The Governing Documents of the Wesleyan Student Assembly

As of the 2013-2014 Assembly of the College Body

The College Body Constitution

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THE COLLEGE BODY CONSTITUTION

ARTICLE I. NAME

(I) The name of this organization shall be the Wesleyan Student Assembly.

ARTICLE II. TERMS OF MEMBERSHIP

(I) Every student recognized by the University as an enrolled, degree-seeking undergraduate shall be considered a member of the College Body and is eligible to hold a seat on the Wesleyan Student Assembly.

ARTICLE III. WESLEYAN STUDENT ASSEMBLY (HEREAFTER REFERRED TO AS “WSA” OR “THE WSA”)

(I) The WSA shall act as the legislative and deliberative organization of the College Body.

(II) The WSA shall be responsible for:

(A) Overseeing the allocation of the Student Activities Fee

(B) Identifying student interests and representing them to the Wesleyan community

(C) Serving as a forum for the consideration, development, and promotion of university policies consistent with student interest

(D) Transacting other business on behalf of the College Body

(III) Furthermore, the Wesleyan Student Assembly shall not discriminate against anyone on the basis of race, creed, religion, sex, sexual orientation, gender identity or expression, color, age, national or ethnic origin, or disability in the execution of its responsibilities under this constitution or in the administration of its policies and programs.

ARTICLE IV. COMPOSITION OF THE WESLEYAN STUDENT ASSEMBLY

(I) The WSA shall be composed of thirty-eight (38) members, all of whom shall serve on one or more standing committees (as per bylaws). All positions listed below are undesignated (i.e., candidates are elected to the WSA, not to a specific committee).

(II) Two (2) members shall be elected to the WSA at the end of the spring semester to serve terms commencing upon the final Assembly meeting of the spring semester that year and ending upon the final Assembly meeting of the spring semester of the following calendar year.
(A) The freshman, sophomore, junior, and senior classes shall elect one (1) President, who is a rising member of one of the three youngest classes.

(B) The freshman, sophomore, junior, and senior classes shall elect one (1) Vice President, who is a rising member of one of the three youngest classes.

(III) Eighteen (18) members shall be elected to the WSA at the end of the spring semester to serve terms commencing upon the final Assembly meeting of the spring semester and ending upon the final Assembly meeting of the spring semester of the following calendar year.

(A) The freshman class shall elect six (6) freshmen to represent the following academic year’s sophomore class.

(B) The sophomore class shall elect six (6) sophomores to represent the following academic year’s junior class.

(C) The junior class shall elect six (6) juniors to represent the following academic year’s senior class.

(IV) Members shall be elected to the WSA at the beginning of the fall semester to serve terms commencing upon election and ending at the final meeting of the spring semester of the following calendar year to fill all vacant seats to make up an Assembly of thirty eight (38) total members.

(A) Of the seats available, at the discretion of the Coordinator, at least eight (8) shall be set aside for the freshman class.

(B) The remaining seats available will fall into the at-large category.

(V) Members shall be elected to the WSA at the end of the fall semester to serve terms commencing upon election and ending at the final meeting of the fall semester of the following academic year to fill all seats made available through vacancies that may occur.

1) If any member of the Executive Committee (EC) is scheduled to have their term expire at the beginning of the spring semester, then their term will automatically be extended to the end of the Spring semester, and one seat will be removed from this election for each member of EC covered under this article.

2) If any seat on the WSA is vacated within three weeks preceding a previously scheduled election, their seat may, at the discretion of the Coordinator, be left vacant until filled in the election.

**ARTICLE V. OFFICERS AND COMMITTEE CHAIRPERSONS**

(I) The officers of the WSA shall be the President, the Vice President, the Coordinator, and the Treasurer. All officers of the WSA shall be members of the Executive Committee (as per bylaws), act as student representatives to the Board of Trustees, and oversee the WSA Office, WSA Office staff, and evaluation of the WSA Office Coordinator.
(A) The President shall be the Chief Executive Officer of the WSA and shall be the Chair of the Executive Committee.

(B) The Vice President shall be an assistant to the President of the WSA and assume that office should the President be unable to fulfill hir duties. The Vice President shall be Vice Chair of the Executive Committee and Chair of the Student Representatives to the Board Committee.

(C) The Coordinator shall be the Chief Communications Officer of the WSA and Chair of the WSA General Assembly. When chairing meetings of the General Assembly, ze shall not be permitted to vote on any matter before the Assembly except in the event of a tie, or to make a tie, in which cases ze shall cast the deciding vote.

(D) The Treasurer shall be the Chief Financial Officer of the WSA and Chair of the Student Budget Committee.

(II) The non-officer committee chairpersons of the WSA include the Academic Affairs Committee Chair, the Community Committee Chair, the Sustainability, Finance, and Facilities Committee, and the Student Affairs Committee Chair. All non-officer committee Chairpersons of the WSA shall be members of the Executive Committee and act as student representatives to the Board.

(III) Internal elections held at the final Assembly meeting of the spring term will determine the composition of the coming year’s Executive Committee, to be held in a manner at the discretion of the presiding officer. All outgoing Assembly members are invited to serve as ex officio members for the purposes of internal elections. These ex officio members shall have voice but no vote. A student is eligible to run for an Executive Committee position if hir term extends at least through the end of the fall semester.

(A) The final Assembly meeting must be held after spring elections are complete. Students will begin their tenure as officers or Chairpersons upon commencement day, and their terms will end upon commencement day of the subsequent year.

(B) All other interim positions shall be internally elected at the last WSA meeting of the academic year per the recommendation of the Executive Committee.

(IV) At the first meeting of the fall semester, every Executive Committee member must present activities conducted since the last WSA meeting of the spring semester.

(V) The members of the Executive Committee, excluding the President and Vice President, must be re-approved by the full Assembly at one of the first four meetings of the fall semester, with the vote to be scheduled at the President’s discretion. A majority of the Assembly is required to re-approve each committee Chair. If a committee Chair fails to garner majority support of the Assembly, then an internal election, for which any member of the Assembly is eligible, will be held to replace that committee Chair.
ARTICLE I. COMMITTEES OF THE WSA

(The following committees shall be standing committees of the WSA)

SECTION 1.01 ACADEMIC AFFAIRS COMMITTEE (AAC)

(I) Composition: Five (5) Members, All Of Whom Are Internally Elected By The Full WSA.

(A) The Chairperson shall chair AAC meetings, sit on the EC, serve as a voting member of the faculty Educational Policy Committee (EPC), and shall be a student representative on the trustees’ Campus Affairs Committee. The Chair shall serve on, or appoint one member to, any other ad hoc committees that arise on which AAC representation is appropriate.

(B) Four (4) other members:

1) A Vice Chair, who is a voting member of EPC
2) Three (3), who are “non-voting members” of EPC
   a) One of whom is the designated AAC–ITC member

3) The Chairperson and voting member shall have a voice and a vote on the faculty EPC and have a voice but no vote at all faculty meetings.
4) Non-voting members shall be permitted to serve on subcommittees and ad hoc committees of the faculty EPC, and shall have full access to the minutes of the EPC.

(C) The Chairperson shall organize meetings between the Chair of the EPC and all members of the AAC to discuss issues currently before the EPC as necessary.

(II) Committee Responsibilities:

(A) To address issues of academic resources, educational policy, including departments and programs, curriculum, admissions, library, e-portfolio, course access, academic calendar, academic advising, international studies, and the Honor Code in coordination with SAC.

(III) Sub-Committees

(A) The Chair shall serve as or appoint chairs to the following sub-committees.

1) Student Library Advisory Committee
   a) All five AAC members shall sit on this committee.

2) Career Center Advisory Committee (CCAC)
   a) One member of AAC shall co-Chair the CCAC with the Director of the Career Center and be responsible for the selection or election of additional WSA representatives to the CCAC.
3) Registrar Advisory Committee
   
a) All five AAC members shall sit on this committee.

**SECTION 1.02 COMMUNITY COMMITTEE (CoCo)**

(I) Composition: Six (6) Members, All Of Whom Are Internally Elected By The Full WSA.

(A) The Chairperson shall chair all CoCo meetings, sit on EC, and shall be a student representative on the trustees’ Campus Affairs Committee. The Chair shall serve on, or appoint one member to, any other ad hoc committees that arise on which CoCo representation is appropriate.

(B) Five other members:

1) One of whom is the designated CoCo–ITC member
2) Each CoCo member shall have a category of student groups assigned to their representation.
3) Two of whom shall sit on the Middletown Relations Committee

(II) Committee Responsibilities:

(A) Recognition of student groups

1) Groups must be “recognized” by CoCo in order to receive allocations from the Student Budget Committee (SBC) and to have access to other services provided by the WSA.
2) CoCo recognizes student organizations based on a group’s mission statement and its adherence to the WSA’s non-discriminatory clause, which states: “the WSA shall not discriminate against anyone on the basis of race, color, creed, religion, age, national or ethnic origin, sex, sexual orientation, veteran status, disability, marital status, gender identity or gender expression in the execution of its responsibilities under this constitution or in the administration of its policies and programs.”
3) A group in seeming violation of the clause may be recognized if the violation is central to the purpose and functioning of the organization.
4) The student group must work toward enhancing the greater Wesleyan community, promoting discussion rather than exclusion and antagonism in its events and activities as determined by the Chair of CoCo.
5) CoCo shall propose criteria for group recognition to be approved by a majority of the WSA.
6) Failure to comply with the stipulated criteria throughout the year may result in a revocation of recognition status.
7) A member of the Student Budget Committee shall be present during student group recognition meetings.
8) No student group may be approved or activated unless the financial contact or primary contact has attended "Treasurer training" as defined by the SBC, the WSA Office, CoCo, and the Student Activities and Leadership Development (SALD) Office.

(III) Sub-Committees

(A) The chair shall appoint chairs and members to the following sub-committees.

1) Committee for Inclusion & Diversity (CID)
a) One (1) CoCo member shall act as the chair of CID.

b) Two (2) additional WSA members

c) A remaining number of members that shall not exceed seven (7) additional members, to be appointed through the appointments process.

2) Middletown Relations Committee

a) Two (2) members of CoCo shall sit on the Middletown Relations Committee.

(IV) Publications

(A) CoCo shall be responsible for the creation and maintenance of a comprehensive group list.

(B) CoCo shall maintain a comprehensive guide for student groups.

(V) Community Relations

(A) CoCo shall maintain relations with student groups and the Wesleyan community.

(B) CoCo shall collaborate with SBC regarding student groups, gather feedback on student events, and submit recommendations to SBC.

(C) CoCo shall facilitate Wesleyan-Middletown relations through the Middletown Relations Committee.

(VI) 190 High Street

(A) The CoCo Chair, alongside the tenants committee, shall be responsible for allocating spaces to student groups, arranging open office spaces, and arranging keys for students responsible for each space. The Chair and the Director of SALD shall facilitate the students’ signing of a contract stating that they are taking responsibility for their space and shall regularly communicate with the WSA Office Coordinator.

(B) The respective supervisors of the positions shall manage the keys and contracts. In the case of Hermes, the WSA Office Coordinator, with the help of the CoCo Chair (if necessary) shall manage the keys.

(C) The Director of SALD shall call a meeting between representatives of CoCo and all of the tenants of the building near the beginning of each semester to discuss questions or concerns about the space. At the fall meeting, the tenants shall have the opportunity to provide feedback on the allocation of the other spaces in the building.

(D) The CoCo Chair shall serve as a steward for the space, and CoCo shall assist in these responsibilities. Tenants should communicate with the Chair in a timely matter in regards to any concerns, Physical Plant repairs or maintenance or safety issues.

(E) Concerns about access to the spaces during open hours should be directed to the Director of Public Safety.

SECTION 1.03 ORGANIZATION AND EXTERNAL AFFAIRS COMMITTEE (OEAC)

(I) Composition: Four (4) Members, All Of Whom Are Internally Elected By The Full WSA.
(A) The Coordinator shall be the Chair of OEAC and is responsible for ensuring that the following responsibilities are fulfilled:

1) The WSA agenda is distributed to all appropriate individuals and organizations, and to all WSA representatives so that they may adequately prepare for meetings.

2) Events and opportunities, including upcoming General Assembly meetings and their agendas, are publicized, in regular, visible, and public locations and on the WSA website. Committee reports are distributed to all WSA representatives at least 24 hours before General Assembly meetings.

3) Regular minutes of WSA meetings are taken and posted on the WSA website. All resolutions passed by the WSA are given to appropriate administrators and publications and posted on the WSA website.

(B) Three (3) other members:

1) One (1) of whom one shall be designated the Chair of the Information Technology Committee (ITC), and shall report to the Coordinator.

   a) The ITC Chair shall be elected alongside EC members at the end of the spring semester.

2) One (1) member who is the designated OEAC-ITC member

3) One (1) additional member.

(II) Committee Responsibilities

(A) To communicate the actions and deliberations of the WSA to the student body, and conduct outreach to bring students into collaboration with the WSA. OEAC is the public relations arm of the WSA.

(B) To coordinate with the Elections Committee (see Section 2.02) to facilitate and advertise the elections. No OEAC member may serve this function while running in a WSA election.

(C) To archive all WSA documents in the University archives and the WSA website, as appropriate.

(D) WSA website

1) OEAC shall be responsible for updating the website and ensuring that the information therein is accurate and current. This includes but is not limited to ensuring that agendas and resolutions are published, minutes and reports are uploaded, and committee information and contacts are accurate.

2) The ITC Chair shall be responsible for establishing a relationship with ITS for maintenance of the website for each academic year.

(III) Information Technology Committee (ITC)

(A) Composition: six (6) members: four (4) members of the WSA and two (2) members who are selected from the student body through the formal appointments process.
1) The Chair, who shall chair ITC meetings and co-chair WSA-ITS joint committee meetings. The ITC Chair shall be internally elected alongside EC in the spring and shall serve a yearlong term.

2) The AAC-ITC member, the CoCo-ITC, member, and the OEAC-ITC member, who shall be internally elected to those positions at the commencement of each semester. These members shall be fully members of ITC and shall fully bear the relevant responsibilities.

3) At least two (2) ex-officio members, who are selected from the student body through the formal appointments process and who are not necessarily members of the General Assembly. The two appointed members may be among those serving on other standing committees of the Assembly.

4) One (1) member of the Information Technology Committee shall serve as webmaster of the WSA website and other websites maintained by the WSA. The technical capacity of this role may be met by any member of the committee.

5) The Chair shall serve on, or appoint members to, any other ad hoc committees that arise on which ITC representation is appropriate. The Chair shall create subcommittees as deemed appropriate.

(B) Committee Responsibilities:

1) To maintain relations with Information Technology services in order to provide input upon projects they have initiated and suggest new projects based on the needs and wants of the student body and such that user technologies are as friendly and efficient as possible.

2) To meet regularly with the Vice President of Information Technology and the Directors of Information Technology Services.

3) To facilitate and regulate the use of technology in the academic sphere, in consultation with the AAC.

4) To manage internal WSA technologies, in cooperation with the OEAC. This responsibility includes maintenance of the infrastructure of the WSA website.

5) To maintain websites and other technological endeavors of the Assembly. All new websites or other projects for which the ITC shall become responsible must be pre-approved by the committee in advance. Relevant committees shall work jointly with the ITC in management of such sites and projects.

6) To facilitate the technological endeavors of student groups, including web presence, in cooperation with the OEAC.

(IV) The New York Times readership program: OEAC shall monitor and report on the New York Times readership program, and is responsible for ensuring that it is used to its fullest potential.

**SECTION 1.04 STUDENT AFFAIRS COMMITTEE (SAC)**

(I) Composition: Seven (7) Members, All Of Whom Are Internally Elected By The Full WSA.

(A) The Chairperson shall Chair SAC meetings, sit on EC, and shall be a student trustee on the trustees’ Campus Affairs Committee. The Chairperson shall also co-Chair the Student Life Committee (SLC), the Undergraduate Residential Life Committee (URLC) and the Student Judicial Policy Committee (SJPC).

(B) Six (6) other members
(II) Committee Responsibilities

(A) To oversee and make recommendations regarding university student life issues.

(B) To address issues of student life, including, but not limited to: residential life, the Code of Non-Academic Conduct, the Student Affairs Office, Public Safety Policy, Alcohol and other drug policy, Student Health Policy, Fire Safety and Facilities inspection policy, Greek life, international student affairs, disability rights and services, the Honor Code in coordination with AAC, residential life, and overall campus climate.

(III) Subcommittees

(A) The chair shall serve as or appoint chairs and members to the following sub-committees.

1) Student Life Committee (SLC)

a) The Chairperson of the SAC shall co-Chair the SLC with the Vice President for Student Affairs.

b) All members of the SAC shall serve on the SLC.

c) The Chairperson of SAC shall designate members to sit on ad-hoc joint student-administrative subcommittees formed by the SLC.

d) The SLC shall review any changes to the Code of Non-Academic Conduct (CNAC) and submit those changes to the President of the University for final approval.

2) Undergraduate Residential Life Committee (URLC)

a) The Chairperson of the SAC shall co-Chair the URLC with the Director of Residential Life.

b) In addition, the Chairperson shall designate two (2) SAC representatives to serve on the URLC.

c) The URLC is responsible for advising the office of residential life on all issues pertaining to residential life on campus, including program housing applications and evaluation, and room selection.

d) The URLC shall also make recommendations regarding residential life to the SLC.

e) The Chairperson of the SAC shall vote on the final approval of new program houses and on the evaluative status of existing program houses along with the Director of Residential Life and the Vice President for Student Affairs.

3) Alcohol and Other Drugs Committee (AOD)

a) The Chairperson of the SAC shall sit on the AOD core committee.

b) The Chairperson shall designate SAC members to sit on each of the AOD subcommittees. The three standing subcommittees are ‘assessment,’ ‘policy and accountability,’ and ‘educational and environmental strategies;’ these committees report all recommendations to the AOD core committee.
c) The Chairperson shall also appoint student co-Chairs to the three standing subcommittees. The student co-Chairs will have authority and responsibility equal to that of the administrative co-Chairs. The student co-Chairs may be members of the SAC, the WSA as a whole, or outside students who have relevant experience.

d) The AOD core committee will make policy recommendations regarding alcohol and other drugs to the SLC.

4) Fire Safety & Facilities Appeals Board

a) The appeals board shall be composed of three members of the SAC and two administrators, one representing fire safety and one representing facilities.

b) All students who have received a fine as a result of a fire safety or facilities violation have the right to submit an appeal to the board.

c) An SAC member shall Chair the board. This individual is responsible for sending out emails regarding specific appeals.

5) Student Health Advisory Committee

a) The Office of Health Services maintains a student advisory board to make recommendations regarding the services offered by Davison Health Center, Counseling and Psychological Services, and WesWell.

b) This group shall also assist the Director of Davison Health Center in making recommendations regarding this office to the SLC.

c) One member of the SAC shall sit on this committee. If this member cannot attend a meeting, another member of the SAC shall temporarily fill the role.

6) Campus Climate Log Committee

a) The Campus Climate Log Committee serves to oversee and maintain the Campus Climate Log.

b) One SAC member shall be appointed by the Chair of the committee in the event that there are no current WSA representatives serving on the committee.

7) Student Judicial Policy Committee (SJPC)

a) The SAC Chair shall co-Chair the SJPC with the Assistant Dean of Students.

b) Membership of this committee shall consist of three (3) SAC members and three (3) SJB members.

c) The SJPC is responsible for review of procedural aspects of the Student Judicial Board and its current process in the aim of improving clarity, efficiency, effectiveness, and approval in the eyes of the College Body and the SJB internally.

d) The SJPC shall make recommendations to be submitted either to a committee for Code of Non-Academic Conduct (CNAC) review or directly to the SJB.
e) Two (2) SAC members of SJPC shall have a voice and a vote in the entire selection process for SJB members. All sitting SJB members also have a voice and a vote in the process. The remaining SAC member, the faculty advisors to the SJB, and the administrative advisors to the SJB have a voice in the process only.

8) Public Safety Advisory Committee (PSAC)
   a) Two (2) SAC members, preferably including one who sits on AOD, shall serve on the PSAC.
   b) One (1) of the above SAC members shall Chair PSAC.

9) Dining Committee
   a) One (1) SAC member shall serve on the Dining Committee.

10) Sexual Violence Action Committee (SVAC)
    a) One (1) SAC member shall serve on the Sexual Violence Action Committee.

11) Queer Task Force (QTF)
    a) One (1) SAC member shall serve on the Queer Task Force.

SECTION 1.05 STUDENT BUDGET COMMITTEE (SBC)

(I) Composition: Seven (7) Members, All Of Whom Are Internally Elected By The Full WSA.
   (A) The Chairperson shall serve as the Treasurer, Chair the SBC, sit on the EC, sit on the Budget Priorities Committee, and shall be a student representative to the Board of Trustees’ Finance Committee.

1) Ze will have regular contact with the office of Student Activities and Leadership Development.
   2) In the instance that two qualified candidates are available, the SBC may elect a Vice Chair to assist the Committee Chair in his or her duties as Committee Chair.

(B) Six (6) other members
   1) Each member shall be assigned a category of student group and serve as a point person with a partner from CoCo.
   2) The SBC shall keep liaison positions to external WSA funding committees. These liaisons are responsible for keeping in continual contact with their respective groups via email, attending group meetings, and other forms of communication, and are tasked with updating the SBC with funding decisions, and progress reports throughout the semester.

   a) One (1) member shall act as a liaison to the Spring Fling Committee.
   b) One (1) member shall act as a liaison to the Green Fund Committee.

(II) Committee Responsibilities
(A) To file reports on the SBC budget in the summer, mid-year, and annual reports and decide allocations, make recommendations on the Student Activities Fee, Film Series, the Argus, WESU, Second Stage and Crowell Concert Series student ticket subsidies.

(B) To oversee the Concert Committee and the Spring Fling Committee.

SECTION 1.06 SUSTAINABILITY, FINANCE, AND FACILITIES COMMITTEE (SuFFaC)

(I) Composition: Seven (7) Members, All Of Whom Are Internally Elected By The Full WSA.

(A) The Chairperson shall Chair SuFFaC meetings, sit on EC, sit on the Major Maintenance Committee, sit on the Budget Priorities Committee, and shall be a student representative on the trustees’ Finance Committee. The Chair shall serve on, or appoint one member to, any other committees that arise on which SuFFaC representation is appropriate.

(B) One (1) Sustainability Coordinator, who is internally elected to that position in the fall, shall chair the Sustainability Committee, sit on the Green Fund Committee, and chair a working group on sustainability overseeing all of the WSA’s activities, composed of members at the Sustainability Coordinator’s discretion.

1) The Sustainability Coordinator shall be guaranteed a seat on SuFFaC for the term of one (1) calendar year. The Sustainability Coordinator shall need to be approved by the student body in a similar fashion to that of the Concert Committee Chair.

(C) Five (5) other members

(II) Committee Responsibilities:

(A) To serve as a liaison between the WSA and the office of Finances and Administration, Physical Plant, Residential Life, Dining, construction services, the Financial Aid Office, the Investment Office, the Transportation Department, the Freeman Athletic Center and other offices necessary to the execution of the Committee’s responsibilities.

(III) Subcommittees

(A) The Chair shall serve as or appoint chairs and members to the following sub-committees and liaison positions.

1) Three (3) members, one of whom shall serve as Chair, shall serve on the Bon Appétit Dining Committee, which advises Bon Appetit on how to improve dining on campus and three (3) members shall serve on the WesWings and Red & Black Café Dining Committee, which does the same for these dining locations.

2) One (1) member shall serve on the Undergraduate Residential Life Committee (URLC), to consult with the Office of Residential Life and improve student living facilities.

3) One (1) member shall act as a liaison to the work-study office, to advocate on behalf on the University’s work-study students.

4) One (1) member shall serve on the Business Continuity Committee (BCC) and consult with the administration on emergency preparedness issues.

5) One (1) member shall serve on the Code Compliance Board (CCB), which meets every two years to discuss labor issues.
6) Four (4) members shall serve on the Transportation Committee, which meets with the Transportation department and a Public Safety representative to maintain, improve, and expand transportation options for students. This includes overseeing the ZipCar program, the Ride, shuttles, maintaining the WSA’s transportation website, and working with Middletown transit in regards to the M-link bus.

7) The SuFFaC Chair shall sit on the Major Maintenance Committee with voting rights. The role of the MM committee student member is to best represent the needs of the student body in regards to the renovation of academic, residential, and co-curricular facilities on campus.

8) Two (2) members shall serve on the Freeman Facility Advisory Committee, to advise the athletic department on athletic facilities issues relevant to all students.

9) Three (3) members, one of whom shall serve as the Chair, shall serve on the Financial Aid Advisory Committee, along with a designated member of the Financial Aid Office and a student to be appointed by the WSA. This committee works to simplify the financial aid process for students and to advocate on behalf of students receiving financial aid.

10) The SuFFaC Chair shall sit on the Budget Priorities Committee, which advises the Chief Financial Officer of the University as to the relationship between institutional priorities and the budget. The President, Vice President, and Treasurer shall also serve on the Budget Priorities Committee.

SECTION 1.07 EXECUTIVE COMMITTEE (EC)

(I) Composition: Eight (8) Members; The President And Vice President, The Coordinator, The Treasurer, And Four (4) Chairpersons Internally Elected By The WSA.

(A) The President shall be the Chairperson.
(B) The Vice President shall be the Vice Chair.
(C) The Coordinator and the Treasurer
(D) Committee Chairpersons of AAC, CoCo, SAC, and SuFFaC

(II) Committee Responsibilities

(A) To manage the full operations of the WSA.
(B) To report regularly to the General Assembly.
(C) To meet regularly with the President of the University and other relevant university representatives.
(D) To determine the WSA agenda for distribution by the Coordinator
(E) To serve as student representatives to the Board of Trustees.
(F) To ensure student representation on nominating and search committees for University positions.

THE FOLLOWING COMMITTEES SHALL BE AUXILIARY STANDING COMMITTEES OF THE WSA:
SECTION 1.08 STUDENT REPRESENTATIVE TO THE BOARD COMMITTEE (SRTB)

(I) Composition: Eight (8) members: the Officers of the WSA, and Standing Committee Chairpersons of AAC, CoCo, SAC, and SuFFaC.

(A) The Vice President of the WSA shall chair SRTB meetings.

(II) Committee Responsibilities

(A) To meet regularly prior to all Board meetings.
(B) To prepare a summary report documenting all major WSA activities for each trustee meeting.
(C) To engage the College Body in issues to be brought to discussion during trustee meetings, while maintaining the confidentiality set forth by the trustees.
(D) To issue a WSA report from the Board of Trustees meeting to be distributed campus-wide on a semi-annual basis.

SECTION 1.09 CONSTITUTIONAL REVIEW COMMITTEE

(I) Composition:

(A) The Coordinator shall be the Chair of the Constitutional Review Committee.
(B) Constitutional review shall be under the purview of OEAC.
(C) Any member of the Assembly may join the Constitutional Review Committee.
(D) Any member of the Assembly may attend constitutional review meetings if ze chooses.

(II) Committee Responsibilities:

(A) To meet at least once during the spring semester before Spring Break and at least three times after Spring Break to review the WSA Constitution.
(B) To make any necessary revisions or deletions and bring said changes to the Assembly for majority vote.
(C) To draft a letter providing the rationale for the changes made to the Bylaws and Constitution, to be appended to the Governing Documents and stored in the University archives.
(D) To facilitate necessary vote(s) to ratify changes.

SECTION 1.10 COMMITTEE FOR INVESTOR RESPONSIBILITY

(I) Composition

(A) The SuFFaC Chair shall serve as co-Chair of the CIR.
(B) Other members as dictated by the bylaws of the CIR.

(II) Committee Responsibilities
(A) To vote on proxy resolutions and represent the Wesleyan community in fulfilling Wesleyan’s shareholder responsibilities, as interpreted by the committee’s membership.

**SECTION 1.11 WESLEYAN STUDENT ASSEMBLY ENDOWMENT COMMITTEE:**

(I) Composition

(A) Four WSA members shall constitute the authorized officers:

1) The Chair of the SBC, who shall serve as the Chair of the WEC

2) The President of the WSA

3) The Vice President of the WSA

4) The SuFFaC Chair

(B) Three members of the administration shall serve on the committee in an advisory role:

1) The Vice President for Finance and Administration of the University

2) The Vice President and Chief Investment Officer of the University

3) The Associate Vice President for Finance of the University

(C) The Chair of the WEC may consult and include other students, administrators, or individuals to serve in an advisory role.

(II) Committee Responsibilities

(A) To serve as a decision-making body regarding the WSA endowment.

(B) To meet at least three times each academic year.

(C) To monitor and report on the performance and investment of the WSA endowment once at the end of each fiscal quarter.

(D) To make formal recommendations to the WSA for the investment and expenditure of the WSA endowment.

(E) To facilitate necessary General Assembly votes to ratify investments and expenditures.

(F) To invest the money in the WSA endowment upon approval by the WSA.

**SECTION 1.12 WSA SPRING FLING COMMITTEE**

(I) Composition:

(A) A Chairperson, who shall be appointed at the end of each academic year by a WSA appointments committee, to serve a term lasting for one academic year.

(B) Ten (10) other Spring Fling Committee members,
1) Six (6) who are appointed at the end of each academic year by a WSA appointments committee, to serve a term lasting one academic year. These members shall support the Spring Fling Committee Chair with his responsibilities during the summer, and serve for the following academic year.

2) Four (4) who are appointed at the beginning of the fall semester by a WSA appointments committee, to serve for the academic year in which they were appointed.

3) Each of whom, in addition to the Chair, shall have one vote in committee decisions.

4) None of whom shall serve concurrently as a member of the Concert Committee, be a Senior Class Officer, or serve on the WSA.

5) One SFC member shall serve as the liaison to the SBC and the Director of Student Activities and Leadership Development. This SFC member shall send a meeting summary after every SFC meeting to the SBC liaison and to the Director of Student Activities and Leadership Development.

(D) The SBC and the Director of Student Activities and Leadership Development shall oversee the SFC.

(II) Committee Responsibilities:

(A) To be an external standing committee of the WSA.

(B) To organize Spring Fling.

(C) To begin the responsibilities of organizing Spring Fling during the summer months and communicate their progress to both the SBC Chair and the Director of Student Activities and Leadership Development on a regular basis.

(D) The SFC’s summer responsibilities include:

1) To organize most or all of the auxiliary arrangements for Spring Fling and obtaining appropriate cost estimates for such equipment.

2) To compile a large, generalized list of potential acts based upon an estimated budget conferred by the SBC Chair. This list will then be narrowed down once the full SFC is formed in the fall.

3) To begin discussions (in cooperation with the Director for Student Activities and Leadership Development) with the appropriate agents, vendors and/or artists to gauge potential acts’ pre-existing show dates.

(E) To provide monthly updates to the SBC Chair and WSA President, starting at the beginning of the academic year.

SECTION 1.13 CONCERT COMMITTEE

(I) Purpose

(A) The Concert Committee (CC) shall serve as the controlling body for the funds the SBC has allocated to its control. It shall be responsible for funding all musical performances it deems deserving so long as such requests comply with SBC funding guidelines. The SBC retains sole funding authority over Spring Fling.

(II) Composition:
(A) One (1) Chairperson, appointed through the WSA appointments process and ratified by a majority of the voting College Body shall:

1) Serve for one year.
2) Vote on concert requests and cast a tie-breaking vote as they may occur.
3) Report after each meeting of the Concert Committee to the WSA Treasurer.
4) Report weekly to the WSA on the Committee’s expenditures and remaining funds.
5) File triennial reports to the WSA President or hir designee detailing the committee’s allocations and budget position at a time of the President or hir designee’s choosing.
6) Meet regularly with the Director of Student Activities and Leadership Development or appoint a member to do the same.

(B) Four (4) other members

1) To be appointed by a committee chaired by the Treasurer, with the Concert Committee Chair and the President or hir WSA designee with participation by a representative from Student Activities and Leadership Development at the Chair’s discretion, who shall have voice but no vote.
2) Who shall vote on requests made to the committee for concerts to be held on the University campus.
3) Members who serve during the spring shall serve until the appointment of a new committee in the fall.

(III) Committee Responsibilities

(A) To serve as the controlling body for the funds the SBC has allocated to its control.
(B) To hold responsibility for funding all musical performances it deems deserving so long as such requests comply with SBC funding guidelines.
1) The SBC retains sole funding authority over Spring Fling.
2) The CC shall not fund a request submitted by a Concert Committee member unless that member recuses himself.
3) To make allocations only with the affirmative vote of at least three members.
(C) To meet regularly at a well-advertised place and time.
(D) To maintain a record of honorariums and fees on the CC website.
(E) The CC may have its decisions overruled by a five-sevenths vote of the SBC.
(F) The CC may have its funds revoked at any time by a five-sevenths vote of the SBC or a majority vote of the WSA.
(G) Allocations for the funding of events taking place in the first month of the fall semester can occur at any time of the spring semester and over summer break under particular circumstances.
1) The student proposing the show must present adequate proof that funding for the event is necessary at the time in order for the show to succeed.
2) The student proposing the show must demonstrate interest in planning the show and experience planning concerts to the CC’s satisfaction by the end of the spring semester.
3) Preference will always be given to an event of similar significance and/or magnitude taking place in the present fiscal year.
4) The Concert Committee may allocate for the following fiscal year no more than the Concert Committee’s projected budget surplus for the current fiscal year, and an additional summer booking budget equal to 12.5% of the CC’s annual budget.

(H) In the fourth quarter of the current fiscal year the Concert Committee shall publish an application inviting student groups to request the ability to propose a show during summer break for the first month of the following semester.

1) Under no circumstances should the CC intentionally attempt to keep a surplus for this purpose.
2) Funding requests over summer break shall exist in the form of detailed emails sent to committee members.

(I) Funds allocated for cross-fiscal year events shall be initially placed into the student group’s SBC smart key account, and then shall be transferred into the income smartkey account so that it may be retained into the new fiscal year.

(J) Funds allocated during summer break for shows in the fall semester shall be transferred once the group’s smartkey account is active for the fall semester.

(K) The CC shall hold regular mid-week office hours during which one committee member shall be available to support students in designing their concert proposals and offer advice for any aspect of the show-planning process.

(L) For proposals from experienced student concert planners, the CC shall consider and vote on proposals for honorarium offers promptly over email, if a detailed email explaining the necessity for an immediate proposal is sent to the CC by the student proposing the honorarium offer. In this case, the student proposing the concert must attend the next CC meeting.

(M) The organizers of any concert receiving CC funding must attend a CC meeting to discuss the specifics of the entire funding proposal for the concert, and each proposal must be subject to an official vote before being approved.

(N) The CC shall hold a student forum at the beginning of each semester to educate interested students on the process of planning concerts at Wesleyan and submitting funding proposals.

(O) The CC shall maintain a well-publicized website with information about how to plan a concert, contact information for each committee member, and accessible finance information for each concert funded, and remaining CC funds.

(P) The CC Chair shall meet with the SBC Chair at the beginning of the fiscal year and discuss the budgeting techniques used by the SBC for the use of the CC to aid in their decision-making.

**SECTION 1.14 SENIOR SOCIAL COMMITTEE**

(I) Composition

(A) Four (4) members shall be elected to the SSC during the spring elections held prior to their senior year. There shall be 4 positions:

1) The Senior Class President
2) The Senior Class Vice-President

3) The Senior Class Secretary

4) The Senior Class Treasurer

(II) Responsibilities

(A) To organize and coordinate events for the senior class. The SSC shall work with the Director or Assistant Director of SALD to facilitate in the organization of senior events.

(B) To assist the University Relations office in raising funds for the senior class gift.

SECTION 1.15 GREEN FUND COMMITTEE

(I) Composition: Five (5) student members and one (1) non-voting staff or faculty advisor.

(A) The GFC Chair shall be appointed by the WSA. Ze shall:

1) Serve a minimum of a one semester term.

2) Facilitate all Green Fund Committee meetings.

3) Maintain regular contact with the Sustainability Advisory Group for Environmental Stewardship (SAGES) and the Environmental Organizers Network (EON).

4) Ensure the continued existence of the GFC through advertising and recruiting potential members.

5) Act as the tiebreaking vote.

6) Be limited to a two-year tenure as Chair.

(B) Advisor: An advisor shall be selected by consensus of the Committee after its first meeting of the academic year; the advisor will:

1) Advise Committee members.

2) Be informed about sustainability issues on campus.

3) Act as liaison to the administration.

4) Serve on SAGES.

5) Provide continuity and institutional memory for the committee.

6) Commit to a three-year tenure.

(C) The Sustainability Coordinator of the WSA, who shall report regularly to SuFFaC and the General Assembly.

(D) Three (3) other committee members who shall:

1) Serve a minimum of a one-semester term.

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2) Divide committee responsibilities among themselves at the start of the term.

3) Serve as point-persons to funded project leaders for efficiency of communications.

(II) Committee Responsibilities:

(A) To serve as the controlling body of funds raised by the opt-out Green Fund fee approved by super-majority vote of the student body, WSA, and Board of Trustees. To this end, the Committee shall:

1) Seek out proposals for implementing Green Fund funds.

2) Select which proposals will be funded each semester.

3) Publicize all Committee activities.

4) Make no allocation without the majority vote of the students serving on the Committee.

5) Monitor the implementation of funded projects.

(B) Proposals shall be due from faculty, students and staff one (1) week before the last week of classes for each semester.

(C) The best proposals shall: decrease the University’s carbon footprint, decrease University waste, increase University’s use of energy from renewable sources and/or increase visibility of environmentally responsible practices on campus.

1) Proposals shall be submitted and reviewed on a rolling basis.

(D) Proposals must be followed up with by a meeting with the GFC.

(E) The Committee must decide within two weeks after the application deadline which proposals will receive funding.

(F) Projects must demonstrate progress on their initiative or else run the risk of their funding being re-assumed into the Green Fund.

(G) The Committee must fund at least one project per semester.

(H) Funds may roll over from one semester to the next.

(I) All projects should be approved by relevant administrative departments.

(III) Application Process: the three (3) committee members shall be appointed via the following application process:

(A) Students interested in serving on the Green Fund Committee for the upcoming year shall apply via an anonymous application.

(B) Current GFC members shall review applications for vacant seats alongside an external advisory board, heretofore referred to as the GFC Application Advisory Board. This board will consist of the SuFFaC Chair, the SBC Chair, and an additional SuFFaC member.
1) If a GFC member also holds a position of SuFFaC, with the exception of the WSA Sustainability Coordinator, ze shall cede his membership on the GFC Application Advisory Board to another WSA representative.

(C) Green Fund Committee members and the GFC Application Advisory Board shall deliberate, and then vote to select applicants.

(D) Current Committee member applications: At the beginning of the academic year, those members of the Green Fund Committee who wish to remain on the committee shall go through the following process in order to be reselected.

1) Members of the Green Fund committee shall submit a self-evaluation and a review of their peer committee members (excluding the Chair).

2) The GFC Chair shall also submit an evaluation of the aforementioned re-applying committee members to the GFC Application Advisory Board.

3) The GFC Application Advisory Board shall review the evaluations alongside the re-applying committee members’ applications to determine which members shall continue to serve on the GFC.

4) The members who were selected to remain on the committee shall then join the GFC Chair and the GFC Application Advisory Board in filling whatever vacancies remain on the Committee.

SECTION 1.16 ADMISSIONS COMMITTEE

(I) Composition

(A) The Committee shall be chaired by the Vice President of the WSA.

(B) The remaining four (4) members shall be selected through an internal WSA appointments process.

1) One (1) position shall be reserved for an SAC member.

2) One (1) position shall be reserved for an CoCo member.

3) One (1) position shall be reserved for an AAC member.

(II) Committee Responsibilities

(A) To meet regularly with and advise the Dean of Admissions and other relevant administrators regarding the operations and priorities of the Office of Admissions.

ARTICLE II. PROCEDURES

SECTION 2.01 GENERAL ASSEMBLY

(I) A. Schedule And Notice Of Meetings
(A) After completion of internal elections in the fall, the WSA shall meet every week while classes are in session.
(B) The WSA shall establish a regular meeting time and place at its first meeting of each semester.
(C) All meetings of the WSA shall be announced to the Wesleyan community and are open to the public. When classes are in session, the OEAC must publicize weekly announcements that include, but are not limited to: the agenda and a summary of WSA activity.
(D) The WSA may close a meeting, or any portion of a meeting, to all non-WSA members. All proceedings of a closed meeting, or closed portion of a meeting, are confidential. The disclosure of said proceedings may result in impeachment of those responsible.
(E) The WSA may make public confidential proceedings by a two-thirds majority of those voting.
(F) General Assembly meetings shall be limited to a duration of three hours, but this duration may be extended by a two-thirds majority vote of present members.

(II) Rules Of Order

(A) The rules of parliamentary procedure, as generally understood by the Assembly, shall govern the WSA in all cases in which they are applicable and for which they are consistent with special rules and orders of the WSA. The Coordinator shall distribute this version of the rules of order to the General Assembly. The rules may be amended or suspended at the discretion of the Coordinator or by a two-thirds majority vote of the Assembly.
(B) Non-WSA members may speak at WSA meetings.
(C) Every standing committee of the WSA shall report at each regular meeting of the WSA.
(D) All ad hoc committees of the WSA and all other committees whose members are appointed by any part of the WSA shall report to the entire WSA.
(E) Members of the administration, the faculty, and the Board of Trustees may be invited to address the Assembly on matters of concern to the College Body.
(F) The Coordinator shall either act as the parliamentarian or appoint a designated parliamentarian to act in his stead.
(G) The Coordinator may temporarily yield his right to run a Assembly meeting to another member of the WSA.

(III) Accountability

(A) WSA members are responsible for knowing the views, actions, and procedures of the WSA.
(B) If representatives of the WSA do not agree with the WSA’s position on a certain issue, they may advocate their own views, so long as they articulate that they are advocating their own views and not those of the WSA as a body.

(IV) “Battle Cry”

(A) Every meeting of the General Assembly of the WSA shall open with the singing of “Battle Cry,” the Wesleyan fight song.

SECTION 2.02 ELECTION PROCEDURES
For purposes of this Article a “student,” “class,” “voter,” or the “College Body” refers only to members of the undergraduate College Body enrolled in the University at the time of the election.

(I) Elections Committee

(A) The Elections Committee shall oversee all elections mandated by the Constitution and its Bylaws.

(B) Composition: the WSA Coordinator (Election Coordinator) shall Chair the Elections Committee, and ze shall appoint two other members to sit on the Committee. No member of the Elections Committee may be a candidate in said election; any Elections Committee member who is a candidate in said election must recuse him/herself from the Committee.

1) In the event that the Coordinator is running in the election, an Election Coordinator shall be approved internally by the General Assembly, with election candidates having voice but no vote.

2) The Election Coordinator is responsible for supervising fair and unbiased election procedures and abiding by all provisions of the College Body Constitution.

(II) Responsibilities

(A) The Election Coordinator is responsible for drafting an election timeline and presenting it to the College Body. The timeline must include but is not limited to: information sessions, petition deadline, Presidential debate for the Presidential election, voting procedures, and announcement of voting results.

(B) The Election Coordinator, in consultation with the Elections Committee, shall determine the subsequent course of action to resolve all disputes regarding election or campaign procedures.

(C) Only members of the Elections Committee and the WSA President and Vice President shall have administrative access to election materials or the election homepage. No candidate shall be granted administrative access. Upon completion of the election, the results shall be viewed by the entire Elections Committee and publicized.

(D) All elections shall be publicized by the Elections Committee. Candidates’ statements shall be published as long as said statements are turned in by the committee’s prescribed deadline.

(E) Voting shall take place over a five- (5-) day period.

(F) The Elections Committee shall not disperse voting information to any non-Elections Committee individual during the course of the voting period.

(G) The Elections Committee is responsible for informing the College Body of the opportunity to seek office and shall hold an information session to explain procedures and distribute a copy of election rules before the election begins. Each candidate must sign a document, or have a proxy sign for them if ze is abroad, stating that ze understands the campaigning rules and will comply with them. Each candidate must also attend the information session, or send a proxy if unable to attend.
1) Any member of the College Body shall be eligible to seek an office open to his respective class year. No member of the College Body may hold two generally elected WSA positions concurrently, including positions on external standing committees of the WSA. Any eligible student, upon completion of a petition drafted by the Elections Committee, shall be placed on the ballot. Students who are abroad may select a proxy to complete a petition on their behalf.

2) Any positions that are vacated within three weeks preceding of a scheduled election will be added to the following election as half-term positions.

3) The method of election shall be online voting unless the Elections Committee deems this method insecure or impossible, in which case the Elections Committee shall hold paper ballot elections and shall draft procedures in writing that aim to ensure open, fair and unbiased elections.

4) Campaigning is permitted and encouraged.

(H) Physical campaigning, which includes any form of written or oral communication containing a candidate’s name or likeness, is prohibited within public campus computer labs, the WSA Office, and within readable proximity to any public campus computer.

(III) No one may send emails advocating the election of a particular candidate or group of candidates to WSA-operated lists.

(IV) A candidate shall be responsible for acts in violation of the Governing Documents that ze commits or of which ze is aware. Immediately after becoming aware of a violation, the candidate is responsible for notifying the Elections Committee.

(V) The Elections Committee shall draft a set of elections rules including repercussions, as they deem appropriate, and distribute them to all candidates. The Elections Committee shall use a document of elections guidelines composed by the previous year’s Coordinator as an advisory document in conducting elections.

1) Repercussions for illegal campaigning

a) If the Elections Committee determines that illegal campaigning has occurred, the candidate(s) in question shall be removed from the ballot and disqualified from the election. The Elections Committee shall bring this issue to the Assembly, and the Assembly has the right to nullify the election with a two-thirds vote at any time.

b) A removed candidate may run in any subsequent election or participate in any following appointment, with the exception of a retrial of the election in which their candidacy was terminated.

c) An entire election may be deemed invalid by a two-thirds vote of the entire pre-election WSA on the grounds of improper methods of balloting or campaigning, including but not limited to bribery, coercion, breaches of security which violate the anonymity of voters, improper tampering by the Elections Committee or failure to abide by any provisions of this article. If necessary, the election shall be repeated within two academic weeks.

2) No write-in candidate shall be considered to be elected except upon receipt of at least as many votes as signatures required to be listed on the ballot.

Section 2.03 Appointments Committee
(A) The Vice President shall organize and run the appointments of students from the community at large for various WSA positions that arise throughout the year.

(B) Appointments Committee:

1) Appointments shall be open to all enrolled undergraduate students on campus.

2) The Vice President and the Chair of the committee which includes the vacated seat shall constitute the Appointments Committee. Any meeting of the Appointments Committee must include the Chair of the committee with the vacated seat and the Vice President. The Vice President shall Chair Appointments Committee meetings.

a) The Vice President may appoint additional members to the Appointments Committee.

3) The Appointments Committee shall review applications and interview when necessary to ascertain which candidate is best suited to fill the aforementioned vacancy.

4) After all interviews are completed, the Appointments Committee shall discuss its findings, and vote to appoint one candidate by a majority vote.

a) If the Appointments Committee cannot come to a majority decision, they shall re-interview all candidates they deem pertinent. This does not indicate that appointments must be reopened to all initial candidates, or to any students who express interest after the first round of interviews.

SECTION 2.04 QUORUM

(I) Two-thirds of WSA members shall constitute a quorum.

SECTION 2.05 ATTENDANCE

(I) Any member who accumulates three total absences in General Assembly meetings that are not excused by the Coordinator during one semester shall be subject to impeachment (see Article IV, Section 4.01).

(II) It is the role of the Coordinator to notify members of their absences and risk of impeachment.

(III) Members shall be considered present if they arrive within a fifteen- (15-) minute window of the start of the meeting. If a member arrives after the fifteen-minute window, they shall be designated as late, which constitutes half an absence.

(IV) An absence may be excused for any of the following reasons: unavoidable academic conflicts (this does not include TA sessions), religious holidays, illness, or death or illness in the family. Members must give the Coordinator sufficient notice for an unexcused absence. Twenty-four (24) hours is considered sufficient notice, except when determined otherwise by the Coordinator.

(V) If any members leave the meeting without notifying the Coordinator, they shall be given an absence. Should they provide the Coordinator with sufficient notice, and have attended the meeting for at least two hours, they shall be given a late.

(VI) Attendance at individual committee meetings counts towards a separate absence total at the discretion of the respective standing committee chairs. It is the responsibility of the chair to take attendance at the committee meetings and communicate the attendance with the Coordinator. These absences can contribute towards impeachment.

SECTION 2.06 STUDENT ACTIVITIES FEE
(I) The WSA shall be responsible for allocating, making changes to, and reviewing the level of 
the Student Activities Fee (SAF) to be levied on each student.

(II) The SBC budget:

   (A) The SBC budget shall be 84% of the SAF. This percentage is determined by the WSA 
President, in consultation with the SBC Chair and the Finance Office. This figure may 
be revised at the discretion of the President or SBC Chair with the consent of two-thirds 
of the Assembly.

(III) The WSA Office budget

   (A) After money is designated for use by the SBC, the remainder of the SAF shall comprise 
the WSA Office budget.

   (B) The WSA Office budget is to be managed by the President of the WSA.

      1) The WSA Office Coordinator is responsible for regularly informing the WSA 
President, or designee, of the state of each section of the WSA Office budget.

      2) The WSA President is responsible for determining the use of any office budget 
      surpluses. Office budget surpluses may be added to the WSA endowment, the 
      following year’s projects budget, or a combination of the two.

   (C) The WSA Office budget is divided into five distinct parts:

      1) (i) the WSA Office Coordinator salary and benefits budget, which funds the WSA 
Office Coordinator’s annual salary and benefits

      2) (ii) the office operations budget, which funds all expenditures related to the operations 
of the WSA Office, including WSA Office student worker wages

      3) (iii) Student Groups Fair budget, which funds the annual Student Groups Fair

      4) (iv) the New York Times readership program budget, which covers the costs of the 
New York Times readership program

      5) (v) the projects budget, which funds all of the WSA’s special projects and initiatives. 
This budget is composed of the remainder of the WSA Office budget after all other 
budgets are set. All expenditures from the projects budget must be approved by the 
WSA President, Vice President, and Treasurer. No expenditures on food shall be 
permitted throughout the year with the exception the fall retreat of the Executive 
Committee. All expenditures made via the projects fund must be made publicly 
available to the campus at large through publication on the WSA website.

   (D) Following the annual election of the WSA President, the outgoing and incoming WSA 
leadership must work with the WSA Office Coordinator and the Finance Office to set 
the following year’s office budget.

   (E) Increases or decreases in the SAF shall be put to a referendum of the College Body. 
Approval of two-thirds of those voting shall be required to change the fee.

   (F) Changes in the fee are subject to the approval of the Board of Trustees before their 
inclusion on the Student Accounts bill.

   (G) The SBC budget shall be allocated per policies outlined by the SBC.
Section 2.07 Funding Procedures

(I) Allocations

(A) The SBC shall allocate money to student groups based on a voting process. In any given meeting of seven SBC members, four votes in favor or against an allocation decide that allocation.

(B) If some members are not present and the vote results in a tie, the Chair has the tiebreaking vote.

(C) From the beginning of Wesleyan’s fiscal year through the formation of a complete 7-member SBC in the beginning of the fall semester, the SBC Chair is empowered to make funding decisions unilaterally.

(D) The SBC shall inform all funded groups of their allocations.

(II) Funding

(A) The Student Budget Committee shall draw an SBC contract, subject to the approval of the Assembly, stipulating rules and regulations for the spending of allocated funds. Before funds are turned over to an organization, a signed SBC contract must be returned to the SBC Treasurer.

(B) Each committee or organization receiving SAF money shall make such rules and regulations as may be necessary for the execution of its duties. These rules and regulations shall be available to the SBC, which shall have no veto power over any of these regulations.

(C) The SBC may require any committee or organization receiving funds to report at any time.

(D) All money allocated to student groups by the SBC or the CC remaining in that group’s account at the end of the year shall automatically revert to the SBC at a date, no earlier than April 1st of the school year in which said funds are allocated, to be determined by the SBC. Any funds not allocated by the SBC or the CC but deposited into that group’s account shall remain in the account indefinitely. Failure to comply with the regulations of this article or the allocation contract shall result in the immediate stoppage of payment of debts incurred by the noncompliant committee or organization. The members of such a committee or organization shall then be considered independently responsible for the payment of said debts.

(E) Any group in debt at the end of either semester shall have their account frozen until that debt is paid in full. Groups with a frozen account cannot request or be allocated money. The SBC shall be empowered to impound or freeze any or all student group accounts when organizations or committees receiving said allocations are deemed insolvent by this committee.

(F) The SBC reserves the right to reassume any funding allocated to a group before the end of the school year.

(G) Any group whose funding is reassumed may appeal to the members of the Executive Committee, who may overturn the SBC’s reassumption by a majority vote.

(III) Criteria For Funding
(A) The SBC shall propose an SBC contract stipulating rules and regulations for the spending of allocated funds at the end of each year to the Assembly. This SBC contract must be approved by a two-thirds vote of the Assembly and will apply during the following academic year.

(B) At any time the SBC may propose new criteria to be included in the SBC contract, which must be passed by a two-thirds majority of the WSA.

(C) The SBC shall be responsible for publicizing its criteria for funding.

SECTION 2.08 WSA ENDOWMENT

(I) Structure

10 (A) End-of-the-year surplus funds from the SBC and CC shall be placed in the WSA endowment in the following manner:

1) For any cumulative, end-of-year surplus less than or equal to 2% of the SBC’s original budget, the entirety of the funds shall be placed into the endowment.

2) For any cumulative, end-of-year surplus greater than 2% of the SBC’s original budget, a minimum of that 2% of the original budget and maximum of 4% shall be placed into the endowment. The remainder of the funds may be used during that fiscal year to support current student activities, with the unanimous approval of the WEC members and a two-thirds approval by the General Assembly, or be placed into the endowment.

(B) The WSA endowment shall be overseen by the WEC.

15 (II) Procedures

(A) The WEC shall meet and make recommendations on investment to the WSA. Recommendations will pass and go into effect with a majority vote of the WSA.

1) If approved, all or part of the WSA endowment may be paired with the university endowment with the consent of the Vice President and Chief Investment Officer of the University. The WSA endowment must exceed $50,000 in order to do so.

(B) Money shall be drawn from the WSA endowment and placed in the active funds of the SBC before the beginning of the spring term.

1) The SBC shall not draw from the WSA endowment until it exceeds $100,000.

(C) The SBC may begin to draw from the WSA endowment at a rate of no more than 2% when the endowment exceeds $100,000.

1) The SBC may draw from the endowment at a rate of no more than 3% when the endowment exceeds $150,000.

2) The SBC may draw from the endowment at a rate of no more than 4% when the endowment exceeds $200,000.

3) The SBC may draw from the endowment at a rate of no more than 6% when the endowment meets or exceeds $500,000.
(D) Any attempt to access the WSA endowment in excess of these amounts shall require a 75% vote by the WSA and the unanimous consent of the authorized officers as defined in Article I, Section 1.11.

(E) Reports on the performance of the WSA endowment shall be given by the WEC at least three times in each academic year.

(F) The long-term mission of the WSA endowment is to stabilize and reduce the Student Activities Fee and to increase the overall capacity of the SBC budget.

(G) The WSA endowment investment policy and guidelines shall serve as the official investment policy of the WEC.

ARTICLE III. REFERENDA AND INITIATIVES

SECTION 3.01 CHANGES TO THE SAF AND CONSTITUTION

(I) When campaigning for changes to the Student Activities Fee or amendments to the WSA Constitution, the WSA must abide by all rules set out by the Elections Committee.

SECTION 3.02 NON-BUDGET REFERENDA AND INITIATIVES

(I) Non-budget issues may be brought to referendum or initiative either by at least one-third of the entire WSA membership or by a petition of at least ten percent of the College Body.

(II) Non-budget referenda or initiatives shall be passed by a majority of the College Body voting.

ARTICLE IV. RESIGNATION, IMPEACHMENT, AND RECALL

SECTION 4.01 IMPEACHMENT AND RECALL OF INDIVIDUAL ASSEMBLY MEMBERS

(I) Members of the Wesleyan Student Assembly may be subject to impeachment and possible recall for failure to fulfill their responsibilities to their constituents, the College Body, and/or the Assembly.

(A) “Impeachment” signifies the process of investigation and presentation to the Assembly of a member’s violation(s) of the constitution and its bylaws. “Recall” signifies the dismissal of a member as per the Assembly’s vote after an impeachment hearing.

(B) The WSA shall begin impeachment proceedings against any WSA member upon receipt by the Coordinator of a petition for impeachment, or impeachment brought forth by the Coordinator based on revelation of confidential or public information.

(C) A petition of impeachment may be submitted by any member of the College Body. It must contain the signatures of either one-sixth of the College Body or one-third of the members of the WSA.

(D) Within three (3) academic days of receipt of the petition, the Coordinator shall notify the defendant of the charges being brought against him and provide a written copy of the articles of impeachment.
At the meeting of the General Assembly immediately following the notification of the defendant of the charges being brought against him, the Coordinator shall conduct impeachment proceedings.

At the conclusion of the impeachment proceeding, the WSA shall vote on the petition of impeachment. A two-thirds vote of the present voting WSA body is needed for a member’s recall.

Persons under the jurisdiction and purview of the WSA, including members of all auxiliary standing committees, are also subject to the same impeachment procedures as WSA members.

The President, Vice President, Coordinator, or Treasurer may be subject to impeachment from his position for failure to fulfill his responsibilities.

One-third of the members of the Wesleyan Student Assembly or one-sixth of the College Body may petition to impeach the President, Vice President, Coordinator, or Treasurer.

1) If a petition for the impeachment of the Coordinator is generated, it should include a designee member of the Assembly to act in the Coordinator’s stead for impeachment proceedings.

The President, Vice President, Coordinator, or Treasurer shall have the opportunity to address the Assembly on the impeachment proceedings at the following meeting of the Assembly.

The recall voting procedure shall take place at the next meeting of the Assembly following the President, Vice President, Coordinator, or Treasurer’s address. A vote by two-thirds of the members of the Wesleyan Student Assembly is needed to approve the recall of the President, Vice President, Coordinator or Treasurer. If the recall attempt is successful, the President, Vice President, Coordinator, or Treasurer shall be removed from his position as an officer and as a member of the Assembly.

Following the successful recall of the President, the Vice President shall assume the role of President. The Coordinator shall then facilitate a special campus-wide election to fill the vacancy for Vice President as soon as possible.

Following the successful recall of the Coordinator or Treasurer, the WSA shall internally select a new Coordinator or Treasurer from its membership.

Following the successful recall of the Vice President, the Coordinator shall then facilitate a special campus-wide election to fill the vacancy for Vice President as soon as possible. The Coordinator shall act as the interim Vice President until a replacement is elected.

If the Assembly does not approve an impeachment motion vote on a recall within seven (7) days of the Assembly’s vote of impeachment, the College Body may vote to recall the representative in question. Two-thirds of the entire College Body voting in the recall voting procedure shall be necessary to recall the representative.

The procedure for impeachment shall be as follows:

All impeachments proceedings shall occur in a closed meeting.

The Coordinator (or Chair of the meeting) shall present the case to the Assembly.

The impeached member may then defend himself regarding the impeachment.

The Assembly shall have the opportunity to discuss the impeachment and ask questions of the impeached member.
(E) The impeached member shall leave the room; the Assembly then has the opportunity to discuss the impeachment.
(F) The impeached member shall return to the room; the Assembly shall once again have the opportunity to discuss the impeachment and ask questions of the impeached member.
(G) All members (including the impeached member) shall vote by secret ballot to determine if the impeached member should be recalled.

SECTION 4.02 RECALL OF THE ENTIRE STUDENT ASSEMBLY

(I) The membership of the Wesleyan Student Assembly may be recalled by a vote of no confidence from the College Body.

(A) One-half of the members of the College Body may petition to initiate recall procedures against the membership of the WSA.
(B) Within seven (7) academic days of the receipt of the recall petition, the Assembly shall conduct an open and public hearing on the question of recall.
(C) Within seven (7) academic days of the hearing, the Assembly shall facilitate a campus-wide vote of Assembly recall. Two-thirds of students voting are necessary to recall the entire Assembly membership.
(D) Members of the Assembly shall serve until new representatives are selected. After a positive vote of recall, Assembly members shall organize elections consistent with the structural and committee guidelines for the Assembly.

1) These elections may not be nullified except where egregious fraud has occurred, including the subversion of the will of the electorate.

(E) After recall, former Assembly members may continue to serve on faculty, student, or trustee subcommittees with the consent of two-thirds of the newly elected WSA.

SECTION 4.03 RESIGNATIONS

(I) If any member of the Assembly resigns or is recalled during a semester, the following will be carried out:

(A) The Appointments Committee shall be immediately formed and shall decide whether to fill the vacancy by internal election or appointment. Any subsequent vacancies shall be filled in this same manner.
(B) Upon the Appointments Committee’s decision to fill the seat by appointment, a message will be sent out to the entire student body informing them of a vacancy on the WSA, and specifically the committee for which there is an open seat.
(C) Members of the Assembly may run in an internal election if they wish to join the committee that now has an open seat.
(D) A member will be appointed through the regular appointments process as outlined in these bylaws.
(E) If the resignation is within three weeks preceding an already scheduled election, the Coordinator may at hir discretion add the vacant seat to the election as a half-year term.

ARTICLE V. OFFICIAL DOCUMENTS
Section 5.01 Reports

(I) At the last WSA meeting of each academic year, the President shall submit an annual report to the WSA. The report shall include mention of all major matters with which the WSA dealt during the year. The report shall also include numerical results of all issues voted on by the College Body and all resolutions and amendments voted on by the WSA.

(II) At the last WSA meeting of each academic year, each committee Chair shall submit an annual report to the WSA for review. Each report shall include mention of all major matters with which the committee dealt during the year.

(III) Each academic year’s annual report of the WSA and all annual committee reports shall be kept on file at the WSA Office.

(IV) These annual reports shall be made easily accessible on the WSA’s website.

(V) At the first meeting of the spring semester the Executive Committee shall submit a mid-year report to the WSA. The report shall include mention of all major matters with which the WSA dealt during the fall semester. The report shall also include numerical results of all issues voted on by the College Body and all resolutions and amendments voted on by the WSA.

Section 5.02 Amending The Constitution

(I) Motions To Amend

(A) The WSA may, by a vote of at least one-third of the entire Assembly, move to amend the Constitution.

(B) Ten percent of the College Body may petition to amend the Constitution.

(C) The constitution, after a successful motion to amend, shall be amended by a two-thirds vote of the College Body voting.

(II) Section 5.03 Amending The Bylaws

(A) These bylaws shall be amendable by a two-thirds vote of the entire WSA or by referendum of the College Body.

(B) Any vote by the WSA to amend the bylaws must be voted on at the meeting following the motion of the amendment. This clause may be overridden by a unanimous vote of the WSA.

Section 5.03 Official Constitution

(I) An official copy of the College Body constitution shall be kept in the WSA Office. A copy of the constitution as it stands at the completion of each academic year shall be submitted by the Coordinator to the University archives and made available on the WSA website.

Section 5.04 Resolutions

(I) Any member of the College Body may present a resolution to the Assembly.

(II) A resolution may only be voted on by the Assembly if a sitting Assembly member is a sponsor of said resolution.

(III) Resolutions must be introduced one meeting prior to voting upon a resolution. This may be waived with a three-quarters majority of voting members.

(IV) A resolution may include any member of the College Body as a sponsor.
ARTICLE VI. WSA OFFICE

SECTION 6.01 WSA OFFICE COORDINATOR

(I) The WSA Office Coordinator will be overseen by and report to the following members of the Executive Committee: President, Vice President, Treasurer, Coordinator, and CoCo Chair.

(II) The WSA Office Coordinator and the five (5) officers named above shall at the beginning of the academic year determine the goals of and set expectations for the Office Coordinator. Those officers shall also perform an assessment of the Office Coordinator at the end of the academic year.

(III) The officers are responsible for hiring the Office Coordinator.

(IV) The WSA Office Coordinator shall report on a regular basis throughout the year to Finance and Administration.

SECTION 6.02 MEMORANDA OF UNDERSTANDING

(I) It is understood that the phrase, “a majority of the Wesleyan Student Assembly” as it is used in this document means a majority of those Assembly members present and voting at a given meeting, unless otherwise specified.

(II) It is understood in the College Body Constitution that “WSA administrator” is equivalent to “WSA Office Coordinator”.

(III) It is understood that seat allocations for subcommittees of the seven (7) standing committees of the WSA function as guidelines, and may be adjusted under unusual circumstances by the respective Chair, in consultation with the Executive Committee.
APPENDIX

ARTICLE I. STUDENT BUDGET COMMITTEE FUNDING PROCEDURES

(I) Guidelines

1. Events and Activities funded by the SBC should be open to all students on campus.

2. There will be no retroactive funding. Requests submitted after the fact will not be considered for funding.

3. SBC cannot allocate additional funds due to price adjustments. Cannot allocate additional funds beyond original request amount outside of the appeals process.

4. Each Identity month will be guaranteed $2000 of funding. Anything outside of that amount is not guaranteed. Requests should note if the event/activity will be an identity month program.

5. The SBC will not fund more than $200 for food/food supplies for an event. Groups will only be allocated funds for food once per academic year.

6. The SBC will not fund attendance at conferences that do not have a direct benefit to the Wesleyan campus community.

7. The SBC will not fund events that occur during breaks.

8. The SBC will not fund individual dues to a Greek Society

(II) SBC Appeal Process

(A) There are two steps to the SBC appeal process.

1) Informal Appeal

a) If the funding allocated by the SBC for a particular activity or event is insufficient or new information can be presented regarding a request, then students can appeal the SBC’s funding decision by sending an email to the group listserve,

b) The committee will re-evaluate the group request either in the next committee meeting, or at an alternative meeting time determined by the SBC and the student group leader(s). If, after meeting with the SBC, the student group remains unsatisfied, they may request a Formal Appeal.

2) Formal Appeal

a) The Formal Appeal will be presented to the General Assembly. The Student Group will have the opportunity to bring their request to the General Assembly where a vote will be taken after an opportunity for questions and answers.