

West Virginia University
The Student Assembly - Student Government Association
Assembly Bill: AB-2024-04-01
**AN ASSEMBLY BILL TO ADOPT THE 2024-2025 STUDENT
GOVERNMENT ASSOCIATION BYLAWS**

Short Title:	SGA Bylaws/Special Rules 2024-2025
Author(s):	Matthew Olivero, President Pro Tempore
Sponsor(s):	Isabella Ferrell, College Senator (Eberly) Peyton Bielinski, College Senator (CAHS) Colin Street, Senator Andrew Indomenico, Senator Molly Meeker, Senator Catherine Magrogan, College Senator (HSC)
Contributor(s):	Charlie Long, President Abigail Browning, Vice President Brandon Frazier, Attorney General Susie Risk, Chief of Staff Riley Coulter, Elections Chair
Committee Endorsement:	N/A
First Reading Date:	4/24/24
Second Reading Date:	N/A-Intent to Fast-Track
Date of Approval:	04/24/24
Presidential Signature:	<i>Charlie Long</i>

Whereas, According to Article VII, Section 1 of the Student Government Association (SGA) Constitution, “the West Virginia University Student Government Association shall

be bound by a set of Bylaws which will dictate protocol, procedures, and duties for each branch of the West Virginia University Student Government Association”; and,

Whereas, According to Article VIII, Section 2 of the Student Government Association (SGA) Constitution, “The Student Government Association Bylaws shall further dictate procedures and requirements for formal and informal meetings of the West Virginia University Student Government Association beyond those outlined in Robert’s Rules of Order, Newly Revised.”; and,

Whereas, Article III amends the bylaws to establish the roles of the executive branch; and,

Whereas, Article IV amends the standing committees and adds the Health and Safety Committee, Community and Governmental Relations Steering Committee, and Sexual Assault Prevention Task Force; and,

Whereas, Article VII is amended to conform with AB-2024-02-01 and AB-2024-03-01; and,

Whereas, a comprehensive accounting of all amendments can be found in the markup of the 2024-2025 bylaws in Appendix A; and,

Therefore, be it enacted by the Student Assembly of West Virginia University:

Section 1: The proposed bylaw amendments set forth by the Long-Browning Administration are adopted and shall take effect immediately upon passage;

Section 2: Upon passage and approval, this legislation shall be forwarded to the mandates below:

Mandates:

G. Corey Farris, Dean of Students

Dr. Thanh Le, Director, Student Engagement and Leadership (Advisor)

Charlie Long, Student Body President

Haley Orcutt, Executive Secretary

Daily Athenaeum

APPENDIX A—MARKUP OF THE 2024-2025 SGA BYLAWS, AS AMENDED

ARTICLE I. THE WEST VIRGINIA UNIVERSITY STUDENT GOVERNMENT ASSOCIATION

1.1 MOTTO. The motto for the West Virginia University Student Government Association shall be: "Mountaineers Go First!"

ARTICLE II. ASSEMBLY MEMBERS

2.1 ATTENDANCE. In accordance with Article 5, Section 7, Line A of this organization's constitution, attendance of the Student Assembly shall be mandatory; the third unexcused absence by a member of the Student Assembly shall constitute grounds for impeachment and removal from office.

2.2 EXCUSED ABSENCES. An absence may be recorded as excused in the case of illness, extenuating family circumstances, religious observances, travel on behalf of the University, competition as a student-athlete, exam, mandated class events that conflict with the scheduled meeting, overwhelming academic responsibilities, significant mental strain, or other University-approved excuses. The Vice President, aided by the Executive Secretary and Attorney General will decide if the excuse falls within these stated categories.

2.3 NOTIFICATION. The Attorney General, Executive Secretary, and Vice President must be notified twenty-four (24) hours prior to the meeting's start time. If the notification is received in less than the stated twenty-four (24) hours, the Attorney General, Executive Secretary, and Vice President will determine if the absence is considered excused.

2

2.4 JUDICIAL COURT HEARING. In accordance with Articles 5.7 (Section A) and 10.2.1 (Section B), upon three (3) unexcused absences, the judicial court shall review any absences, excuses, and supplemental materials and provide a recommendation to the assembly as to whether the absences of the assembly person constitute grounds for removal or impeachment.

ARTICLE III. EXECUTIVE OFFICERS

3.1 ATTENDANCE. All Executive Officers are required to attend all Student Government Meetings, with the allowance of three (3) unexcused absences per semester, excluding the Chief of Staff, Attorney General, Executive Secretary, and Treasurer who will be expected to attend all meetings.

3.1.1 DESCRIPTION. Executives shall:

- a. Submit a report to the President if requested.

3.2.1 Chief of Staff

3.2.2 DESCRIPTION. The Chief of Staff shall:

- a. Act as a resource for the Executive Branch;
 - b. Oversee the accountability of the Executive Branch;
 - c. Assist the President and Vice President with the duties of their office;
 - d. Act as an intermediary for the President or Vice President;
 - e. Attend Student Government Association meetings on a weekly basis;
 - f. Perform all other related duties as shall be determined by the President and Vice President.
-

3.3.1 Treasurer

3.3.2 DESCRIPTION. The Treasurer shall:

- a. Have access to the books, records, and monies of the Student Government Association in conjunction with the SGA Advisor;
- b. Execute and sign such instruments that require the authorization of the SGA Treasurer;
- c. Formulate, with the help of the SGA Advisor, a Student Government Association budget proposal for the Student Assembly;
- d. Submit budget recommendations to the WVU Office of Student Engagement and Leadership prior to June 1;
- e. Submit monthly budget update and report to the SGA President and Vice President;
- f. Facilitate, monitor, and promote the access of Student Organizations to apply for grants through the Student Government Association;
- g. Present the Financial Bill to the Student Assembly;
- h. Attend Student Government Association meetings on a weekly basis;
 - i. Submit the Financial Bill to the President Pro-Tempore of the Assembly within twenty-four (24) hours prior to any SGA meeting to be placed on the agenda;
- j. Perform all other related duties as shall be determined by the President and Vice President.

3.4.1 Communications Coordinator

3.4.2 DESCRIPTION. The Communications Coordinator shall:

- a. Serve as the official spokesperson for the WVU Student Government Association;
 - b. Coordinate with SGA ~~Chief Information Officer~~ **Website Designer** to maintain the official SGA website;
 - c. Prepare SGA Newsletter **once twice** per semester (once at midterm and once at end of semester) after SGA members submit written reports;
 - d. Publicize all meetings of the SGA Student Assembly, at least 24 hours in advance
-

through the Student Newspaper and by all means that are deemed appropriate;

e. Attend Student Government meetings on a weekly basis;

f. Perform all other related duties as determined by the President and Vice President.

3.5.1 **Apprentice Intern Coordinator**

3.5.2 DESCRIPTION. The **Apprentice Intern** Coordinator shall:

a. Coordinate SGA freshmen and transfer students outreach efforts;

b. Coordinate Student Organizations Fair booth during Summer Orientation(s); c. Coordinate and carry out SGA's **Apprenticeship Intern** Program;

d. The purpose of the **Apprentice Intern** Program is to increase student involvement with SGA.

The program immerses students in all of the processes of SGA and teaches the structure and principles of the organization. Additionally, the program prepares the next generation of SGA leaders by allowing them to work closely with the current administration;

e. The Program shall have an application process open to the entire student body; f. **Apprentices Interns** are to be paired with a current member of SGA from the Executive Branch or Student Assembly;

g. **Apprentices Interns** must attend the majority of all meetings and events in order to complete the program. The **Apprentice Intern** Coordinator shall track attendance and allow excused absences at his/her discretion.

h. Host at least one program for the **Apprentice Intern** Program each month;

i. Attend Student Government meetings on a weekly basis;

j. Perform all other related duties as shall be determined by the President and Vice President.

3.6.1 **Outreach Coordinator**

3.6.2 DESCRIPTION. The Outreach Coordinator shall:

- a. Serve as a member of the Bureau of Finance;
- b. Create outreach opportunities for SGA to interact with constituencies and campus as a whole;
- c. Organize outreach opportunities including, but not limited to, mobile office hours, general promotion of the organization, and participation in events such as student organization fairs;
- d. Complete, in collaboration with pertinent Executives and Assembly Committee Chairs, monthly themed Ten for Ten surveys, reports, and town halls;
- e. Work alongside the Student Organization Liaison to connect SGA with student organizations on campus;
- f. Organize and lead the outreach department within the executive branch; g. Work closely with the Communications Team to achieve set outreach goals;
- h. Perform all other related duties as determined by the President and Vice President
- i. Attend Student Government Association meetings on weekly

basis;

3.7.1 Social Media Coordinator

3.7.2 DESCRIPTION. The Social Media Coordinator shall:

- a. Serve as the official spokesperson for the WVU Student Government Association;
 - b. Coordinate with SGA Chief Information Officer and Communications Coordinator to maintain official SGA Website;
 - c. Run and maintain (graphics, captions, photos, etc.) for all SGA social media platforms;
 - d. Serve as a Member of the Communications Committee;
 - e. Prepare SGA Newsletter once per semester (once at midterm and once at end of semester) after SGA members submit written reports;
 - d. Publicize all meetings of the SGA Student Assembly, at least 24 hours in advance through the Student Newspaper and by all means that are
-

deemed appropriate;

e. Attend Student Government meetings on a weekly basis;

f. Perform all other related duties as determined by the President and Vice President.

3.87.1 Chief Information Officer Website Designer

3.87.2 DESCRIPTION. The **Chief Information Officer Website Designer** shall:

- a. Frequently maintain and update the SGA website which includes but is not limited to minutes of each weekly meeting, pending and passed legislation, current SGA members' biographies;
- b. Oversee and conduct the weekly broadcast of the Student Government Association meeting;
- c. Help with the setup and breakdown of the of technological equipment prior to and after the weekly SGA meeting;
- d. Serve as a Member of the Communications Committee;
- e. Attend the weekly SGA meeting;
- f. Perform all other related duties as shall be determined by President and Vice President.

3.98.1 Auditor

3.98.2 DESCRIPTION. The Auditor shall:

- a. Serve as the co-chair of the Bureau of Finance;
 - b. Check that financial reports and records of the Student Government Association are accurate and reliable;
 - c. Maintain records regarding grant allocations across previous administrations;
 - d. Ensure that all procedures, policies, legislation and regulations pertaining to the Student Government Association student organization grant process are correctly followed and complied with;
 - e. Perform all other related duties as shall be determined by the President and Vice President.
 - f. Attend Student Government Association meetings on weekly
-

basis; **3.409.1 Student Organization Liaison**

3.409.2 DESCRIPTION. The Student Organization Liaison shall:

- a. Work with the staff of Student Engagement and Leadership to address concerns and needs of student organizations;
- b. Serve as a liaison between students and Student Engagement and Leadership;
- c. Serve as a Member of the Bureau of Finance;
- d. Develop and host events, both internally and externally, to facilitate understanding of SGA and University policies among student organizations;
- e. Cultivate an environment of collaboration between student organizations and the Student Government Association;
- f. Coordinate, with the assistance of the President and Vice President, official SGA visits to student organizations;**
- g. Serve as a member of the Outreach Department;**
- fh.** Perform all other related duties as shall be determined by the President and Vice President.
- hi.** Attend Student Government Association meetings on a weekly

basis;

3.410.1 Executive Secretary

3.410.2 DESCRIPTION. The Executive Secretary shall:

- a. Serve as an assistant to the Vice President;
 - b. Record and maintain accurate minutes of all Student Assembly and Executive Meetings and deliver typed transcripts of minutes to members of the Student Government Association within ninety-six (96) hours of any meeting;
 - c. Prepare said minutes for reference in such form as determined by the Student Assembly;
 - d. Maintain an on-going SGA historical file;
 - e. Maintain and organize all Student Assembly and Executive records and files, including copies of all reports and resolutions;
 - f. Maintain and organize the WVU SGA listserv;
-

- g. Keep accurate attendance records at all Student Assembly meetings;
- h. Post minutes with corresponding resolutions on the SGA Website with the help of the Communications **DirectorCoordinator** and the **Chief Information OfficerWebsite Designer**;
- i. Collaborate with the Judicial Court Clerk to document judicial actions and proceedings;
- j. Attend Student Government Association meetings on a weekly basis;
- k. Perform all other related duties as shall be determined by the President and Vice President.

3.4211.1 Policy Coordinator

3.4211.2 DESCRIPTION. The Policy Coordinator Shall:

- a. Assists the President, Vice President, and Senators in accomplishing their platforms;
- b. Works directly with the Vice President and Pro-Tempore to ensure that committees are functioning effectively;
- c. Assist the Vice President, Pro-Tempore, and other executive officers in communicating possible initiatives assembly members could work on;
- d. Attend Student Government Association meetings on a weekly basis;
- e. Perform all other related duties as shall be determined by the President and Vice President.

3.13.1 Student Basic Needs Liaison

3.13.2 DESCRIPTION. The Student Basic Needs Liaison shall:

- a. Serve as a member of the outreach department;
 - b. Create a partnership and work with the Student Basic Needs Coalition;
 - c. Work to support on campus resources like the Rack and other community organizations or events that support improving student basic needs;
 - d. Work with the communications team to spread awareness about what basic needs are and what resources are available on campus that can help improve students' basic needs;
 - e. Attend Student Government Association meetings on a weekly basis;
 - f. Coordinate with Assembly members on initiatives that can worked on to improve
-

areas of students' basic needs;

g. Perform all other related duties as shall be determined by the President and Vice President.

3.4412.1 Elections Chair

3.4412.2 DESCRIPTION. The Elections Chair shall:

- a. Adhere to the powers and functions as defined in the West Virginia University Elections Code;
- b. Present election results to the SGA Judicial Court following any election;
- c. Submit a monthly written or oral report to the SGA President and Vice President;
- d. Attend Student Government Association meetings on a weekly basis;
- e. Hold candidate information sessions and give out all information regarding elections and campaigning to all the candidates in accordance with the Student Government Association Election Code;
- f. Work with the SGA communications team to promote voting during all elections and to make the student body aware of deadlines and procedures for filing to run for office prior to each election;
- g. Show impartiality to all candidates during all elections;
- h. Make all candidates aware of deadlines before, during, and after campaigns at least 72 hours (3 days) in advance;
- i. The elections chair must be a full-time student who has completed at least one semester at West Virginia University and seen at least one election cycle;
- j. Determine the number of College Senator positions for the spring election, as specified in Article V;
- k. Perform all other related duties as shall be determined by the President and Vice President.

3.4513.1 Attorney General

3.4513.2 DESCRIPTION. The Attorney General shall:

- a. Provide advice related to university matters as requested by members of the Student Body or Student Government Association;
-

- b. Serve as Parliamentarian of the Student Assembly as outlined in Article 5.3.3;
- c. Update the Constitution within thirty (30) days of an amendment;
- d. Submit monthly reports to the SGA President and Vice President on actions taken in office;
- e. Attend Student Government Association meetings on a weekly basis;
- f. Perform all other related duties as shall be determined by the President and Vice President.

3.4614.1 Local Governance Liaison

3.4614.2 DESCRIPTION. The Local Governance Liaison shall:

- a. Serve as a member and resource to the Community Engagement Committee and as a member of the Outreach Department;
- b. Serve as a direct representative and liaison of SGA to the City of Morgantown;
- c. Provide available resources and knowledge to other members of SGA concerning city activities when needed;
- d. Attend at least one (1) Morgantown City Council meeting each month as well as events concerning city-related issues;
- e. Report regularly to SGA on city-related events and issues to maintain an atmosphere of cooperation;
- f. Serve as a direct representative and liaison of SGA to the Monongalia County Commission;
- g. Attend Monongalia County Commission meetings and events concerning county related issues;
- h. Facilitate events focused on registering WVU students to vote;
- i. Attend Student Government Association meetings on a weekly basis;
- j. Perform all other related duties as shall be determined by the President and Vice President

3.4715.1 Legislative Affairs **Liaison Officer**

3.4715.2 DESCRIPTION. The Legislative Affairs **Liaison Officer** shall:

- a. Be responsible for coordinating all local, state, and federal outreach, communication and correspondence and lobbying efforts between the
-

- Student Government Association and said offices;
- b. Research legislation concerning higher education or issues that impact West Virginia University in the State Legislature and the United States Congress;
 - c. Oversee and coordinate any planning, logistics or provisions for WVU Day at the Legislature and Big XII on The Hill advocacy efforts;
 - d. Maintain working relationships and have monthly calls/emails with a point of contact in the office of the Speaker of the House, President of the Senate, Governor's Office, all West Virginia members of the United States Senate and United States House of Representatives;
 - e. Meet regularly with the West Virginia University State and Local Relations Office, and attend or otherwise delegate attendance at Morgantown City Council Meetings and the meetings of committees thereof, in addition to any pertinent community advocacy groups;
 - f. Report regularly on state and federal legislation affecting the students of WVU;
 - g. Serve as a member of the outreach department;
 - h. Attend Student Government Association meetings on a weekly basis;
 - i. Perform all other related duties as shall be determined by the President and Vice President

3.1816.1 Internal Senates Liaison

3.1816.2 DESCRIPTION. The Internal Senates Liaison shall:

- a. Serve as a part of the outreach department;
 - b. Attend Faculty Senate, Staff Senate, and Graduate Professional Student Senate meetings;
 - c. Cultivate an environment of collaboration between the Faculty Senate, Staff Senate, and Graduate Professional Student Senates and the Student Government Association;
 - d. Report on initiatives or issues ~~the three senates are working on~~ **irrelevant to the three Senates;**
 - e. Additionally, maintain a line of communication and facilitate collaboration with student governments at eh College of Law and School of Medicine;**
 - ef.** Attend Student Government Association meetings on a weekly basis;
-

fg. Perform all other related duties as shall be determined by the President and Vice President

3.19.1 Student Advisory Boards Liaison

3.18.1 DESCRIPTION. The Student Advisory Boards Liaison

- shall:
- a. Serve as a part of the outreach department;
 - b. Cultivate an environment of collaboration between student advisory boards and the Student Government Association;
 - c. Serve as a contact for the advisory boards to voice their concerns to Student Government Association;
 - d. Attend Student Government Association meetings on a weekly basis;
 - e. Perform all other related duties as shall be determined by the President and Vice President

3.17.1 Alumni Relations Liaison

3.17.2 DESCRIPTION. The Alumni Relations Liaison Shall:

- a. Serve as a member of the Outreach Department;
 - b. Serve as SGA's liaison to the three departments of the WVU Alumni Association: communications, strategy, and volunteering;
 - c. Facilitate SGA's alumni engagement activities;
 - d. Maintain a line of communication with the official Student Government Association Alumni Chapter;
 - e. Explore avenues through which alumni engagement could be expanded at WVU;
 - f. Attend Student Government Association meetings on a weekly basis;
 - g. Perform all other related duties as shall be determined by the President and Vice President.
-

ARTICLE IV. STANDING COMMITTEES

4.1 DESCRIPTION. These committees will be required to:

- a. Hold scheduled public meetings as needed, subject to stricter requirements as dictated by each individual committee;
- b. Be chaired by an assembly member, selected amongst the assembly at a designated SGA meeting. **The Community and Governmental Relations Steering Committee will have two co-chairs;**
- d. Be comprised of assembly members assigned to or otherwise having joined the committee;
- e. Collaborate with University entities as relevant;
- f. Generate discussion and ideas regarding legislation relevant to their assigned committee.

4.2 COMMITTEE CHAIRS

4.2.1 DESCRIPTION. Each Committee Chair shall:

- a. Chair committee meetings;
- b. Be a Senator-at-large or a College Senator;
- c. Make agendas before each meeting to facilitate discussion;
- d. Report regularly on committee work during public SGA meetings;
- e. To be chosen **at the first meeting** amongst the Student Government assembly **by a plurality vote**.

4.3 VICE CHAIRS

4.3.1 DESCRIPTION. Each Vice Chair shall:

- a. Assist the Committee Chair in meetings;
 - b. Be a Senator-at-large or a College Senator;
 - c. Report regularly on committee work during public SGA meetings;
 - d. To be chosen at the **secondfirst** committee meeting amongst the committee members.
 - e. The Community and Governmental Relations Steering Committee will not elect a vice chair.**
-

4.4 STUDENT LIFE COMMITTEE

4.4.1 DESCRIPTION. The Student Life Committee shall:

- a. Be comprised of assembly members, and other SGA, having a passion for enriching the everyday life of a West Virginia University student;
- b. Promote a positive working relationship with the WVU Division of Student Life, in addition to any other such group pertinent to the Committee's mission of enriching the student experience;
- c. Advocate for the betterment each student's experience by working to promote and improve available campus resources and co-curricular activities through legislative efforts;
- d. Have a general focus on DEI, Accessibility, Campus Events, Campus Recreation, Facilities and Transportation, and other areas pertinent to the mission of the committee;**
- ee. Perform all other related duties as shall be determined by the President and Vice President.

4.5 STRATEGIC INITIATIVES HEALTH AND SAFETY COMMITTEE

4.5.1 DESCRIPTION. The Strategic Initiatives Health and Safety Committee shall:

- a. Be comprised of assembly members, and other SGA,
- b. ~~Promote a positive working relationship with the WVU Strategic Initiatives Office~~ **Advocate for student health and safety at the University and in the City of Morgantown;**
- c. ~~Advocate for student needs in regards to strategic plans for the University~~ **Have a general focus on mental health, basic needs, harm reduction, pedestrian safety, and other areas pertinent to the mission of the committee;**
- d. Perform all other related duties as shall be determined by the President and Vice President.

4.5.2 SEXUAL ASSAULT PREVENTION TASK FORCE. The Sexual Assault Prevention Task Force shall:

- a. Be comprised of assembly members and other SGA members;**
-

- b. Meet separately from the four standing committees;**
- c. Maintain active communication and collaboration with the Health and Safety Committee;**
- d. Have the ability to pass legislation;**
- e. Perform all other related duties as shall be determined by the President and Vice President.**

4.6 COMMUNITY ENGAGEMENT AND GOVERNMENTAL RELATIONS STEERING COMMITTEE

4.6.1 DESCRIPTION. The Community Engagement and Governmental Relations Steering Committee shall:

- a. Be comprised of assembly members, and other SGA members having a passion for fostering ~~a relationship between students and the greater Morgantown community~~ **stronger relationships between students and the local community, or advocacy in local, state, and national government;**
- b. **With assistance from the Outreach Department, determine SGA's direction on community and governmental relations;**
- c. **Be divided into two groups, one focusing on community relations and one focusing on government relations. Each group shall be led by one of the co-chairs of the steering committee;**
- ed. Foster an environment for collaboration between West Virginia University students and the greater Morgantown community through legislative and volunteer efforts
- de. Perform all other related duties as shall be determined by the President and Vice President.

4.7 ACADEMIC AFFAIRS COMMITTEE

4.7.1 DESCRIPTION. The Academic Affairs Committee shall:

- a. Be comprised of assembly members, and other SGA Members
 - b. Promote a positive working relationship with the WVU Provost
-

Office. c. Advocate for improved academic experience for all students.

d. Have a general focus on advising, GEFs, college affordability, academic program alterations, and other areas pertinent to the mission of the committee;

de. Perform all other related duties as shall be determined by the President and Vice President.

ARTICLE V. GOVERNING DOCUMENTS REVIEW COMMITTEE

5.1 DEFINITION. Governing Documents shall be defined as the Student Government Association Constitution, Bylaws, and Elections Code.

5.2 PARTICIPATION. The Governing Documents Review Committee shall be chaired by the Attorney General. The President Pro Tempore and the Elections Chair will serve as de facto members of this committee. The President Pro Tempore will assist the president in selecting three (3) members of the Student Assembly and one (1) member from the Executive Branch to serve as voting members of this committee. The President of the Student Government Association will serve as an ex-officio member of this committee without vote. The committee shall be subject to confirmation by the Student Assembly by a simple majority.

5.3 DESCRIPTION. The Governing Documents Review Committee

shall: a. Hold public meetings outside of regularly scheduled SGA meetings;

b. Critically evaluate the relevance and purpose of this organization's

- governing documents;
- c. Only vote if all seven (7) voting members of the committee are present;
 - d. The Attorney General shall vote only in the event of a tie between the other (6) voting members;
 - e. Committee Chair will give a report at the following SGA meeting after each committee meeting;
 - f. Have recommendations of revisions to said documents presented to and approved by the Assembly by a two-thirds ($\frac{2}{3}$) vote at least one (1) month before the Spring election.

ARTICLE VI. BUREAU OF FINANCE

6.1 DESCRIPTION. The Bureau of Finance will be the committee responsible for providing oversight of SGA's budget and advising the Student Assembly on all financial matters related to the organization, including, but not limited to, suggestions to the Student Assembly regarding grants for Student Organizations and approval of all expenditures within SGA.

6.2 MEMBERSHIP. The Bureau of Finance shall consist of a minimum of five (5) members. Membership will include Student Assembly members and additional individuals determined via appointment by the Student Body President and by confirmation of the Student Assembly. The SGA Treasurer, and Auditor will serve as permanent members of the Bureau of Finance. All members of the Bureau of Finance, aside from the Treasurer who will serve as the Chair, will have voting rights on actions brought before the Committee.

6.3 LEADERSHIP. SGA's Treasurer will serve as the Chair for the Bureau of Finance. If absent, the Auditor will serve as Chair. The Bureau of Finance will have a secretary responsible for recording Committee meeting minutes and providing written legislative intent on any Committee recommendations. This secretary can be any voting member of the Bureau of Finance, and will be voted on by its members at their first meeting.

6.4 MEETINGS. The Bureau of Finance will, at a minimum, meet weekly or at the

request of the Student Body President or Student Assembly. Bureau of Finance meetings will be open for any member of the Student Body to observe. In order to constitute a quorum for the Bureau of Finance meetings, half of the total membership of the Bureau of Finance plus the Chair must be present for all meetings.

6.5 DUTIES & RESPONSIBILITIES. The Bureau of Finance's duties shall include but are not limited to:

- a. Administer all of SGA's grant policies as outlined in Sections 6.6, 6.7, and 6.8;
- b. Present weekly reports to the assembly;
- c. Provide recommendations and advice on financial issues upon the request of the Student Assembly;
- d. Provide communication, advice, and oversight to student organizations and student groups wishing to establish a student organization;
- e. Encourage and explore alternative fundraising opportunities for SGA.

6.6 GRANTS. SGA will have the authority to allocate additional funds outside of the organization in the form of grants. All grants are subject to approval by the Bureau of Finance and are subject to the following criteria:

- a. All funds must be accounted for within SGA's budget;
- b. An application process must be publicly available to all student organizations;
- c. Applications must be completed at least four weeks prior to the requested allocation of funds;
- d. Applications must be completed at least eight weeks prior to events in which an honorarium is being requested;

6.7 GRANT TYPES. SGA will allocate grants in either the form of a travel grant or a non travel grant. Organizations wishing to apply for a grant to fund the same event must apply for a multiorganizational grant. Multi-organizational grants may not exceed more than 2.5% of SGA's allocated external budget.

6.7.1 TRAVEL GRANTS. Travel grants will be used for organizational travel to or for any event, conference, initiative, or project. Travel grants allocated may not exceed more than 1.25% of SGA's allocated external budget.

6.7.2 NON-TRAVEL GRANTS. Non-Travel grants will be used for organizational events, conferences, initiatives or projects to be held on campus or in the community. Non Travel grants may not exceed more than 2.0% of SGA's allocated external budget.

Allocation for catering will be subject to Morgantown General Services Administration per diem rates.

6.7.3 DEI GRANTS. DEI Grants will be used for events, initiatives or projects to be held on campus or in the community that provide intercultural learning experiences on topics focused on diversity, inclusion, and social justice. DEI Grants may not exceed an additional 0.25% of SGA's allocated external budget.

6.8 STUDENT ORGANIZATION GRANT POLICY. SGA will set aside a portion of funds to be allocated in the form of grants for the benefit of WVU student organizations. The student organization grants will be subject to the following criterion;

- a. Student organizations requesting funding must be recognized as an official WVU Student Organization and must meet any criteria as set forth by the Office of Student Engagement and Leadership, such as, but not limited to, completing an Office of Student Engagement and Leadership annual officer update application, and publishing organization meeting dates and times on the University Calendar and maintaining a faculty advisor;
 - b. Student Organizations may apply for multiple grants but may receive only 2.0% of the budget per fiscal year to fund organization conference, event, initiative, or project. This includes multi-organizational grants. Grants used for travel may not exceed 1.25% of that 2.0%; DEI Grants can be used as an additional 0.25% to the 2.0% student organizations are permitted to receive in the fiscal year.
 - c. 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 in the Student Assembly;
 - d. Grant funding will be allocated only to student organizations. All expenditures covered by SGA grants must be invoiceable costs, and a reimbursement from money-spent prior is strictly prohibited;
 - e. The amount distributed will be at the Bureau of Finance's and/or the Student Assembly's discretion;
 - 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. The Bureau of Finance may give a recommendation on the Student Organization's grant request to the Student Assembly during this time. The Student Assembly will be responsible for the final decision on approving or denying a Student Organization's grant request; h. An increase in grant funding greater than fifty percent of the Bureau of Finance's recommendation
-

by the Student Assembly would require the grant to be reevaluated by the Bureau of Finance before the grant funding can be voted upon as an official motion;

ARTICLE ~~IXVII. SWIPE-OUT HUNGER SERVICE~~

407.1 DESCRIPTION. ~~The WVU chapter of Swipe Out Hunger oversees the planning and execution of the meal swipe donation drives at the end of the Fall and Spring semesters. It will act as a subsidiary organization of SGA, reporting to the President and the Division of Student Engagement and Leadership. The swipes collected will support the supply of meal vouchers at The Rack and enable SGA to host dinners at various locations within the greater Morgantown community. The West Virginia University SGA is founded on commitments of service to the student body and greater WVU community; therefore, to achieve this mission, annual acts of service- novel or longstanding between administrations- are to be carried out each year. The annual service initiatives listed below help to cement SGA's commitment to our mission statement, student body, and greater WVU community.~~

407.2 PARTICIPATION. ~~The Swipe Out Hunger chapter shall be overseen by a chairperson designated by the President. The chairperson can be a legislative or executive member of the Student Government Association. The chairperson can enlist~~

~~the help of additional persons within SGA to assist in the facilitation of the initiative or create a committee if they see fit.~~ **Members of the executive branch and the community engagement committee are responsible for overseeing the planning and execution of the annual service initiatives listed in the Bylaws below. Participation is expected of all members of the Student Government Association, and members are encouraged to seek partnership with organizations external to SGA.**

~~10.3 DUTIES AND RESPONSIBILITIES~~**7.2.1 SHARE A SWIPE.** ~~The WVU chapter of Share a Swipe oversees the planning and execution of the meal swipe donation drives at the end of the Fall and Spring semesters. It will act as a subsidiary organization of SGA, reporting to the President and the Division of Student Engagement and Leadership. The swipes collected will support the supply of meal vouchers at The Rack and enable SGA to host dinners at various locations within the greater Morgantown community.~~

The ~~Chairperson of the Swipe Out Hunger~~ **Individual overseeing the Share a Swipe** Initiative shall:

- a. Be responsible for executing semester meal swipe donation drives;
- b. Oversee the collection and distribution of meals and meal vouchers to local charities and university entities;
- c. Recruit volunteers to participate in ~~Swipe Out Hunger~~**Share a Swipe** events;
- d. Communicate regularly with WVU Dining, The Rack, and other participating organizations;
- e. Present updates at Student Government Association meetings;
- f. Perform all other related duties as shall be determined by the President and Vice President.

7.2.2 PULL TAB COLLECTION. ~~The executive officer appointed to oversee the community service aspect of SGA, along with the respective committee appointed to engage with service, will devise a plan to oversee the execution of pull tab collection on campus.~~

Responsibilities include:

- a. The executive overseeing the initiative will see to the continuous collection of tabs throughout the year, starting with the first day of the fall semester and concluding with the last day of the spring semester;
 - b. Staying in contact with Ronald McDonald House Charities of Morgantown and Pittsburgh Representative at the beginning of each new administration, as well as organizing the tabs drop off date to the respective locations;
 - c. Oversee the placement of a donation bin at the Mountainlair, Rec Center, Health Science Center, and other locations (including the permanent donation bin in Arnold Hall), as well as, the continuous collection of pull tabs throughout campus;
 - d. Locate a central storage area for the collected tabs, such as the Executive Office or Conference Room;
 - e. Reactivate the Tab Collection opportunity on iServe and stay in contact with WVU's Center for Community Engagement;
 - f. Coordinate with the outreach coordinator and social media coordinator to publicize and promote the opportunity to collect tabs for service hours;
 - g. Work with the VP to incorporate tab collection into SGA's alumni relations;
 - h. Present updates at Student Government Association meetings;
 - i. More detailed information for tab collection can be located in the 'Tab Transition Document.'
-

ARTICLE XVIII. SPONSORSHIP

11.1 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.

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

~~ARTICLE XI. STUDENT GOVERNMENT ALUMNI~~

~~**12.1 DESCRIPTION.** Student Government Association officials – namely the Alumni Relations Liaison – shall work to foster an engaging relationship with Student Government alumni. This includes, but is not limited to communicating relevant information and news to alumni through appropriate channels, hosting social events, and facilitating professional development panels.~~

ARTICLE **XIIIX**. MISSION STATEMENT

12.1 DESCRIPTION. "We, the students of West Virginia University, desire to preserve within our University and the Student Government Association, an atmosphere that helps to foster an open exchange of ideas with civil discussion, inquiry, and self-expression to help ensure that the personal freedoms and general welfare of the students within our University are protected, and to promote the principles of diversity and responsible self-governance."

ARTICLE **XIIIX**. VISION STATEMENT

13.1 DESCRIPTION. "To be a Student Government Association that serves the students, West Virginia University, and the State of West Virginia by; promoting inclusion, creating a campus that can accommodate everyone, actively engaging all 55 counties in West Virginia, supporting economic development, enhancing environmental stewardship, participating in meaningful community service, fostering healthy lifestyles, and developing innovative partnerships with students, faculty, staff and other key stakeholders,"

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:

2013-2014: Campione-Seebaugh // Inclusion & Transparency

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

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

2016-2017: Merow-McIntyre // Move the Student Body Forward

2017-2018: Humphrey-Smith // Let's talk. Let's act. Let's go.

2018-2019: Obioma-Yachini // Together We Can. Together We Will.

2019-2020: Dye-Matheny // Awareness. Access. Accountability.

Action. 2020-2021: Riggs-Bragg // Our Vision for the University is 20/20.

2021-2022: Jernigan-Moore // Mountaineers Take ACTION.

2022-2023: Hernandez-Uqaily // Strive Together, Thrive Together.

2023-2024: Santmyer-Dozier // Bridge the Gap!

2024-2025: Long-Browning // The WVU We SEE (Safety, Enjoyment, Energy)