

**WEST VIRGINIA UNIVERSITY  
STUDENT GOVERNMENT ASSOCIATION  
BYLAWS**

**ARTICLE I. THE WEST VIRGINIA UNIVERSITY STUDENT GOVERNMENT  
ASSOCIATION (WVU SGA)**

**SECTION 1. MOTTO.** The motto for the West Virginia University Student Government Association shall be:

**“Mountaineers Go First!”**

**ARTICLE II. EXECUTIVE DIRECTORS**

All executive positions below are expected to file monthly reports to the President, Vice President, Chief of Staff, and the Attorney General, due on the fifth day of the month after the month in question.

**SECTION 1. CITY COUNCIL LIAISON** shall:

- a) Serve as an Executive Member of the Community Relations Committee;
- b) Serve as a direct representative and liaison of SGA to the City Council of Morgantown;
- c) Provide available resources and knowledge to other members of SGA concerning City activities when needed;
- d) Attend Morgantown City Council meetings and events concerning city-related issues;
- e) Report regularly to SGA on city-related events to maintain an atmosphere of cooperation between the City of Morgantown and SGA;
- f) Serve in any capacity deemed necessary for the betterment and development of the relationship between the City of Morgantown and the Student Government Association.
- g) Perform all other related duties as shall be determined by the President and Vice President.

**SECTION 2. EXECUTIVE DIRECTOR OF THE ARTS** shall:

- a) Act as a liaison to the Student Body for the College of Creative Arts and, and actively promote events held;
- b) Facilitate the cultural enrichment of the student body;
- c) Provide opportunities for students to display and showcase their collected art works;
- d) Serve on any committees as asked by the College of Creative Arts and;
- e) Co-Chair the SGA Fine Arts Council;
- f) Perform all other related duties as shall be determined by the President and Vice President.

**SECTION 3. EXECUTIVE DIRECTOR OF ATHLETICS** shall:

- a) Work closely with the Executive Director of the Mountaineer Maniacs to increase relations between SGA and the Mountaineer Maniacs;
- b) Work closely with Athletic Council representatives and Governors with athletic related platforms to accomplish established goals;

- c) Perform all other related duties as shall be determined by the President and Vice President.

**SECTION 4. EXECUTIVE DIRECTOR OF DIVERSITY shall:**

- a) Develop campus-wide programs that promote diversity to students and educate students on its importance;
- b) Facilitate a diverse community/atmosphere throughout the student body;
- c) Work in cooperation with all other organizations on campus that promote the related ideas of diversity;
- d) Perform all other related duties as shall be determined by the President and Vice President.

**SECTION 5. EXECUTIVE DIRECTOR OF HEALTH AND WELLNESS shall:**

- a) Serve as the chairman of the Wellness Committee;
- b) Promote and engage WVU students in an active and healthy lifestyle;
- c) Facilitate student concerns of wellness on campus;
- d) Serve as a liaison between WellWVU, Student Health Advisory Committee, and Student Government Association;
- e) Perform all other related duties as shall be determined by the President and Vice President.

**SECTION 6. EXECUTIVE DIRECTORS OF LEGISLATIVE AFFAIRS shall:**

- a) Consist of one registered Republican, one registered Democrat;
- b) Research legislation concerning higher education in State Legislature;
- c) Lobby on behalf of legislation concerning higher education;
- d) Serve as the WVU representative on the Higher Education Policy Commission on the State Advisory Council of Students;
- e) Establish a presence for WVU students in the West Virginia legislature and participate in legislative session;
- f) Serve as chairpersons of the Student Advocates for Legislative Advancement;
- g) Work in collaboration with the WVU President's legislative advisors;
- h) Perform all other related duties as shall be determined by the President and Vice President.

**SECTION 7. EXECUTIVE DIRECTOR OF NEIGHBORHOOD ASSOCIATIONS shall:**

- a) Serve as an Executive Member of the Community Relations Committee;
- b) Coordinate events between students and permanent residents within the neighborhoods;
- c) Serve as liaison to the various Neighborhood Associations and the Neighborhood Coordinating Council;
- d) Promote student involvement within their communities;
- e) Serve in any capacity deemed necessary for the benefit and development of neighborhoods in the local community.
- f) Perform all other related duties as shall be determined by the President and Vice President.

**SECTION 8. EXECUTIVE DIRECTOR OF OFF-CAMPUS HOUSING shall:**

- a) Work in cooperation with the Off-Campus Housing Coordinator and the office of Student Legal Services to facilitate Housing Awareness booths, the Annual Housing fair, Lease

Review clinics, and all other programs pertinent to the office or that may be requested by the Board of Governors;

- b) Gather off-campus housing information and investigate housing issues in the University community;
- c) Assist students in referrals to appropriate administrative offices when the need should arise;
- d) Represent the student body on housing related issues before the University, the City of Morgantown, the State of West Virginia, and all other entities;
- e) Perform all other related duties as shall be determined by the President and Vice President.

**SECTION 9. EXECUTIVE DIRECTOR OF OUTREACH** shall:

- a) Serve as an Executive Member of the Community Relations Committee;
- b) Coordinate SGA Outreach efforts with the Executive Director of Student Organizations;
- c) Work closely with the Communications Director on Public Relations efforts for the Student Government Association;
- d) Schedule, plan, and coordinate monthly Speak Up events around campus at which students openly voice their opinion on a particular issue;
- e) Perform all other related duties as shall be determined by the President and Vice President.

**SECTION 10. EXECUTIVE DIRECTOR OF RECRUITMENT AND RETENTION** shall:

- a) Work with the Office of the Provost and Admissions Counselors to address concerns and needs;
- b) Serve as a liaison between the Office of the Provost and Admissions Counselors and SGA;
- c) Promote academic resources available to WVU students;
- d) Perform all other related duties as shall be determined by the President and Vice President.

**SECTION 11. EXECUTIVE DIRECTOR OF RESIDENTIAL AFFAIRS** shall:

- a) Attend Resident Hall Association meetings regularly and report necessary and important information back to SGA;
- b) Meet regularly with members of the Resident Assistant Council;
- c) Work in cooperation with members of the SGA Board of Governors and Executive Directors to fulfill any obligations and goals set forth related to residential affairs;
- d) Conduct a yearly survey within the residential halls on various topics to bring about the best possible quality of living for on-campus students;
- e) Perform all other related duties as shall be determined by the President and Vice President.

**SECTION 12. EXECUTIVE DIRECTOR OF SAFETY** shall:

- a) Serve as an Executive Member of the Community Relations Committee;
- b) Advocate on behalf of the student body on safety-related issues at West Virginia University and in the City of Morgantown;
- c) Schedule and attend monthly meetings with the University and City police departments while promoting awareness of safety concerns within Monongalia County;
- d) Review University Safety protocols annually and City Crime Reports weekly;

- e) Coordinate two daytime and two nighttime Safety Walks with City Council, WVU Administrators, SGA and the student body around the campus of WVU and the City of Morgantown;
- f) Maintain and promote Photo Voice for the student body's use;
- g) Perform all other related duties as shall be determined by the President and Vice President.

**SECTION 13. EXECUTIVE DIRECTOR OF STUDENT CONNECTIONS shall:**

- a) Coordinate SGA freshmen and transfer students outreach efforts with the help of the Executive Director of Outreach;
- b) Coordinate Student Organizations Fair booth during Summer Orientation;
- c) Plan Student Connections Meetings;
  - i. The purpose of the Student Connections Program (a.k.a. Internship Program) is to increase student involvement with SGA. The Internship Program immerses students in all of the processes of SGA and teaches the structure and principles of the organization. Additionally, the Internship Program prepares the next generation of SGA's leaders by allowing them to work closely with the current administration.
  - ii. The first Student Connections meeting will take place on the fourth Wednesday of the fall semester, and meetings will continue until the start of the next campaign period in the spring semester.
  - iii. Interns that have completed the program shall be granted first consideration in the appointment of any executive position vacancies in the coming year.
- d) Coordinate and carry out SGA's Internship Program;
  - i. The Program shall have an application process open to the entire Student Body.
  - ii. Interns are to be paired with a current member of Student Government from the Executive Branch, Board of Governors, or Athletic Council as a mentor.
  - iii. Interns must attend the majority of all meetings and events in order to complete the program. The Director of Student Connections shall track attendance and allow excused absences at his/her discretion.
- e) Perform all other related duties as shall be determined by the President and Vice President.

**SECTION 14. EXECUTIVE DIRECTOR OF STUDENT ORGANIZATIONS shall:**

- a) Work with the Staff of Student Organization Services to address concerns and needs;
- b) Serve as a liaison between students and Student Organization Services;
- c) Address Student Groups complaints and grievances;
- d) Develop and host events to facilitate understanding of SGA and University policies amongst Student Organizations;
- e) Perform all other related duties as shall be determined by the President and Vice President.

**SECTION 15. EXECUTIVE DIRECTOR OF TRANSPORTATION AND PARKING shall:**

- a) Coordinate monthly meetings for the Transportation Student Committee;
- b) Serve on the University's Transportation and Parking Advisory Committee;
- c) Meet regularly with the Director of Transportation and Parking and the Director of Mountain Line Transit;
- d) Serve as a liaison between students and the Department of Transportation and Parking;

- e) Perform all other related duties as shall be determined by the President and Vice President.

**SECTION 16. GREEK LIFE LIAISONS** shall:

- a) Consist of one fraternity member and one sorority member as recognized by the Interfraternity Council (IFC) and the Panhellenic Council;
- b) Serve as a direct representative and liaison of SGA to the IFC, the Panhellenic Council, and Greek students at WVU;
- c) Work within his/her means to create balance and mutual understanding between the Greek community and SGA;
- d) Coordinate events bringing together Greek and non-Greek students;
- e) Create networking opportunities for Greeks, SGA, and the student body to participate in together;
- f) Perform all other related duties as shall be determined by the President and Vice President.

**SECTION 17. HISTORIAN** shall:

- a) Research SGA history;
- b) Document past Presidents, Vice Presidents, and Governors platforms and contributions;
- c) Present research on various places on and off campus to promote more interest in SGA;
- d) Consistently document the happenings and accomplishments of the current administration;
- e) Perform all other related duties as shall be determined by the President and Vice President

**SECTION 18. INTERNATIONAL STUDENT LIAISON** shall:

- a) Serve as a direct representative and liaison of SGA to the International Student Organization and international students at WVU;
- b) Attend International Student Organization meetings and events organized by international student organizations on campus;
- c) Work within his/her means to create balance between the international student community and SGA;
- d) Strive to create unity between cultures and break down cultural barriers that exist between international and domestic students at WVU;
- e) Perform all other related duties as shall be determined by the President and Vice President.

**SECTION 19. WEBMASTER** shall:

- a) Consistently maintain and update the SGA website;
- b) Be accountable for the relativity and propinquity of all content on the SGA website;
- c) Perform all other related duties as shall be determined by the President and Vice President.

**SECTION 20. BIG XII UNIVERSITY LIAISON** shall:

- a) Represent and coordinate the Student Government Association with all Big XII Student Governments, and work on conference relations and events;
- b) Organize the Big XII Student Government Conference Calls and ensure they occur regularly;

- c) Attend, alongside a Student Government Association Advisor, and organize West Virginia University involvement at the annual Big XII Student Government Conference;
  - i. Select (with collaboration of the President) three (3) additional members of the Student Government Association that adequately represent the West Virginia University Student Government Association and Student Body to attend the annual Big XII Student Government Conference;
  - ii. In the event that the Student Government Association advisor is unable or unwilling to attend, select (with collaboration of the President) a fourth member of the Student Government Association that adequately represents the West Virginia University Student Government Association and Student Body to attend the annual Big XII Student Government Conference;
- d) Attend and organize the West Virginia University involvement at the annual Big XII on the Hill event.
- e) Be an active member of the leadership guidance team for when the Big 12 Student Government Conference comes to WVU;
- f) Perform all other related duties as shall be determined by the President and Vice President

**SECTION 21. EXECUTIVE DIRECTOR OF ACCESSIBILITY** shall:

- a) Form a team to conduct an annual, campus-wide Accessibility Audit to identify areas not in compliance with current ADA standards and reevaluate existing policies regarding accessibility issues, not only for students with physical disabilities but also students with invisible and learning disabilities;
- b) Advocate for all students regarding accessibility and ease of navigation concerns on campus and serve as their voice by working closely with the Office of Accessibility Services and the ADA Coordinator;
- c) Collaborate with the Executive Director of Transportation to establish goals and develop plans to make the Main Campus at West Virginia University accessible to all students, faculty, staff, and visitors;
- d) Collaborate with the Executive Director of Recruitment and Retention to identify unaddressed concerns and needs of students with disabilities;
- e) Coordinate and plan events for the annual Disability History Week to raise awareness about accessibility and proper terminology on campus;
- f) Perform all other related duties as shall be determined by the President and Vice President.

**SECTION 22. EXECUTIVE DIRECTOR OF COMMUNITY SERVICE** shall:

- a) Serve as an Executive Member of the Community Relations Committee;
- b) Organize at least one service project a month that Student Government Association members will participate in;
- c) Help with organize University service based events to represent the Student Government Association that all students may participate in;
- d) Serve as a Liaison for SGA for the Center of Service and Learning and will be the Contact Person for SGA's organization page on iServe;
- e) Serve as a student liaison for the Center of Service and Learning with the City of Morgantown and the Neighborhood Associations and will help organize different service events with the Center of Service and Learning;
- f) Will report regularly to SGA meeting to announce different service events that SGA members and members of the student body may attend;

- g) Work closely with the Director of Student Organization and Club Sports Liaison to help promote service events and teach how to use iServe at SOPAC meetings and Club Sports Federation meeting;
- h) Will be a representative of the University to promote service in the student body, University, the City of Morgantown, the State of West Virginia, and our nation;
- i) Perform all other related duties as shall be determined by the President and Vice President.

**SECTION 23. EXECUTIVE DIRECTOR OF PHILANTHROPY shall:**

- a) Serve as an Executive Member of the Community Relations Committee;
- b) Coordinate and oversee the philanthropic initiatives undertaken by SGA;
- c) Pursue projects for the purpose of expanding SGA involvement in charitable organizations;
- d) Serve in any capacity deemed necessary for the benefit and development of charitable programs in the local community;
- e) Perform all other related duties as shall be determined by the President and Vice President.

**SECTION 24. COUNTY COMMISSION LIAISON shall:**

- a) Serve as an Executive Member of the Community Relations Committee;
- b) Serve as a direct representative and liaison of SGA to the Monongalia County Commission;
- c) Provide available resources and knowledge to other members of SGA concerning County activities when needed;
- d) Attend Monongalia County Commission meetings and events concerning county-related issues;
- e) Report regularly to SGA on county-related events to maintain an atmosphere of cooperation between Monongalia County and SGA;
- f) Serve in any capacity deemed necessary for the betterment and development of the relationship between Monongalia County and the Student Government Association.
- g) Perform all other related duties as shall be determined by the President and Vice President.

**SECTION 25. CHIEF FINANCIAL OFFICER shall:**

- a) Preside as Co-Chair of the Bureau of Finance in conjunction with the Treasurer;
- b) Plan and attend the weekly Bureau of Finance meeting;
- c) Work closely with the Treasurer to formulate the Student Government Association budget proposal for the Board of Governors;
- d) Work closely with the Treasurer, to assess, present, and distribute all Student Government grants;
- e) Aid the Treasurer in creating and submitting a monthly budget report to the SGA President and Vice President;
- f) Facilitate, monitor and assess all proposed Governor and Executive expenditure requests within the Student Government Association;
- g) Attend all Student Government Association meetings on a weekly basis;
- h) Perform all other related duties as shall be determined by the President and Vice President.

**SECTION 26. EXECUTIVE DIRECTOR OF MILITARY AND VETERAN AFFAIRS** shall:

- a) Attend all Veterans at WVU club meetings;
- b) Provide a regular report of goings on at Veterans at WVU club to the weekly Student Government Meeting, as it relates to their status and issues on campus;
- c) Regularly meet with and discuss what issues the Student Government Association can help with leaders of the Reserve Officer Training Corps student leaders, and where applicable, Commanding Officers;
- d) Advocate for solutions to these issues in any way deemed necessary by the appointee, as the appointee is expected to read up on the issues and take an active role in the fighting on their behalf, in collaboration with other officers of the Student Government Association;
- e) Perform all other related duties as shall be determined by the President and Vice President.

**SECTION 28. ADMINISTRATIVE DIRECTORS TO THE PRESIDENT AND VICE PRESIDENT** shall:

- a) Assist the President/Vice President in fulfilling their Constitutional Duties;
- b) Duplicate and document all files from President/Vice President's term in office, one for the historian and the second for the office holder's personal records;
- c) Serve in an advisory role to the Office of the President and Vice President;
- d) Attend the weekly Student Government Association meeting;
- e) Perform all other related duties as shall be determined by the President and Vice President.

**SECTION 29. EXECUTIVE DIRECTOR OF INFORMATION TECHNOLOGY** shall:

- a) Oversee and conduct the weekly broadcast of the Student Government Association meeting;
- b) Assist Webmaster in the upkeep of the Student Government Association website;
- c) Help with the setup and breakdown of the of technological equipment prior and after the weekly Student Government Association meeting;
- d) Attend the weekly Student Government Association meeting;
- e) Perform all other related duties as shall be determined by President and Vice President.

**SECTION 30. CLUB & INTRAMURAL SPORTS LIAISON** shall:

- a) Work closely with the Executive Director of Athletics;
- b) Serve as the liaison between club sports, the Student Recreation Center, and Student Government;
- c) Represent the Club Sports Federation within the Student Government Association;
- d) Serve on the Athletics Committee;
- e) Coordinate SGA's involvement in intramural sports;
- f) Perform all other related duties as shall be determined by the President and Vice President.

**SECTION 31. PRESS SECRETARY** shall:

- a) Serve on Communications Committee;
- b) Write articles and press releases for every SGA sponsored event, to be sent to the Communications Director, then sent to media outlets;
- c) In absence of the Executive Secretary, fulfill all duties as specified in the Constitution;



- d) Attend weekly Student Government Association Meetings;
- e) Perform all other related duties as shall be determined by the President and Vice President.

**SECTION 32. EXECUTIVE DIRECTOR OF ACADEMICS** shall:

- a) Act as a liaison with the Registrar's office to maintain a steady working relationship;
- b) Monitor the Student Government Independent Work Study for all affiliated members of the Student Government Association;
- c) Attend weekly Student Government Association Meetings;
- d) Perform all other related duties as shall be determined by the President and Vice President.

**SECTION 33. EXECUTIVE DIRECTOR OF ALUMNI RELATIONS** shall:

- a) Be responsible for maintaining a working relationship with graduates of West Virginia University, in particular graduates of the Student Government Association;
- b) Coordinate a publication to be sent out to all alumni via email that outlines how the Student Government has been going about bringing a better change to West Virginia University;
- c) Serve as a liaison between the WVU Alumni Foundation and the Student Government Association
- d) Oversee all programs, projects, and events involving the Alumni Association, as per the involvement of such students upon request from the Alumni Association;
- e) Perform all other related duties as shall be determined by the President and Vice President.

**SECTION 34. GRADUATE STUDENT LIAISON** shall:

- a) Be responsible for meeting with and talking to graduate students from all colleges within West Virginia University.
- b) Advocate for graduate student issues at the weekly Student Government Association meetings;
- c) Perform all other related duties as shall be determined by the President and Vice President.

**SECTION 35. HEALTH SCIENCES LIAISON** shall:

- a) Serve as a member of the Wellness Committee;
- b) Serve as the liaison between the students of the Health Sciences Center and Student Government Association;
- c) Facilitate issues and concerns of students in the health sciences;
- d) Perform all other related duties as determined by the President and Vice President.

**SECTION 36. EXECUTIVE DIRECTOR OF LGBTQ AFFAIRS**

- a) Act as a liaison to the West Virginia Commission for LGBTQ Equity and any other institutional LGBTQ organizations current or future;
- b) Work with the office of Diversity, Equity, and Inclusion in the capacity of:
  - a. A trained member of the Safe-Zone Program, qualified to teach others about the program.
  - b. An applicant to be an Ambassador of Diversity.
- c) Collaborate with the SGA Board of Governors and Executive Directors to work towards beneficial policies at the city, state, and national level;

- d) Work with the organizations within the local community who goal is the well-being of LGBTQ individuals and allies;
- e) Provide reports to the Attorney General and Board of Governors when the need shall arise;
- f) Perform all other related duties as shall be determined by the President and Vice President.

**SECTION 37. EXECUTIVE DIRECTOR OF ACADEMIC INNOVATION** shall:

- a) Work on advancing the academic mandate of West Virginia University through the development and implementation of strategies that promote growth and success in teaching and learning through the integration of library services, program development initiatives, program review/revival and the application of technology;
- b) Serve as a liaison between the West Virginia University Student Government Association and the West Virginia University Office of Academic Innovation;
- c) Work on issues pertaining to non-traditional and online students concerning matters of retention and collegiate engagement;
- d) Serve as a member of the Library Student Advisory Committee;
- e) Build relationships between SGA and other necessary and related university, higher education or academic innovation offices within and outside of West Virginia University;
- f) Perform all other related duties as shall be determined by the President and Vice President.

**SECTION 38. EXECUTIVE DIRECTOR OF ARTS AND ENTERTAINMENT** shall:

- a) Act as a liaison to the Student Body for WVU Arts and Entertainment and WVU Art Movement, and actively promote events held;
- b) Facilitate the cultural enrichment of the student body;
- c) Provide opportunities for students to display and showcase their collected art works;
- d) Serve on any committees as asked by WVU Arts and Entertainment;
- e) Co-chair the SGA Fine Arts Council;
- f) Perform all other related duties as shall be determined by the President and Vice President.

**ARTICLE III. STANDING COMMITTEES**

These committees will be required to:

- a) Hold scheduled public meetings at least once a week, subject to more strict requirements as dictated by each individual committee;
- b) Submit monthly summary of the goings on in the committee in the form of a report to the Office of the President and Office of the Vice President as well as the Chief of Staff, Attorney General and any other administration official deemed appropriate by the President of the Student Government Association. This report will be due on the fifth day of the month immediately following the month in question.

**SECTION 1. FINE ARTS COMMITTEE.** The Fine Arts Committee will be a collection of student leaders from the College of Creative Arts to foster collaboration between art student

organizations and art majors with West Virginia University and assist them in achieving their highest potential.

- a) The Executive Director of Creative Arts, Executive Director of Arts and Entertainment, and one representative from the School of Art and Design, School of Music, and School of Theatre and Dance in conjunction with College of Creative Arts will oversee and organize Fine Arts Committee meetings attended by at least one representative of each creative art major at West Virginia University.
- b) The Fine Arts Committee meetings will be held at least one time per month in the Creative Arts Center to cover information beneficial to creative arts student and organizations, such as but not limited to, West Virginia University Student Government Association Bylaws, iServe and community service, and the SGA grant application process.
- c) Consist of one faculty advisor, one graduate student advisor, and one to two students in each of the following undergraduate majors who are active in art organizations and ensembles: Art education, Art History, Graphic Design, Intermedia and Photography, Painting, Printmaking, Sculpture, Music Performance, BA Music, BA Acting, BFA Acting, BFA Design/Tech, BFA Puppetry, BA Dance, and BFA Musical Theatre. Members of the Fine Arts Committee will be appointed annually by the Executive Director of Creative Arts and Executive Director of Arts and Entertainment before the first month of the fall semester is over.

## **SECTION 2. WELLNESS COMMITTEE.**

### **PURPOSE**

- a) The purpose of the Wellness Committee shall be to collaborate with administrators on the Student Health Advisory Committee and to perform any other duties deemed necessary in order to best represent the student body's health and wellness needs.

### **COMMITTEE MEMBERSHIP**

- a) The Wellness Committee Membership shall be comprised of an odd number of students.
- b) The committee membership shall be appointed by the Student Body President, with the exception of one SGA Governor, which shall be appointed and approved by the student Board of Governors.
- c) The committee membership shall include, but is not limited to, the Executive Director of Health and Wellness, the Health Sciences Liaison, and one (1) member of the student Board of Governors. Furthermore, there shall be at least one (1) undergraduate student and one (1) graduate student member, in addition to the members listed above.
- d) The Executive Director of Health and Wellness shall serve as the Chairman of the Wellness Committee and oversee all official meetings.

### **MEETINGS**

- a) Official meetings of the Wellness Committee shall be open to all students, faculty, staff, administrators, alumni, local community members, and any other interested parties.
- b) The Wellness Committee shall hold at least one (1) official meeting per month during the academic year.
- c) A simple majority of the Wellness Committee Membership, shall constitute the necessary quorum at all official meetings.

## **ATTENDANCE**

- a) Attendance shall be mandatory for the Committee Membership, listed within §3-1-2 of this Article, at all official meetings.
- b) In the absence of the Executive Director of Health and Wellness at an official committee meeting, an interim Chairman shall be selected by majority vote among the Committee Membership to oversee all official proceedings for the duration of said meeting.
- c) Attendance at official Wellness Committee meetings shall be enforced by the Attorney General.

## **OVERSIGHT**

- a) The Wellness Committee shall submit a monthly, written report to the Student Body President, with copies to the Attorney General and Chief of Staff.
- b) The Governor appointed to represent the student Board of Governors on the Wellness Committee shall be required to report the Committee's proceedings at the next Formal SGA Board of Governors Meeting, which follows any official Wellness Committee meeting.
- c) At least one (1) faculty or staff member, employed full-time at the West Virginia University Main Campus, shall be appointed by the Student Body President to serve as an Advisor to the Wellness Committee for a term of one (1) year. The Committee Advisor(s) shall attend and oversee any official meetings and events, maintain continuity between outgoing and incoming SGA Administrations and Committee Advisors, and provide counsel to the Wellness Committee Membership

**SECTION 3. STUDENT ORGANIZATIONS PRESIDENTS ADVISORY COUNCIL.** The Student Organizations Presidents Advisory Council (SOPAC) will be a collection of student leaders to foster collaboration between student organizations with West Virginia University and assist them in achieving their highest potential.

- a) The Executive Director of Student Organizations in conjunction with Student Organization Services will oversee and organize SOPAC meetings attended by at least one officer or designee of each student organization at West Virginia University. SOPAC meetings will be held at least two times per semester to cover information beneficial to student organizations, such as but not limited to, trademark and licensing, iServe and community service, and the SGA grant application process.

**SECTION 4. COMMITTEE ON INFORMATION TECHNOLOGY.** The purpose of the Committee on Information Technology is to ensure that the student body plays an influential role in the development and adoption of future technologies and operations by the Office of Information Technology,

- a) The Executive Director of Technology shall serve as Chairman of the Committee on Information Technology,
- b) The membership of the committee shall be open to any interested student at the Main Campus of West Virginia University,
  - i. The committee shall hold regular meetings,
- c) The committee shall hold a minimum of 1 (one) meeting every month,
- d) Attendance shall be mandatory for the Executive Director of Technology and all members officially appointed to serve on the committee by the President,
  - i. Excused absences shall be up to the discretion of the Chairman of the Committee on Information Technology,

- e) The Committee shall submit monthly, written reports, signed by the Executive Director of Technology, to the President and University Office of Information Technology, with copies sent to the Attorney General and Executive Secretary.

## **ARTICLE IV. BUREAU OF FINANCE**

**SECTION 1. DESCRIPTION.** The Bureau of Finance will be the committee responsible for providing oversight of the SGA budget and advising the Student Board of Governors on all financial matters related to the organization.

**SECTION 2. MEMBERSHIP.** The Bureau of Finance membership shall consist of a minimum of five members. Membership will be determined by confirmation of the President of SGA unless otherwise stated by this Article. The Treasurer, Chief Financial Officer, and Executive Director of Student Organizations of SGA will serve as members of the Bureau of Finance. All members of the Bureau of Finance will have voting rights on actions brought before the committee.

**SECTION 3. LEADERSHIP.** The leadership of the Bureau of Finance will be shared by the SGA Treasurer and SGA Chief Financial Officer as Co-Chairs of the committee. The Treasurer will serve as the Chair on all matters related to external allocation of student government funds, such as but not limited to, grants and awards. The Chief Financial Officer will serve as the Chair on all matters related to internal allocation of student government funds, such as but not limited to, Governor and Executive project expenditure requests. The Bureau of Finance will have a secretary responsible for recording committee meeting minutes and proving written legislative intent on any committee recommendations.

**SECTION 4. MEETINGS.** The Bureau of Finance will meet at least once per week or at the request of the Student Board of Governors. Meetings will be open for any member of SGA to observe. Half of total committee membership plus one Chair shall constitute necessary quorum for all meetings.

**SECTION 5. DUTIES & RESPONSIBILITIES.** The Bureau of Finance's duties shall include but not limited to;

- a) Administer all SGA grant policies as outlined in Sections 6 and 7.
- b) Present quarterly SGA financial expense reports to the Student Board of Governors.
- c) Oversee allocation of SGA funds as outlined by the SGA budget.
- d) Provided recommendations and advice on financial issues upon the request of the Student Board of Governors.
- e) Encourage and explore alternative fundraising opportunities for SGA.

**SECTION 6. STUDENT ORGANIZATION GRANT POLICY.** SGA will set aside a portion of funds to be allocated in the form of grants for the benefit of West Virginia University Student Organizations as stated in Article IV, Section 5 of the Constitution of the Student Government Association. The Student Organization Grants will be subject to the following criteria;

- a) Student Organizations requesting funding must be recognized as an official West Virginia University Student Organization and must meet any criteria as set forth by the Office of Student Organizations Services, such as but not limited to, completing an

annual officer update application and publishing organization meeting dates and times on the University Calendar.

- b) Student Organizations requesting funding shall attend at least one SOPAC meeting during the fiscal year of receiving SGA student organization grant funds.
- c) Student Organizations requesting funding must submit an application, as approved by the Bureau of Finance, at least three weeks before the requested date of funds.
- d) Each Student Organization may only receive one approved grant per fiscal year to fund one organization conference, event, initiative, or project. A grant request must take place within the same fiscal year in which the funding request is submitted. No funding may be awarded after the changing of the seats of the Student Board of Governors.
- e) Grant funding will be allocated to Student Organizations. All expenditures covered by SGA grants must be invoiceable costs, and reimbursements from money spent prior is strictly prohibited. For guidelines pertaining to the accepted invoiceable use of grant funding, see the grant guidelines provided by the Bureau of Finance.

Below are the guidelines for grant appropriation;

- i. Maximum amount allotted to an individual student organization can be up to \$1,500, per the discretion of the Bureau of Finance.
  - ii. Funding awarded at \$1 to \$500. Requested funds must go to the benefit of a limited amount of the organization's student membership. An organization's fundraising history, membership, location, and travel will be taken into account in determining the necessity of the grant request.
  - iii. Funding awarded at \$501 to \$1,000. Requested funds must go to benefit West Virginia University at large, or the majority of the organization's student membership. An organization's fundraising history, membership, location, and travel will be taken into account in determining the necessity of the grant request.
  - iv. Funding awarded at \$1,001 to \$1,500. Requested funds must go to benefit West Virginia University at large, and the majority of the organization's student membership. An organization's fundraising history, membership, location, and travel will be taken into account in determining the necessity of the grant request.
- f) Student Organizations requesting funds must comply with any additional information requested by the Bureau of Finance within the scope of the grant request.
  - g) Student Organizations requesting funds will be given at least one opportunity to present their request for grant funding to the Student Board of Governors before being voted upon by the same Board. The Bureau of Finance may give a recommendation on the Student Organization's grant request to the Student Board of Governors during this time. The Student Board of Governors will be responsible for the final decision on approving or denying a Student Organization's Grant request.

**SECTION 7. GRANTS AND FINANCIAL AWARDS.** In addition to the Student Organizations Grant, SGA will have the authority to allocate additional funds outside of the organization in the form of grants and financial awards. All grants and financial awards are subject to approval by the Student Board of Governors and subordinate to the following criteria;

- a) All funds must be accounted for within the SGA budget.
- b) Must have an application process publicly available to all students. The application must outline the specific criteria and procedures of the grant or financial award selection process.
- c) Applications must be available at least three weeks prior to the allocation of funds.

## **ARTICLE V. MOUNTAINEER MANIACS**

**SECTION 1. DESCRIPTION.** The Mountaineer Maniacs is the premiere student group for Mountaineer athletics. It will act as a subsidiary organization of SGA, reporting to the President of SGA and the Division of Student Engagement and Leadership. It will support Mountaineer athletic teams and help promote good sportsmanship as well as Mountaineer pride and tradition. It will be under the jurisdiction of an independent constitution and Bylaws and headed by the Executive Director of the Mountaineer Maniacs.

**SECTION 2. EXECUTIVE DIRECTOR OF THE MOUNTAINEER MANIACS** shall:

- a) Be charged with handling the day-to-day operations of the student body booster club, the Mountaineer Maniacs;
- b) Promote positive spirit and sportsmanship at all intercollegiate athletics at West Virginia University;
- c) Establish an executive board that will meet regularly to plan Mountaineer Maniac activities and athletic events with all members;
- d) Facilitate membership sign-ups;
- e) Oversee all Mountaineer Maniac expenditures;
- f) Attend SGA meetings monthly and provide a report;
- g) Act as a liaison to WVU University Relations, Student Affairs, and Intercollegiate Athletics;
- h) Meet regularly with the SGA President and the Mountaineer Maniacs Advisor to discuss major decisions concerning the Mountaineer Maniacs;
- i) Perform all other related duties as shall be determined by the President and Vice President.

**SECTION 3. APPOINTMENT OF EXECUTIVE DIRECTOR OF THE MOUNTAINEER MANIACS.** The Executive Director shall be appointed by the Mountaineer Maniacs Selection Committee within 30 days of the Inauguration of the SGA Administration. The Selection Committee shall:

- a) Be composed of the following voting members: The Vice President of Student Life or a representative from that office designated by the Vice President of Student Life, the Director of Student Engagement and Leadership or a representative from that office designated by the Director of Student Engagement and Leadership, , one from the Department of Intercollegiate Athletics, one from the WVU Mountaineer Maniacs Advisory Board, two graduating seniors from the Mountaineer Maniacs Executive Board, and the outgoing Executive director of the Maniacs. In the event that the outgoing Executive director is reapplying, another existing member of the Mountaineer Maniacs Executive Board shall take the director's place on the committee (to be chosen by the Mountaineer Maniacs Executive Board). The SGA Athletic Councilors (2) shall be ex-officio members and serve without vote;
- b) Review and interview all applicants before voting and submitting the names of the recommended nominee to the SGA President for approval before confirmation by the Board of Governors. In the event that the President vetoes the nominee, he/she must notify the committee and instruct them to reconvene to submit another nomination;
- c) Have a quorum of 2/3 majority to recommend a nominee to the President.

## **ARTICLE VI. PR TEAM**

**SECTION 1. DESCRIPTION.** The Communications Director will work closely with the Executive Director of Outreach to appoint the PR Team, which will be responsible for coordinating outreach activities for the Board of Governors and the Student Government Association. The PR Team will consist of an outreach team, advising team, webmaster, historian, and any other position deemed necessary by the Communications Director.

## **ARTICLE VII. COMMUNITY RELATIONS COMMITTEE**

**SECTION 1. DESCRIPTION.** The purpose of the Community Relations Committee (hereafter referred to as the “Committee”) is to maintain a positive relationship between the West Virginia University student body and the Monongalia County community; and furthermore, to serve in any capacity deemed necessary for the benefit and development of the Monongalia County community. The Committee shall work in partnership with University entities and with the civic organizations and governing institutions of Monongalia County, including all encompassed municipalities.

### **SECTION 2. LEADERSHIP.**

- a) The Leadership of the Committee shall be comprised of an odd number of students, designated as Officers, wherein all the official voting power of the Committee shall be vested.
- b) The Officers of the Committee shall consist of the Executives appointed as City Council Liaison, Director of Community Service, County Commission Liaison, Director of Neighborhood Associations, Director of Outreach, Director of Philanthropy, and Director of Safety.
- c) Additional students may be appointed as Officers at the discretion of the Student Body President.
- d) The Executive Secretary shall serve as an ex-officio, non-voting member of the Leadership, and perform all duties required under Article IV, Section (9) of the Student Government Association Constitution.

### **SECTION 3. MEMBERSHIP.**

- c) The Membership of the Committee shall be open to any interested students, faculty, staff, and alumni active at the Main Campus of West Virginia University.
- d) Additionally, the Membership shall be open to the residents, workforce, and public officials of Monongalia County, including all encompassed municipalities.

### **SECTION 4. MEETINGS.**

- a) The Committee shall hold official meetings at least bi-weekly during the academic year.
- b) A majority of the Officers shall constitute the necessary quorum at all official meetings.

### **SECTION 5. ATTENDANCE.**

- a) Attendance shall be mandatory for the Leadership at all official meetings.
- b) At least one (1) currently serving SGA Governor shall be in attendance for each official Community Relations Committee meeting.
- c) Attendance shall be enforced by the Attorney General.



**SECTION 6. OVERSIGHT.**

- a) The Governor(s) in attendance during an official meeting of the Committee shall report the proceedings of the aforementioned meeting during the next Formal SGA Meeting.
- b) The Committee shall submit a monthly, written report to the Student Body President with copies to the Attorney General and Chief of Staff.
- c) At least one faculty or staff member, employed full-time at the West Virginia University Main Campus, shall be appointed by the Student Body President to serve as an Advisor to the Committee for a term of one (1) year. The Committee Advisor(s) shall attend and oversee the official meetings and events held by the Committee, maintain Committee continuity between outgoing and incoming SGA Administrations and Committee Advisors, and provide counsel to the Leadership and Membership of the Committee.

**ARTICLE VIII. STUDENT ADVOCATES FOR LEGISLATIVE ADVANCEMENT**

**SECTION 1. DESCRIPTION.** The Student Advocates for Legislative Advancement (SALA) will consist of any interested WVU student who meets the criteria as set forth within the Student Advocates for Legislative Advancement’s independent Constitution. The purpose of the Student Advocates for Legislative Advancement is to promote the opinions and interests of the general student body at WVU by means of the West Virginia State Legislature, West Virginia Higher Education Policy Commission, and other legislative bodies as needed.

**SECTION 2. EXECUTIVE LEADERSHIP.** The SGA Executive Directors of Legislative Affairs, consisting of one registered Republican and one registered Democrat, will oversee the Student Advocates for Legislative Advancement. The roles and duties of the Executive Directors of Legislative Affairs will follow as outlined in the Student Advocates for Legislative Advancement’s Constitution.

**ARTICLE IX. STUDENT GOVERNMENT ALUMNI**

**SECTION 1. DESCRIPTION.** The Student Government Alumni Association will consist of any interested WVU Student Government Association alumni. The Student Government Alumni Association will work in collaboration with the Student Government Association as well as the WVU Alumni Association, to enhance the relationships between students and alumni by representing and promoting university traditions, instilling pride, bolstering spirit, fostering community and most importantly educating leaders.

**ARTICLE X. SPONSORSHIP**

**SECTION 1. DESCRIPTION.** Any member of Student Government may seek approval on behalf of another person, group, or committee to make an event “SGA sponsored.” This permission must be sought vocally and in writing during a Student Government meeting.

**SECTION 2. AUTHORITY.** The Student Government Association Board of Governors will be granted the power of a 2/3 vote to approve or deny sponsorship of an “SGA Sponsored Event.”

## ARTICLE XI. STUDENT SCHOLARSHIPS

**SECTION 8. STUDENT MEMORIAL SCHOLARSHIP.** The Student Memorial Scholarship is a financial award offered to at least one qualified student who best exemplifies leadership. Applicants must have a cumulative collegiate GPA of 3.0 and hold a leadership position within a student organization that is recognized by West Virginia University. Students must demonstrate good leadership skills, a positive character and citizenship. Applicants will be required to write essays based on their experience as leaders. A representative panel from Student Government Association, Student Life, and Student Activities will choose the winner(s). The Student Memorial Scholarship recipient(s) will be announced at the annual Student Government Association Inauguration. The scholarship application will be available in the spring semester and can be applied in the following fall semester at West Virginia University.

**SECTION 9. CATALYST OF CAMPUS CHANGE SCHOLARSHIP.** The Catalyst of Campus Change Scholarship is a financial award offered to at least one student in recognition of the dedication, determination, and drive of WVU students to seeing the University grow and cultivate for the benefit of the student body. Applicants must adhere to the following guidelines: (1) have completed at least one full semester at WVU, (2) must be in good academic standing with the University, (3) must be attending WVU at the beginning of the next academic year, (4) must submit an application and project proposal without any accompanying group members or fellow applicants, and (5) must submit a project proposal, which is not currently being proposed or implemented at the university. All current members of Student Government Association are ineligible for this scholarship.

Applicants will be required to outline a major student issue on campus and provide a project proposal to tackle said issue. A representative panel of members from Student Government Association, Student Life, Student Activities, and other faculty/students will review the applications and select the top applicants.

These applicants will present their project proposals to the Board of Governors for reviewing and questions. The Board of Governors will vote on the recipient(s) of the scholarship. The Catalyst of Campus Change Scholarship recipient(s) will be announced at the annual Student Government Association Inauguration. The scholarship application will be available in the spring semester and can be applied in the following fall semester at West Virginia University. The recipient(s) will be expected to work towards implementing their project, in order to receive the scholarship for both the fall semester and spring semester.

## ARTICLE XII. VISION STATEMENT

**SECTION 1. DESCRIPTION.** Within one week after the annual Student Government Election, the President and Vice President of the Administration shall propose a vision statement for their one-year term as leaders of the West Virginia University Student Government Association.

2008-2009, Parsons-Napier: The road to success is always under construction!

2009-2010, Zuccari-Peters: Finish what we started!

2010-2011, Lewallen-Cheng: Reform and opportunity!

2011-2012, Bailey-Bates: Fusing the student body!

2012-2013, Redding-Zuccari:

West Virginia University Student Government Association Bylaws

2013-2014, Campione-Seebaugh: Inclusion & Transparency

2014-2015, Nyden-Evans: Fighting for you!

2015-2016, Capel-Morgan: Make a Difference!