2}{3}$ majority vote following the veto.
 - (2) Assist Student Development in the planning Club Day and Council of the Clubs
2. The Vice-President shall have the following responsibilities:
- a) Assume the duties of the President in their absence.
 - b) Serve as a peer advisor to the first-year class or other new members. (A bi-weekly meeting is required to check-in and goes over the mentoring of what each member needs to know)
 - c) Develop a mentoring program for the first-year class.
 - d) Serve as the chairperson of Fall Event and Block Party Committees.
 - a) Serve as Presence liaison to Student Development and chair the Presence Committee.
 - b) Club Hub duties for the Vice President are the following:
 - (1) Hiring employees
 - (2) Giving Schedules and Hours to employees in advance,



WILKES UNIVERSITY STUDENT GOVERNMENT CONSTITUTION

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.



WILKES UNIVERSITY STUDENT GOVERNMENT CONSTITUTION

- d) Be the chairperson of the Budget Committee and Capital Funds Project Committee.
 - e) Serve as an intermediary between SG and the presenting organization during a fund request, informing the said organization of all funding policies.
 - f) Serve as chairperson of Casino Night.
5. The Corresponding Secretary shall have the following responsibilities:
- a) For all communications concerning the SG with any other body or organization, on or off-campus.
 - b) Should the Student Body President request help in overseeing the SG email, the corresponding secretary will be allowed access to the email as needed.
 - c) Maintain open communication with all SG-recognized clubs.
 - d) Maintain all social media channels, print marketing, and SG website.
 - e) Responsible for developing senior awards and gifts.
 - f) Serve as the chairperson of the Homecoming Committee.
 - h) Serve as the chairperson of the Spring Fling Committee and Homecoming Committee.
6. The Parliamentarian shall have the following duties and responsibilities:
- a) Ensure SG's adherence to the SG constitution and bylaws.
 - b) Maintain parliamentary procedures at all meetings. Including but not limited to in-meeting voting, execution of the meeting procedure, etc....
 - c) Serve as the chairperson of the Constitution Committee and Election Committee.
 - d) Serve as an intermediary between SG and the presenting organization during a constitution reading.
 - e) Conduct all surveys deemed appropriate by the Executive Board.
 - f) Conduct the nomination and election of staff and faculty choice award candidates. Staff and faculty award nominations will occur within SG, and elections will occur within the student body.
7. The Sergeant-at-Arms will have the following duties and responsibilities:
- (a) Maintains entry of guests and all persons



WILKES UNIVERSITY STUDENT GOVERNMENT CONSTITUTION

- scheduled to appear before SG.
 - (b) Ensures orderly conduct at SG meetings.
 - (c) Escort guests or members out of the meetings if needed.
 - (d) Responsible for pick up and distribution of meeting materials.
8. Residence Hall Council (RHC) President
- a) To serve as a liaison between on-campus students and SG.
 - b) Will give weekly reports to SG about what has been accomplished or discussed at meetings and events.
9. Commuter Council (CC) President
- a) To serve as a liaison between commuting students and SG.
 - b) Will give weekly reports from meetings and events to SG to see what has been accomplished or discussed at meetings.
10. Programming Board (WUPB) President
- a) To serve as a liaison between WUPB and SG.
 - b) Will give weekly reports from meetings and events to SG to see what has been accomplished or discussed at meetings.
11. Multicultural Student Coalition (MSC) President
- a) To serve as a liaison between MSC and SG.
 - b) Will give weekly reports from meetings and events to SG to see what has been accomplished or discussed at meetings.

IX. General Board Officers and Representatives

A. Duties and Responsibilities of Class Officers and Representatives

1. Class President

- a) Hold SG Representative Class meetings as needed and report all new information to SG during the weekly meetings.
- b) Meetings for classes are required to have a poll sent out for availability for all members of the class, from this it is decided from a majority of all members can attend.
 - (1) Members are required to attend unless scheduling conflict arises or other personal matters arise.
 - (2) Following SG timeline 24 hours in advance of the time, the meeting is meant to occur.
- c) Organize both one fund-raiser and two social events per year, minimum. Must serve on the



WILKES UNIVERSITY STUDENT GOVERNMENT CONSTITUTION

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 Secretary with responsibilities including Homecoming and Spring Fling.

c) Serve on assigned Internal / External committees.

5. Class Representative

a) Serve on at least one SG committee.

b) Serve as advocates and liaisons for peers within respective class years.

c) Serve on assigned Internal / External committees.

X. Duties and Powers of an SG Member

A. Voting Members

SG voting members shall have the following duties and powers:

1. Be familiar with and act in accordance with the SG constitution and bylaws.
2. All SG members must read the constitution upon joining this organization. This is to ensure a well-rounded group of SG members and their roles as leaders.



WILKES UNIVERSITY STUDENT GOVERNMENT CONSTITUTION

3. Make motions and proposals.
4. Prepare and present student referendums.
5. Vote on all requests before the body.
6. Call meetings at the request of fifty percent plus one of the membership.
7. Participate in yearly leadership training, including but not limited to SG leadership training day, annual campus leadership conference, regional/national conferences applicable to student government procedure, etc.

B. SG non-voting members shall have the following duties and powers: 1. Be familiar with and act in accordance with the SG constitution and bylaws.

2. Prepare and present student referendums.
3. Participate in yearly leadership training, including but not limited to SG leadership training day, annual campus leadership conference, regional/national conferences applicable to student government procedure, etc.

C. Social Media Policy

1. Any Candidate or Member posting the following items stated below, will be dismissed from elections or SG for the Tenure of their time at Wilkes University and will be ineligible for running or holding office.

- a. Illegal Activities
- b. Social media posts with prohibited items such as underage drinking, drugs or any other inappropriate actions or activities
- c. Destruction of Wilkes Property
- d. Bullying or harassment of any kind
- e. Offensive, racist, and homophobic words or remarks will not be tolerated.
- f. Or any other behaviors/ issues deemed actionable by Student Government.

2. If it is a member who was already elected there will be a dismissal process that will be the same as stated prior in the constitution, or a letter of resignation will be asked for, and they will be added to a restricted list kept by the Parliamentarian and Advisors.

XI. Signatures and Elections

A. Signatures

1. Signatures for SG Class Officers and Representatives shall be due no later than the thirteenth week following the beginning of the Spring Term by the future sophomore, junior, and senior classes. First-year signatures and open positions in respective classes shall be due no earlier than the third week of the fall term and no later than the fourth week of the fall term.



**WILKES UNIVERSITY
STUDENT GOVERNMENT CONSTITUTION**

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 petition their cause to the Election Committee for consideration to include a letter of intent.

a) Students eligible for an SG position must be full-time undergraduate WU students.

b) Students may not serve on SG for more than four years. c) Candidates are only allowed to go into residence halls between 10 am to 6 pm and must be escorted by someone who lives in the building. There is no solicitation of votes per University and SG policies.

d) The following criteria will determine the class of an individual running for office:

(1) First-years will be any individuals that have accumulated 29 or fewer credits.

(2) Sophomores will be any individuals that have accumulated between 30 and 59 credits.

(3) Juniors will be any individuals that have accumulated between 60 and 89 credits.

(4) Seniors will be any individuals that have accumulated 90 credits or more

e) A petition shall be sent in writing (email) to the Parliamentarian and Election Committee no later than the week prior to the due date of the signatures.

B. Election of SG Class Officers and Representatives

1. Elections will be held within the two weeks following the due date of the signatures.

2. A plurality of votes cast shall determine elections. In the event of a tie, a special election will be held between the tied candidates. 3.

Write-in candidates may run for any election.

a) Must adhere to established guidelines for all University campaigning.

b) Must attain at least 3% of the class's total population in order to be unconditionally elected. If the candidate does not achieve 3%, the candidate must obtain the number of signatures required for the elected position by the end of the following week.



**WILKES UNIVERSITY
STUDENT GOVERNMENT CONSTITUTION**

4. Membership shall be for one academic year or any part thereof. 5. The newly elected SG members must attend the last meeting of the semester for spring elections or the first meeting following elections for fall elections. These meetings are to be referred to as orientation meetings. At these meetings, the elected members will accept or decline their positions prior to any issues for which they are eligible to vote. Voting privileges will be enacted immediately following their acceptance.

a) Any newly elected members who cannot be present for the orientation meeting must notify a member of the Election Committee or the Executive Board of their intended absence. The notification must be written and delivered prior to the orientation meeting. If the notification is not received, the position shall become vacant.

6. Elections for open positions will be held in tandem with first-year elections in the fall.

C. Presidential SG Elections

1. The SG Body shall nominate the SG President beginning the eighth week of the spring semester and no later than the ninth.

2. Nominations for RHC President, CC President, WUPB President, and MSC President will be made by the voting members of each respective council. All respective nominations must be submitted to the Election Committee before the SG meeting no later than the ninth week of the spring semester.

3. Elections shall be held within the two weeks following the nominations.

4. All full-time undergraduate students are eligible to vote.

5. The Presidents must have a plurality of votes cast in order to win.

6. The nominee(s) for the Presidential offices must:

a) Participate in an oral debate with other candidates to defend their platform. This debate shall be open to the entire student body.

b) Submit some form of biography for student body review.

7. The SG Executive Board Presidential nominees must have served at least one academic year as a Class Representative, Class Officer, or President of CC, RHC, WUPB, or MSC.

8. The newly elected Presidents shall take office after a two-week acclimation period into the presidential position, beginning the next scheduled meeting following the election.



WILKES UNIVERSITY STUDENT GOVERNMENT CONSTITUTION

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.



WILKES UNIVERSITY STUDENT GOVERNMENT CONSTITUTION

3. No SG member may run for or hold two or more SG offices at one time.

XII. Committees

A. Membership

1. Each standing committee shall be composed of SG members and members of the student body.
2. At least one of the committee chairpersons shall be an SG member.

B. Duties shall be:

1. Meetings no less than once per month.
2. Hold meetings open to the entire student body.
3. Provide prior notification of meeting times to each member.
4. Have the chairperson give regular reports at the SG meeting following the committee meeting.
5. Fulfill any directives provided by the
6. Have the chairperson keep reports of committee discussions and transactions held in the SG google drive, when applicable.

C. The Duties and Functions of Standing Committees

1. Budget Committee

- a) Keep and provide up-to-date records of SG funds.
- b) Reserves the right to audit all SG-affiliated clubs.
- c) Keep account of club balances and assets.
- d) Meet with all Treasurers of campus clubs and organizations at the beginning of each semester.
- e) The Executive Board Treasurer will serve as chairperson of this committee.

D. Constitution Committee

1. Keep the SG constitution up to date.
2. Keep a master copy of the by-laws and constitution on file in the SG office.
3. Monitor and keep club and organization constitutions consistent with the SG constitution.
4. Review and advise the Executive Board regarding all new constitutions.
5. The Parliamentarian will serve as chairperson of this committee.

F. Election Committee

1. Ensure all candidates are given a copy of campaign rules and regulations.



WILKES UNIVERSITY STUDENT GOVERNMENT CONSTITUTION

2. Watch candidates for illegal campaigning in elections.
3. The President of the Senior Class, CC President, RHC President, WUPB President, and MSC President will serve on this committee.
4. The Parliamentarian will serve as chairperson of this committee.
5. If any member of the Election Committee is running in an election, they will be required to step aside due to a conflict of interest. The Parliamentarian can then appoint new representation from any SG voting member.

G. Food Committee

1. Act as a liaison between the students and the administrator of the food service provider.
2. Research all issues brought forth by students about food service at WU.
3. An SG member appointed by the President of SG will chair this committee.

XIII. Clubs and Organizations

A. Club Approval Process

1. The University recommends that all student clubs or organizations seek recognition. Recognition grants the club/organization the ability to use campus facilities upon the approval of the appropriate University official to request funds from SG and to benefit from the accounting procedures of the Office of Financial Management and the Coordinator of Student Activities.
2. The SG Executive Board President shall be notified of the intention to establish a new club/organization.
3. The prospective club/organization shall submit a constitution to the SG Executive Board President and Parliamentarian for review prior to the first presentation of the constitution during an SG meeting.
4. A WU staff or faculty member must be selected and approved by the SG Executive Board President as a club advisor.
5. The constitution shall be presented to the SG Body at two consecutive meetings prior to voting.
 - a) Individuals presenting before the SG Body shall also present the mission, vision, and values of their potential club, along with any current club interest levels, demographics, and/or fundraising ideas.
6. The SG Body shall vote to approve or deny the prospective club/organization club status.



WILKES UNIVERSITY STUDENT GOVERNMENT CONSTITUTION

7. A probation period of one entire semester before the official recognition process is mandated to all clubs seeking SG recognition henceforth.
 - a) In this period, at least one-half of the club's officers must attend one of the Student Government's biannual club leadership development workshops to develop skills further and gain valuable insight.
 - (1) The club may attend any other leadership development workshop subject to SG Executive Board approval.
 - b) After a period of one entire semester has passed (based on the date of the unrecognized club's initial presentation), individuals from the unrecognized club will present both findings and evidence of how their club has developed, grown, and stabilized, as well as shown continued interest and activity.
 - c) Full club recognition will go to a majority 50%+1 vote by the SG body.
 - (1) If a club is not granted recognition, said the club will remain on probation for another entire semester, or a motion by an SG body member to dissolve SG recognition in full may be brought to the floor.
 - d) The Parliamentarian will determine unresolved procedural decisions that should arise.

B. Charter/Constitution and Required Information

1. All university clubs, councils, and organizations must have a charter or constitution approved by SG to receive funds and use university facilities. It must state:
 - a) The name of the club, organization, or council.
 - b) The purpose of the club, organization, or council.
 - c) Offices and methods of selection.
 - d) Elections and voting eligibility
 - e) Provision for removal and replacement of officers.
 - f) Provision for amendments and revisions.
 - g) Statement of open meetings.
 - h) Statement of open membership.



**WILKES UNIVERSITY
STUDENT GOVERNMENT CONSTITUTION**

- (1) No club/organization may require paid dues of its members.
2. The following must be submitted annually:
 - a) Officers' names.
 - b) Faculty or staff advisor.
 - c) Account number and assets.
3. If a university club, council's, or organization's constitution conflicts with SG's Constitution, the SG policy shall trump the aforementioned opposing policy.

C. Club Fund Requests

1. All clubs, organizations, and councils of SG must present their fund requests to the SG Executive Board, followed by the SG Body for approval.
 - a) Requests shall be a two-week process with voting to take place during Week 2.
 - b) A club under SG must attend the Council of the Clubs each semester. Clubs that have not participated at the Council of the Clubs are ineligible for fund requests.
 - (1) A club that did not attend the Council of the Clubs can become eligible for fund requests after meeting with the SG Executive Board.
 - c) A club, organization, or council may not receive funds if a deficit balance is maintained.
 - d) In order for a club, organization, or council to request funds, an account number must be maintained with the Financial Management Office of WU.
 - e) An official member of the club, organization, or council must make fund requests.
 - f) Fund requests must be presented at two consecutive SG meetings; voting will occur following the second presentation.
 - g) For a club, organization, or council to request funds, affiliation with a volunteer group or a community service activity must be documented. The activity mentioned above must be participated in at least once per semester.
 - h) Executive Board members should not be allowed to present on behalf of another organization here on campus for a fund request, due to a conflict of interest. Another member of the club must to present on said items
2. All funds granted to a club, organization, or council are to be kept in the Financial Management Office of WU.



WILKES UNIVERSITY STUDENT GOVERNMENT CONSTITUTION

3. All unused funds will be returned back to the student government by the end of that academic year in which it was presented. Note that this is a University Policy that SG implements not an SG policy
4. Student government does not do refunds of any kind, if items are purchased before approval all funds will be lost
5. The following, at a minimum, shall be presented when requesting SG funds:
 - a) The amount of funding requested.
 - b) The purpose for which the funds will be used.
 - c) A detailed breakdown of costs in the form of a budget.
 - d) The benefits incurred by the proposed funding.
 - e) The treasurer's report of the organization for the current term.
 - f) Budget breakdown of event or project in the previous year, if applicable.
 - g) A list of undergraduate students that benefit from the funding.

All persons, including SG members presenting or affiliated with a club fund request, shall be absent from the meeting during the voting to approve or deny the club fund request.

D. Non-Club Fund Requests

1. An individual student or unrecognized club, organization, or council may request funds from SG and, therefore, subsequently sponsored by SG.
2. Requests of this nature shall be a consecutive two-week process with voting to take place in Week 2.
3. Any person, unrecognized club, organization, or council must report all fundraising, grants received, and grants pursued to SG in order to receive SG funds.
4. If a club or organization does not have a fund reference number they cannot present until they receive one from the Accounting office or the Dean that oversees funding.
5. The following, at a minimum, shall be presented when requesting SG funds:
 - a) The amount of funding requested.
 - b) The purpose for which the funds will be used.
 - c) A detailed breakdown of costs in the form of a budget.
 - d) The benefits incurred by the proposed funding.
 - e) Budget breakdown of event or project in the previous year, if



WILKES UNIVERSITY STUDENT GOVERNMENT CONSTITUTION

applicable.

- f) Have multiple cost breakdowns as to see least to most appropriate for the SG body to see what option and funding fit the need of the event or club.
- 6. All members, including SG members presenting or affiliated with a club fund request, shall be absent during the voting to approve or deny the club fund request.
- 7. Executive board members should not be able to present on items or fund requests on behalf of another student organization. Any other members on the board can present on these items, to avoid information being included that shouldn't be or that the outside student body is not privy to. Furthermore, this would be any conflict of interest situation.

E. Club Reports/Requirements

- 1. Clubs are required to give an annual club report to SG at an SG meeting during the academic year.
 - a) For each missed club report, the said club will incur one strike. Failure to present a club report for two years in a row will result in dismissal of SG recognized club status.
 - b) Club leadership training, for \$300.
 - c) Clubs must host or participate in at least one community service event.
 - d) Clubs who fail to comply with or complete any of the following requirements will receive a strike per incomplete or non-compliance.
 - (1) Clubs will only be allowed 3 strikes until they will be dissolved from the University.

F. Club Dismissal

- 1. The SG Body may, over two weeks, vote to disband a university club, organization, or council it presides over for the following reasons:
 - a) Lack of interest or activity for a minimum of two years.
 - b) Refusal to follow the guidelines set forth by SG.
 - c) Engaging in illegal activity.
 - d) Misappropriation of funds. (Not spending money on what they



WILKES UNIVERSITY STUDENT GOVERNMENT CONSTITUTION

asked for funding with)

e) Any other reason the SG Body feels is necessary and sufficient to deem club disbandment appropriate.

f) Or if the club does not follow the non-exclusivity of SG policy.

2. If a club is to dissolve all assets monetary or otherwise will be returned to the University.

XIV. Recall and Dismissal of SG Members

A. Recall of SG Class Officers and Representatives

1. Members are responsible for participating in SG meetings and operations. Habits, on the contrary, call into question members' devotion to the organization and hampers the overall spirit and mission.

2. Whereas SG is composed of a limited number of student representatives and officers, proper enforcement of habits with the intention to hamper the organization's mission must be addressed.

3. Any member of SG can propose a petition of recall for another member.

a) A petition must include the charges or violations, dates and times, or other evidence of anything that has occurred, and must be submitted to the Parliamentarian via email for internal review, be as detailed and specific as possible, leave out emotion and improper wording like texting or shorthand)

4. The petition must make a specific accusation against the member and must fall within.

a) Violation of absentee policy.

b) Violation of activity and/or office hour policy.

c) Actions unbecoming of a member of SG.

5. The petition is read, and if charges are found to be valid by the Executive Board, the member shall meet with the SG President and be placed on Probation.

a) The Recording Secretary shall present an official report of the facts of the matter to the SG President.

6. If in violation of hours policies, the member shall complete their defunct hours, plus additional hours deemed reasonable by the Executive Board Recording Secretary, the following semester.

7. If in violation of absentee policy, the member shall complete event



WILKES UNIVERSITY STUDENT GOVERNMENT CONSTITUTION

and/or office hours deemed reasonable by the Executive Board Recording Secretary the following semester.

8. If a member is placed on probation for two semesters, they are deemed ineligible to run for any SG office the following year. Anything deemed by the Executive Board and Advisors can make any former member ineligible to run or be a member for office or membership for the tenure of their time at Wilkes University.
9. If a member is to accumulate three different probations for different items a meeting will be held at an executive board meeting where a discussion and a vote to make the member(s) be dismissed and ineligible for reelection for the tenure of their time at Wilkes University.
 - a) Ineligibility may be overturned by a majority vote of the Executive Board
 - (1) The member deemed ineligible reserves the right to make a formal appeal at the next upcoming Executive Board meeting for this consideration.
 - (2) If an appeal is to be made, the member is to submit a letter of appeal to the Executive Parliamentarian as to why they would like to appeal and why it should be considered.

B. Dismissal of SG Class Officers and Representatives.

1. A petition of dismissal for members shall be proposed by at least ten percent of the regularly enrolled full-time undergraduate students of members' respective class, twenty-five percent of SG Class Officers and Representatives, by a majority vote of the member's Class Officers and Representatives, or as deemed necessary by the SG Executive Board for violating SG policies regarding completion of the required activity hours, event hours, and meeting attendance.
2. All petitions must make specific accusations against the member. For the petition to be considered valid, the claims must fall within the following categories:
 - a) The petition must specify its charges against the officer.
 - b) The following shall be valid charges:
 - (1) Abuse or misuse of power.



WILKES UNIVERSITY STUDENT GOVERNMENT CONSTITUTION

- (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.



WILKES UNIVERSITY STUDENT GOVERNMENT CONSTITUTION

- 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 ($\frac{2}{3}$) 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.
 - 3. Once a quorum has been reached, the President must step down,



WILKES UNIVERSITY STUDENT GOVERNMENT CONSTITUTION

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 SG Body.

4. 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. (Senior Vice President could take this position, in case of bias or unavailability)
5. Before the recall procedure is carried out, the President 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.
6. The last step will be to hold Dismissal Proceedings at the next SG meeting. The individual or individuals bringing the charges against the representative and the SG Parliamentarian will execute the procedure. The President 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 Vice-President of SG presiding:
 - a) An opening statement by the prosecution and hear all questions from the floor.
 - b) The person 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 person in question will make their closing remarks. f)The SG Body shall vote. A two-thirds vote is needed to dismiss.

D. The Recall of Executive Board Members

1. The proceedings will be exactly like the dismissal of a Class Officer or Representative.
2. All petitions must make specific accusations against the representative and whether or not it is removal from all of SG or just from their position on the Executive Board. For the petition to be considered valid, the claims must fall within the following categories:
 - a) The petition must specify its charges against the representative.
 - b) The following shall be valid charges:
 - (1) Violation of the absentee policy.



WILKES UNIVERSITY STUDENT GOVERNMENT CONSTITUTION

- (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 Wilkes Property
 - (d) Bullying or harassment of any kind
 - (e) Offensive, racist, and homophobic words or remarks will not be tolerated.
 - (f) Or any other behaviors/ issues deemed actionable by Student Government.
3. The charges against the Executive Board member may either be against their Executive Board position only or dismissal from SG as a whole. The exact charges will be determined before the proceedings begin. The Executive Board member will be notified of the exact intentions before the proceedings begin. (If there is no response within 48 hours after the Executive or General member was notified, there will be immediate dismissal by a two-thirds vote of SG Executive Board, Including MEGA Councils and Parliamentarian.

XV. Vacancies

A. Loss of Any Officer.

1. Should the Class Presidency fall vacant, the Class Vice-President shall immediately assume the office of Class President. Should any other Class Executive Board office fall vacant, the President shall be charged with appointing a Class Representative to the vacant position. Should a Class Representative Office fall vacant, elections for said vacancies will occur in tandem with First-year elections. If a Class Representative office falls vacant during the school year, the Class President may make emergency appointments to fill vacancies. All Presidential appointments must be presented in Email to the SG Executive Board for approval.



WILKES UNIVERSITY STUDENT GOVERNMENT CONSTITUTION

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 Secretary, an emergency election shall be held at the first meeting following the vacancy, in accordance with the Executive Board election guidelines.

XVI. Councils

- A. The current councils represented in SG shall be the CC, RHC, WUPB, and MSC. These councils shall serve specific purposes and deal with specific situations within WU.
- B. Councils may be dissolved by a two-thirds majority vote of the total membership of SG and the approval of the Student Affairs Cabinet.

XVII. Meetings

- A. Meeting Times
- B. The day and time of the regular meetings shall be convenient so all members may attend.
- C. Executive Board meetings shall begin one-half hour before the regularly scheduled meetings of SG or may be called as is seen necessary.
- D. A meeting time for the following academic year shall be voted on at the last regular meeting of the school year.
- E. Business Casual for the meeting unless directed otherwise by Student Body President. (Business casual does not include: leggings, crop-tops, sweatpants, sweatshirts, ripped pants, low cropped shirts/dresses/short skirts, see-through materials of any kind, etc.) (Any member who violates this rule will be given a strike and informed of the violation, after 2 strikes they will have a meeting with the executive board)



WILKES UNIVERSITY STUDENT GOVERNMENT CONSTITUTION

F. All electronics for general board members and MEGA councils are to be put away and silenced; exceptions include General Board Secretaries and the Executive Board Members. (Any member who violates this rule will be given a strike and informed of the violation, after 3 strikes they will have a meeting with the executive board)

G. Quorums.

1. A quorum shall be fifty percent plus one of the existing voting memberships.
2. Any representative may call special meetings with a quorum available.

H. Ending a Meeting.

1. A motion with a second may end meetings.

XVIII. Amendments

A. Amendment Procedures

1. Any member of SG or one-fifth of the student body may, by petition, propose an amendment at which time it shall be referred to the Constitution Committee, who shall review the proposed amendment for ambiguity and legality.
2. The Constitution Committee shall consider it at two consecutive SG meetings following passage.
3. Passage shall be by SG majority vote and approval by the President of the University.
4. If the amendment is returned to the SG without the approval of the President of the University, the amendment shall return for revision. The revised amendment must pass SG by a two-thirds vote of the body and then be resubmitted to the President of the University.
5. The new Constitution goes into effect immediately upon approval by the student body.

XIX. Parliamentary Code for Organization

A. Sturgis Standard Code of Parliamentary Procedure, 2nd Ed

1. "A quorum always refers to the number of members present, and not to the number voting...vote is valid even though less than quorum votes. A majority vote is the vote of more than half of the members unless the term is otherwise qualified...all (voting)



WILKES UNIVERSITY STUDENT GOVERNMENT CONSTITUTION

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 conflict of interest exists.

XX. Ratification

Upon the acceptance of this constitution, all past constitutions of the student body shall be void. This constitution immediately became effective upon the student body's ratification on April 5, 1977. New amendments became effective on April 7, 1997; September 21, 2000; February 13, 2002; spring 2004; spring 2005; January 18 2006; April 19, 2006; February 20, 2008; September 7th, 2016, Fall 2018; August 27th, 2019.

Appendix A: Campaign and Election Guidelines

Section I: Rules for Candidacy

In order to acquire candidacy for an office in SG, during nominations, a written and signed statement of intent and a paper containing the signatures, WIN numbers, and emails of constituents must be presented.

To acquire candidacy for Class Representative, fifty (50) signatures of the prospective candidate's respective class members are required. To acquire candidacy for Class Secretary or Class Treasurer, seventy-five (75) signatures of the prospective candidate's respective class members are required. To acquire candidacy for Class Vice-President, one hundred (100) signatures of the prospective candidate's respective class members are required. To acquire candidacy for Class President, one hundred fifty (150) signatures of the prospective candidate's respective class members are required.

Section II: Rules for Campaigning

Candidates for Class Officer or Representative may spend a maximum of \$25.00 for campaign materials. Candidates for SG Executive Board President, CC President, WUPB President, MSC President, and RHC President shall be allowed a maximum of \$75.00 on



WILKES UNIVERSITY STUDENT GOVERNMENT CONSTITUTION

campaign materials. The candidate must use their own funds for campaign materials; contributions from any source shall not be accepted.

All campaign expense receipts must be turned into the Election Committee forty-eight hours before the election. These receipts must indicate the name and phone number of the supplier of the materials and the candidate's name.

No receipt is necessary if a student uses their supplies. Only the following are considered personal supplies: no more than two hundred 8½" x 11" sheets of paper, pens, pencils, markers, crayons, ink in a printer, and tape. Poster Board, bed linen sheets, tarp, rope, paints, paintbrushes, any charge for copying, and chalk, are items not considered personal supplies, as listed above or defined by the Election Committee, and must be bought and a receipt turned in for these items.

No off-campus campaigning will be allowed. Off-campus shall be defined as non-university-owned property.

No candidate shall use any WU activity posters, used or unused, front or back, for campaign purposes.

Each candidate shall be permitted to use one sheet as a banner.

No campaign material shall exceed 16" by 24", except the one-sheet allowed as a banner. No campaign materials from any candidate may take up more than 10% of anyone's bulletin board.

Anyone wishing to hang sheets outside the Henry Student Center, Stark Learning Center, or Breiseth Hall must first contact the Student Activities Coordinator for permission.

Campaign materials affixed to trees can only be taped or tied. No campaign materials shall be nailed, thumb-tacked, or stapled to trees.

Before any campaign material is posted, it must be signed and dated by the candidate on the front of the material in colored ink. The Election Committee or a member of the Student Affairs cabinet must also approve the material (if Wilkes logo or anything Wilkes-related is on it). Any exception to this rule must be presented to and approved by the Election Committee. The one large banner does not need to be signed. Members



WILKES UNIVERSITY STUDENT GOVERNMENT CONSTITUTION

of SG are authorized to remove campaign materials that do not adhere to the established guidelines. Should any member of the SG Body notice the violation of any regulations, it shall be their responsibility to remove the materials, return them to the SG office, and report it to the Election Committee. All confiscated materials will become the sole property of SG and will not be returned.

No candidate shall remove or deface an opponent's legally posted campaign materials. No candidate shall encourage others to remove or deface an opponent's campaign materials. No campaign materials of any one candidate may cover those of another candidate.

No campaign materials shall be posted on walls, doors, or glass surfaces. Campaign material may be published on any bulletin board in the buildings. However, the placement of signs on departmental bulletin boards is prohibited.

All electronic posts are to be approved by the Offices of Student Development.

Social Media Policy

1. Any Candidate or Member posting will be dismissed from elections or SG for the Tenure of their time at Wilkes University and will be ineligible for running or holding office.
 - g. Illegal Activities
 - h. Social media posts with prohibited items such as underage drinking drugs or any other inappropriate actions or activities
 - i. Destruction of Wilkes Property
 - j. Bullying or harassment of any kind
 - k. Offensive, racist, and homophobic words or remarks will not be tolerated. 1. Or any other behaviors/ issues deemed actionable by Student Government.
2. If it is a member who was already elected there will be a dismissal process that will be the same as stated prior in the constitution, or a letter of resignation will be asked for.

Any violation of campaign procedures may result in removing the candidate's name from the ballot. Such decisions are to be made by the Election Committee. If a candidate is removed from the official vote, the Election Committee for further elections may sanction them. Sanctions that can be implemented but are not limited to:

- A. Barring the candidate from running for another office for one year.
- B. Removal from the official ballot, allowing the candidate to run as a write-in.



WILKES UNIVERSITY STUDENT GOVERNMENT CONSTITUTION

- C. Bring the candidate in front of the Student Affairs Committee for further sanctioning.

Section III: Rules for Elections.

All SG-sponsored elections shall be done online via google polls.

- A. The following guidelines will be followed during an On-Line Election:
 - a. The election will be held for an allotted time period, which is to be determined by the Election Committee and posted before the election.
 - b. It shall be ensured that each student can only submit a single online ballot, and sufficient security exists to ensure a student cannot log in to another student's account.
 - c. Discrepancies or problems encountered during voting should be immediately reported to the Webmaster or a member of the Election Committee.
 - d. Any violation of the voting guidelines shall be a reason to declare an election invalid by a majority decision of the Election Committee.
- B. The following guidelines will be followed during a Ballot Election.
 - a. Voting in all SG supervised ballot elections shall be done only with an officially validated WU student ID card.
 - b. Ballots from all elections shall be placed in a secure box and counted by the Election Committee.
 - c. Any violation of the voting guidelines shall be a reason to declare an election invalid by a majority decision of the Election Committee.
 - d. No campaigning soliciting or loitering shall be permitted within the thirty-foot radius of the ballot box. No campaign material visible from the ballot box will be permitted during the election.

C. Contesting an Election.

- a. If any candidate wishes to contest an election, they must do so before noon the day following the election. All cases will be heard and decided upon by the Election Committee. Following the challenge, the vote on such a decision shall be as soon as possible and shall be through a secret ballot. A candidate who wishes to contest an election should contact any member of the Election Committee or an SG Advisor.

D. Election Results.

- a. All candidates must remove their campaign materials by noon the day following the election.
- b. Election results will not be announced until all campaign materials have been removed. The earliest that the results will be announced shall be



WILKES UNIVERSITY STUDENT GOVERNMENT CONSTITUTION

noon the day following the election.

- c. Any violation of the campaign regulations may declare an election invalid, depending upon the intent and severity, by a majority vote of the Election Committee taken by secret ballot. Or to the candidate with the most votes in succession

Appendix B: SG Financial Guidelines

Section I: SG Sponsored Events

Events requiring an approved budget include but are not limited to Homecoming Dance, Fall Casino Night, Spring Casino Night, Fall Fest, and Spring Fling. All students paying a Student Activities Fee shall be eligible for participation in all SG-sponsored events.

- A. The budget proposal must be presented to the SG body at least two weeks before the event. The SG-sponsored event budget must include a breakdown of anticipated costs, expectations of specific additional fees, and a comparison with last year's budget, if applicable.
- B. If more money is needed, the event coordinator shall present their case to the Executive Board, in a two-week process. If the Executive Board approves the budget adjustment, it will go before the SG Body for approval.
- C. Unused funds shall return to the SG budget. (By End of Academic Year)

Section II: Club Fund Handling/Auditing

- A. To receive the allocated one hundred fifty dollars per semester, clubs must attend the Council of the Clubs, (and consistently use presence in order to receive funding) each semester. Any recognized club, organization, or council may request additional funding through SG.
 - a. If a club is recognized after the Council of the Clubs is held, funding for that semester will be allocated immediately, provided they have already met and discussed club funding with the Executive Board Treasurer.
- B. A statement explaining the use of allocated money, including receipts, must be forwarded to the Student Activities Coordinator within two weeks. C. Any recognized club, organization, or council must report all fundraising money to SG to receive SG funds.
- D. If these guidelines are not followed, any club, organization, or council shall have monies impounded by SG.



**WILKES UNIVERSITY
STUDENT GOVERNMENT CONSTITUTION**

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