



THE STUDENT BODY BYLAWS OF  
WESTERN UNIVERSITY OF HEALTH SCIENCES  
(Revised August 2021)

## 1 DEFINITIONS

### 1.1 The Student Body Bylaws

- 1.1.1 The Student Body Bylaws is a companion document to the Student Body Constitution. The Bylaws complement the Constitution; they do not supersede it.
- 1.1.2 All student body members must comply with the Student Body Bylaws.
- 1.1.3 Willful and deliberate disregard without justification of these bylaws shall subject a student to removal from the Student Government Association (SGA) office or position by the proper procedure.
- 1.1.4 These bylaws may be amended at any meeting of the Student Senate by a two-thirds vote and Student Body President concurrence, provided that the amendment has been previously submitted in writing to the Student Senate.

### 1.2 Parliamentary Authority

- 1.2.1 With the exception as listed below, the rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the SGA in all cases to which they are applicable and in which they are not inconsistent with the Student Body Constitution or Bylaws and any special rules of order the SGA may adopt. Exception: At the start of any meeting, the SGA may elect to conduct business in an informal manner with return to Robert's Rules as desired.

### 1.3 Quorum

- 1.3.1 For the purpose of conducting all SGA business, a simple majority of on-campus senators shall be defined as a quorum (In accordance with section 4.2.2 of the Student Body Bylaws).
  - 1.3.1.1 "On-campus" is defined as senators whose Western University of Health Sciences programs are in session during a given semester.
- 1.3.2 A quorum is the number of members entitled to vote who must be present in order that business can be transacted legally. A quorum is sufficient to vote on any and all matters as listed in the Student Body Bylaws.
- 1.3.3 A majority of the members of a specific SGA organization (i.e., the Student Senate, committees, etc.) shall constitute a quorum of that body.

### 1.4 Student Government Association Advisor

- 1.4.1 The Vice-President for Enrollment Management and University Student Affairs and the Director for University Student Affairs will be the SGA advisors.

## 2 LEGISLATIVE BRANCH

### 2.1 Members

- 2.1.1 Student Senate membership shall be as outlined in Section 4.2 of the Student Body Constitution.
- 2.1.2 Additionally, the Student Body Treasurer, Student Body Secretary and Student Club Coordinator will be members of the Student Senate and enjoy the same privileges as any senator.

### 2.2 Ex officio Members

- 2.2.1 The Student Body Vice-Presidents preside over the Student Senate meetings.
- 2.2.2 The Student Body President is an ex officio non-voting member of the Student Senate.
- 2.2.3 Class officers who are not senators are ex officio members of the Student Senate.
- 2.2.4 Student body executive-elect officers are ex officio members, and do not have the ability to vote.
  - 2.2.3.1 In the case that a Student Body Executive Officer-elect holds a Student Senate position, he/she may maintain their voting privileges as a senator.
- 2.2.5 Ex officio members of the Student Senate shall be privileged with the right to debate except when the Student Senate, by two-thirds vote, excludes them from the debate.

### 2.3 Duties of Members

- 2.3.1 Each voting member of the Student Senate shall attend Student Senate meetings in accordance with the attendance policy stated in the Student Body Constitution (section 4.2.2.1).
  - 2.3.1.1 Any Student Senator in violation of the attendance policy will be restricted from running for office in the next class election and student body election.
- 2.3.2 Each voting member of the Student Senate shall attend Student Senate committee meetings of which the senator is a member.
  - 2.3.2.1 Absentee policy shall be established by committee chairs. Undue absence from committee meetings shall be brought to the attention of the Student Body Vice-Presidents by way of the committee chairperson.
- 2.3.3 The Student Club Coordinator will represent all student organizations recognized by University Student Affairs.
- 2.3.4 The Student Senate shall appropriate SGA monies by a 2/3 approval vote of senators present at the Student Senate meeting.

### 2.4 Student Body Executive Board-Elect

- 2.4.1 For the student body executive positions of President, Vice-President Pomona, Vice-President Lebanon, Treasurer, and Secretary, elections will be conducted by the student body no later than the last week of February. These elected officials will be known as elect officials until they resume the full roles and responsibilities of their perspective positions.

- 2.4.2 Executive officer-elect positions, in accordance with Section 2.2.3, are ex-officio members of the Student Senate.
- 2.4.3 Elect members of the Student Senate shall assist the acting executive officers, learn the roles and responsibilities of their perspective positions, and assume the position of the executive officer as stated in accordance with section 4.12.5 within the Student Body Bylaws.

## 2.5 Student Senate Committees

- 2.5.1 The Student Senate shall organize standing committees as warranted, typically; Academic, Bylaws, Community Outreach, Finance, Newsletter, Campus Recreation, Student Relations and Student Organization Committee (see section 5.4).
- 2.5.2 Chairpersons shall be appointed by the Student Body President unless otherwise provided for in the Student Body Constitution or Bylaws.
- 2.5.3 Any committee member who fails to remain in attendance and good academic standing at the university will be automatically removed from the Student Senate.
- 2.5.4 All Student Senate committee recommendations and actions are subject to Student Senate and Student Body President approval.
- 2.5.5 Ad-hoc committees can be established or dissolved with a majority vote of the Student Senate.
  - 2.5.5.1 The chair of the ad-hoc committee will report to the Student Body President
- 2.5.6 Each committee chair shall report to the Student Senate once a month. Report dates will be established by the Student Senate President and placed on the weekly agenda.
- 2.6.7 All Student Senate committees will be funded by the SGA as approved by the Student Body Executive Board.

## 2.7 Bylaws Committee

- 2.7.1 The Student Body President shall serve as the chairperson for the Bylaws Committee.
- 2.7.2 Each class president shall be a member of the Bylaws Committee. Any additional members will be appointed by the Student Body President. These appointments shall be subject to confirmation by a majority vote of the Student Senate.2.7.4 Review legislation which has been referred to the committee by the Student Senate and to report any recommendations to the Student Senate.
- 2.7.5 Review the Student Body Bylaws for contradiction, ambiguity, or unconstitutionality, and to generate legislation regarding such matters with the purpose of correcting them.

## 2.8 Community Outreach Committee

- 2.8.1 The Student Body Vice-Presidents shall chair the Outreach Committee.
- 2.8.2 Each Class Vice-President shall be a member of the Outreach Committee. Any additional members will be appointed by the Student Body President. These appointments shall be subject to confirmation by a majority vote of the Student Senate.
- 2.8.3 The Community Outreach Committee shall exist to serve and foster interprofessional relations between all colleges represented on campus, serve the community, and foster students' efforts of service as well.

## 2.9 Diversity & Inclusion Committee

- 2.9.1 The Student Body Vice-Presidents shall chair the Diversity & Inclusion Committee
- 2.9.2 Membership of the Diversity & Inclusion Committee shall consist of class officers and be one nomination per on-campus SGA Board. Appointments by each class board shall be decided by majority vote internally. The Student Body Vice-Presidents will check and confirm each class has successfully nominated their class committee member. This process will occur immediately upon conclusion of class elections. Any additional members will be appointed by the Student Body Vice Presidents and shall be subject to confirmation by majority vote of the committee.
- 2.9.3 The Diversity & Inclusion Committee shall exist to foster student input within the topics of diversity & inclusion and act as liaisons between students and administration for concerns. The Committee shall also exist to assist the University in any matters related to these topics and help foster student run programs when possible.

## 2.10 Finance Committee

- 2.10.1 The Student Body Treasurer shall chair the Finance Committee.
- 2.10.2 Each class treasurer shall be a member of the Finance Committee. Any additional members will be appointed by the Student Body President. These appointments shall be subject to confirmation by a majority vote of the Student Senate.
- 2.10.3 The Student Body Treasurer:
  - 2.10.3.1 Shall keep a current account of SGA expenditures and obligations.
  - 2.10.3.2 Shall maintain the computerized financial ledger.
  - 2.10.3.3 Shall submit, in conjunction with the Finance Committee, the proposed annual budget for the SGA. This budget will be presented to the Student Senate for vote at the beginning of each academic year.
  - 2.10.3.4 Shall act as a disbursing agent for the SGA.
  - 2.10.3.5 Shall act in good faith in representing the off-campus students of Western University of Health Sciences in matters pertaining to finance.
- 2.10.4 Hold budget orientation meetings for all club and class treasurers.
  - 2.10.4.1 The treasurers from each class will be voting members of the Finance Committee.
  - 2.10.4.2 The Student Club Coordinator will be an ex officio member of the Finance Committee.
- 2.10.5 Formulate annual budget recommendations.
- 2.10.6 Review long range SGA activity projections and needs.
- 2.10.7 Present the budget and ask for policy directives from the Student Senate. Final approval of the budget will be made by the last week of October. Any requests for changes in the original budget will be allowed prior to this time.

- 2.10.8 Review California law and university policy pertaining to the generation, allocation, and expenditure of activity funds.
- 2.10.9 Upon request from the Student Body Executive Board or the Student Senate, review particular questions pertaining to financial matters.
- 2.10.10 Upon request from the Student Body Executive Board or the Student Senate, review the existing or proposed university budget and funding priorities contained therein.

## 2.11 Communications Committee

- 2.11.1 The Student Body Secretary shall chair the Communications Committee.
- 2.11.2 Each class secretary shall be a member of the Communications Committee. Any additional members will be appointed by the Student Body President. These appointments shall be subject to confirmation by a majority vote of the Student Senate.
- 2.11.4 The Student Body Secretary:
  - 2.11.4.1 Shall keep a careful and authentic record of the proceedings of Student Senate meetings.
  - 2.11.4.2 Shall be responsible for notifying Senators of regularly scheduled and emergency meetings.
  - 2.11.4.3 Shall be responsible for all SGA correspondence.
  - 2.11.4.4 Shall prepare and post agendas and minutes.
  - 2.11.4.5 Shall maintain SGA suggestion boxes and bulletin boards.
  - 2.11.4.6 Shall publish an update on student body issues quarterly via the University's internet resources made available to all students. The student body summary will be used to present the accomplishments, position, and activities of the SGA. This will be made available to campus media, university administrators, and the student body.

## 2.12 Student Recreation Committee

- 2.12.1 Coordinate student recreation and sporting events. The student recreation committee membership shall consist of the class recreation leaders. The Student Body President can appoint the chairperson of this committee.

## 2.13 Legislation

### 2.13.1 Types of Legislation

- 2.13.1.1 Bills: Legislation, over which the SGA has sole jurisdiction, including amendments to the Student Body Bylaws, shall require a two-thirds vote.
- 2.13.1.2 Recommendations: Legislation that is a suggestion for action outside SGA jurisdiction shall require a simple majority vote of the Student Senate.
- 2.13.1.3 Resolutions: Legislation that is a statement of position shall require a simple majority vote.

- 2.13.1.4 Nominations: All appointments made by the Student Body President shall require confirmation by a two-thirds vote to fill elective offices that remain vacant after an election; confirmation by a simple majority vote is required for all other appointments.
- 2.13.2 Submission of Legislation
  - 2.13.2.1 All legislation must be presented to the Student Senate President in proper legislation format at least seventy-two hours prior to the Student Senate meeting at which said legislation is to be considered.
  - 2.13.2.2 All legislation will be made available to all Student Senate members for review forty-eight hours prior to the scheduled Student Senate meeting.
    - 2.13.2.2.1 The Student Senate has the ability to waive this requirement and upon a two-thirds vote can decide to consider any and all matters presented to the voting members regardless of the timing of the submittal.
  - 2.13.2.3 The Student Senate President shall post a current projected agenda on Blackboard for each Student Senate meeting.
  - 2.13.2.4 The agenda shall, when possible, be posted no later than the Sunday prior to the meeting which it outlines and must be updated regularly to include all submitted agenda items.
  - 2.13.2.5 For all bills, resolutions, and recommendations, the agenda shall include the number of each piece of legislation, its author(s), and a brief summary of its content.
  - 2.13.2.6 For all appointments and nominations for SGA office, the agenda shall include the name of the appointee/nominee and the position to which they aspire.
- 2.13.3 Procedure for Consideration of Legislation
  - 2.13.3.1 All proposed legislation must be made available to the Student Body President as outlined in the Student Body Constitution.
- 2.12.4 The Legislative Record
  - 2.13.4.1 The Student Body Secretary shall file, in numerical order, all Student Senate resolutions, bills, and recommendations. Besides the text itself, each piece of legislation will contain the following information: numerical designation, sponsor, author, date of vote, and voting outcome.
  - 2.13.4.2 A signed statement by the Student Body President regarding his/her action relative to the legislation shall accompany the legislative record. In the event the Student Body President neither vetoes nor signs a piece of legislation within six school days following passage in the Student Senate, said legislation becomes law per section 5.3.1.2 of the Student Body Constitution; the Student Senate President will note this occurrence in the record.
  - 2.13.4.3 If the Student Senate overrides a Student Body President's veto by a two-thirds vote, the Student Senate President will record the fact in the legislative record.

### 3 CRITERIA FOR EXPENDITURE OF SGA FUNDS

- 3.1 SGA funds shall be open to the entire student body for request.
- 3.2 SGA funds will be allocated to students or student organizations without regard for creed, gender, race, religion, or sexual orientation.
- 3.3 SGA funds will be allotted only for Western University of Health Sciences student organized events and travel.
- 3.4 The SGA shall be named as a sponsoring party for any event that the SGA financially supports.
- 3.5 The student reimbursement form with original itemized receipts must be submitted to the Student Body Treasurer within four weeks following the expenditure of funds.
  - 3.5.1 All financial requests must be submitted using the SGA Funds Request Form. This requirement may be waived with a two-thirds vote of the Student Senate.
  - 3.5.2 Until the student reimbursement form is submitted to the Student Body Treasurer, the student or student organization will no longer be considered for future funding.
  - 3.5.3 Approved funds will be paid directly from the SGA account to the students who made the expenditures related to the event/travel. Funds can be transferred directly into club or class accounts if the club/class treasurer signs a statement of use form and attaches it to the transfer request form
- 3.6 SGA provided funds may not be used to purchase alcoholic beverages or drugs.
- 3.7 Expenditure or allocation of SGA funds requires the signature of the Student Body Treasurer and one of the SGA advisors.
- 3.8 The Executive officers shall be empowered to administer the operating expense portion of the SGA budget.
- 3.9 Each year, 60% of the student body fees collected by the university from on-campus students will be incorporated in the SGA account. The remaining 40% will be incorporated into each respective class account.
- 3.10 Each year, 10% of the student body fees collected by the university from off-campus students will be incorporated into the SGA account. The remaining 90% will be incorporated into each respective class account.
- 3.11 Each class will be solely responsible for the use of its funds.
  - 3.11.1 In cases where class fund expenditure is in the amount less than two hundred and fifty dollars (\$250), a majority vote of the total number of class officers is required. The amount and the reason must be posted and made available as a matter of public record.
  - 3.11.2 In cases where class fund expenditure is equal to or more than two hundred and fifty dollars (\$250), a majority vote of the entire class is required. The amount and the reason must be posted and made available as a matter of public record.
- 3.12 Financial requests may not exceed \$200 per person AND may not exceed \$600 per event.

### 4 ELECTION CODE

## 4.1 Elections

- 4.1.1 Student body officers of President-elect, Vice-President-elect Pomona and Vice-President-elect Lebanon are to be succeeded by someone who has been a member of the Student Senate and elected by a simple majority of all the ballots cast by the Student Senate.
- 4.1.1.1 This election shall be held either on Blackboard or by paper ballot at a time to be specified by the Elections Chair.
- 4.1.2 The Student Club Coordinator-elect, Student Body Treasurer-elect, and Student Body Secretary-elect shall be Pomona-based and elected by a simple majority of all ballots cast by the student body. The entire student body will be informed of the date and location of this election.
- 4.1.3 On-campus class officers to be elected vary, as each class decides on and elects their class officers by a simple majority vote of all the ballots cast by the respective class.
- 4.1.3.1 The first- and second-year Doctor of Osteopathic Medicine (DO) classes (California) each elect a President, Vice-President, Treasurer, Secretary, two (2) Curriculum Representatives, Technology/Library Representative, Alumni Affairs Representative, two (2) Recreation Leaders, Wellness Advocate, Diversity Officer, and a Lebanon liaison. The third-year class elects four (4) class representatives and (2) Curriculum Representatives who hold office until graduation.
- 4.1.3.2 The first- and second-year Doctor of Osteopathic Medicine (DO) classes (Oregon) each elect a President, Vice-President, Treasurer, Secretary, two (2) Curriculum Representatives, Technology/Library Representative, Alumni Affairs Representative, two (2) Recreation Leaders, Wellness Advocate, Diversity Officer, and a Pomona liaison. The third-year class elects two (2) class representatives and (2) Curriculum Representatives who hold office until graduation.
- 4.1.3.3 The first-year Master of Science in Physician Assistant Studies (MSPA) class elects a President, Vice-President, Treasurer, Secretary, Technology/Library Representative, Alumni Affairs Representative, Recreation Leader and a CAPA Contact Representative. An Academic Liaison is also appointed by the chair of the department. The second-year class elects two (2) class representatives who hold office until graduation.
- 4.1.3.4 The first-year Doctor of Physical Therapy (DPT-California) faculty appoints two (2) APTA Contact Representatives and one (1) Alumni Affairs Representative who hold office through graduation. The first- and second-year DPT-California classes elect a President, Vice-President, Treasurer, Secretary, Technology/Library Representative and Recreation Leader. The third-year class elects two (2) class representatives.
- 4.1.3.5 The first-year Doctor of Physical Therapy (DPT-Oregon) faculty appoints two (2) APTA Contact Representatives and one (1) Alumni Affairs Representative who hold office through graduation. The first- and second-year DPT-Oregon classes elect a President, Vice-President, Treasurer, Secretary, Technology/Library Representative and Recreation Leader. The third-year class elects two (2) class representatives.
- 4.1.3.6 The first- and second-year Doctor of Pharmacy (PharmD) classes each elect a President, Vice-President, Treasurer, Secretary, Curriculum Representative, Technology/Library Representative, Alumni Affairs Representative and Recreation Leader. The third-year class elects two (2) class representatives who hold office until graduation.
- 4.1.3.7 The first- and second-year Doctor of Veterinary Medicine (DVM) classes will each elect a President, Vice-President, Treasurer, Secretary, two (2) Curriculum Representative,



Technology/Library Representative, and Alumni Affairs Representative. The third-year class elects two (2) class representatives who hold office until graduation.

- 4.1.3.8 The first- and second-year Master of Science in Nursing-Entry Program (MSN-E) elects a President, Vice-President, Treasurer, Secretary, two (2) Curriculum Representatives, a Technology/Library Representative, Alumni Affairs Representative, and Recreation Leader.
  - 4.1.3.9 The first-year Doctor of Dental Medicine (DMD) class elects a President, Vice-President, Treasurer, Secretary, Technology/Library Representative, Alumni Affairs Representative and two (2) Recreation Leaders. The college appoints (1) Curriculum Representative. The second-, third-, and fourth-year Doctor of Dental Medicine (DMD) classes each elect a President, Vice-President, Treasurer, Secretary, Curriculum Representative, Technology/Library Representative, Alumni Affairs Representative and two (2) Recreation Leaders.
  - 4.1.3.10 The first- and second-year Doctor of Podiatric Medicine (DPM) classes each elect a President, Vice-President, Treasurer, Secretary, Curriculum Representative, Technology/Library Representative, Alumni Affairs Representative and Recreation Leader. The first-year class also elects (1) APMSA representative who holds office until graduation; however, every fourth year the first-year class elects (1) APMSA representative and (1) APMSA alternate who hold office until graduation. The third-year class elects two (2) class representatives who hold office until graduation. In the summer, the college appoints a DPM-AS representative (1) who holds office until graduation.
  - 4.1.3.11 The first-, second-, and third-year Doctor of Optometry (OD) classes each elect a President, Vice-President, Treasurer, Secretary, (2) Recreation Leaders and (2) Curriculum Representative, Technology/Library Representative and Alumni Affairs Representative. The fourth-year class elects two (2) class representatives who hold office until graduation.
  - 4.1.3.12 The Master of Science in Medical Science (MSMS) class elects a President, Vice President, Treasurer, Secretary, Recreation Leader and Alumni Representative who hold office until graduation. The college appoints one Curriculum Representative and one Technology/Library Representative who hold office until graduation.
  - 4.1.3.13 The Master of Science in Health Sciences (MSHS) class elects two (2) class representatives and one (1) Alumni Affairs Representative each year.
  - 4.1.3.14 The Master of Science in Biomedical Science (MSBS) class elects two (2) class representatives.
- 4.1.4 The position of Student Senator At Large will be elected in those cases where the number of designated class officers is less than that required to serve on the Student Senate.
- 4.1.4.1 A class can create another functional class officer position in lieu of using the designation of Student Senator At Large.

## 4.2 Student Senate Representation

- 4.2.1 Each class will be represented by their elected officers in the Student Senate based on the class' size at the start of the academic year. Because these officers represent their class in the Student Senate, they shall be called "Senators" in addition to their class officer titles.
- 4.2.2 For every twenty-five (25) students in each class, one (1) class officer will represent their classmates in the Student Senate via one (1) vote. The number of Voting Senators will be determined by

rounding to the nearest twenty-five (i.e., 13 or more students) and be calculated by the Student Senate President with confirmation of class counts from the University Registrar.

4.2.2.1. Each Voting Senator is required to attend Student Government Association (SGA) meetings unless their absence is excused by the Student Senate President. If a Voting Senator fails to meet attendance requirements, the Student Senate President will notify the Director for University Student Affairs and the student affairs professional of the Senator's respective college.

4.2.4 In classes where the number of Voting Senators is less than the number of Class Officers elected, the order of precedence for serving as a Voting Senator shall be (1) Class President, (2) Class Vice-President, (3) Class Treasurer, and (4) Class Secretary. If more than four (4) Class Officers are eligible to represent their class in the Student Senate, the Class President may decide which officers will do so (in addition to the four positions named above). These officers will also be responsible for attending SGA meetings in accordance with the attendance policy.

#### 4.3 The Elections Commission

4.3.1 The Elections Commission shall be responsible for all student body elections.

##### 4.3.2 Membership

4.3.2.1 The Student Body Vice-President Pomona will chair the Elections Commission in Pomona and the Student Body Vice-President Lebanon will chair the Elections Commission in Lebanon.

4.3.2.2 All Class Vice President will be a member of the Election Commission.

4.3.2.3 Members of the Elections Commission may not run for elective office while serving on the commission.

4.3.2.4 Members of the Elections Commission shall not be actively involved with any campaign for elective office in any partisan manner while serving on the commission.

##### 4.3.3 Duties of the Elections Commission

4.3.3.1 Each Class Vice President will organize all of their own college's class officer elections. Responsibilities for running class elections include arranging a public forum for student speeches, a necessary polling time to take place on Blackboard, and other tasks necessary for the proper, efficient, and legal completion of elections.

4.3.3.1.1 If the Class Vice President is running for a position in an election, another class officer, who is not participating in the election, must be designated by the Class President to serve in his/her place to run the scheduled election.

4.3.3.1.2 The Class Vice President must provide the Elections Chair with their complete list of students who desire to run for class office within two school days after the mandatory candidate meeting.

4.3.3.2 The Elections Commission shall be responsible for the enforcement of all rules and regulations of the election guidelines as per Student Body Bylaws.

4.3.3.3 The Elections Commission must organize a public forum before the election on Blackboard to allow candidates an opportunity to speak to their respective classmates.

In the event a public forum is not possible, the Elections Commission shall distribute electronically each candidate's written statement to the class.

- 4.3.3.4 The Elections Commission must make available upon written request the final vote counts of all class elections from the University's Information-Technology department for thirty (30) days following each election.

#### 4.3.4 Duties of the Chair

- 4.3.4.1 The Chair must hold Elections Commission meetings to consider and rule on alleged election guideline violations. The chair does not have a vote in these meetings, except in the case of a tie vote among the Commission.
- 4.3.4.2 The Chair is responsible for ensuring that the Elections Commission operates efficiently and effectively.
- 4.3.4.3 The Chair will organize all student body elections: Student Body President-elect, Student Body Vice-Presidents-elect, Student Body Treasurer-elect, Student Body Secretary-elect, and Student Club Coordinator-elect.
- 4.3.4.4 The Chair will arrange the following for student body elections: a mandatory candidates meeting, a public forum for student speeches, a necessary polling time to take place on Blackboard, and other tasks necessary for the proper, efficient, and legal completion of elections.
  - 4.3.4.4.1 Except in the case of Student Body President-elect, Student Body Vice-President-elect Pomona and Student Body Vice President-elect Lebanon where polling can occur on either Blackboard or by paper ballot.
- 4.3.4.5 The University Registrar must be contacted by the Chair to confirm candidate eligibility within four school days after the candidacy application deadline. All candidates for student body offices will be notified of their eligibility status by the Chair within four (4) days after the mandatory candidates meeting.
  - 4.3.4.5.1 Eligibility requirements include good academic standing as defined by a student's respective college as written in the university's catalog, and the absence of any previous exclusions of student office and a signed acknowledgement form from the college-specific student affairs professional.
- 4.3.4.6 The Chair must advertise and post the student body election date and time on Blackboard at least one (1) week prior to the election.
- 4.3.4.7 The Chair must organize a public forum at least two (2) days before student body elections to allow candidates an opportunity to speak to the voting audience.
- 4.3.4.8 The Chair must make available upon written request the final vote counts of all student body elections for thirty (30) days following each election.

#### 4.4 Election Guidelines

- 4.4.1 Annual Student Body President-elect, Student Body Vice-President-elect Pomona and Student Body Vice-President-elect Lebanon elections will be held no later than the last week of February.
  - 4.4.1.1 The Chair of the Elections Commission will organize voting for the above-mentioned positions amongst the Student Senate.

- 4.4.2 Annual Student Body Treasurer-elect, Student Body Secretary-elect and Student Club Coordinator-elect elections will occur no later than the last week in February.
  - 4.4.2.1 The Chair of the Elections Commission will organize voting for the above-mentioned positions amongst the student body.
- 4.4.3 Annual class officer elections for all incoming students will occur no later than the last week in September.
- 4.4.4 Annual class officer elections for all continuing students will occur no later than the last week in March.
- 4.4.5 All candidates must file for candidacy with the Elections Commission.
  - 4.4.5.1 To be placed on the official ballot for a student body position, a student must file for candidacy and attend a mandatory candidate meeting with the Chair of the Elections Commission.
  - 4.4.5.2 To be placed on the official ballot for a class officer position, a student must file for candidacy and attend a mandatory candidate meeting with the Elections Commission Chair.
  - 4.4.5.3 A student may change the office for which he/she has become a candidate at any time prior to 12:50 pm on the day of the mandatory candidate meeting. Candidates may choose to fill any open position up to the time of the open forum.
  - 4.4.5.4 No student may be a candidate for, or hold more than one class officer position or student body position, whether elected or appointed, at any given time.
  - 4.4.5.5 A student may hold a student body officer-elect position and any class position concurrently; however, a student may not hold a student body officer position with any other class position.
  - 4.4.5.6 Candidacy may be withdrawn at any time during the election process.
- 4.4.6 Campaigning may begin only after the candidate has filed and individual eligibility is confirmed.
  - 4.4.6.1 There will be no physical campaign materials such as posters, flyers, and any other physical materials.
  - 4.4.6.2 There will be no electronic campaigning which includes using computers and cell phones.
    - 4.4.5.2.1 For computers, this includes and is not limited to social networking sites, Emails, etc.
  - 4.4.6.3 Campaigning may not disrupt the learning environment and class time.
  - 4.4.6.4 No candidate shall address any class by introducing oneself or making a speech regarding his/her candidacy other than during the scheduled forum organized by the Elections Commission.

- 4.4.6.5 Candidates may speak to classmates outside of class including class breaks about their candidacy as long as it is not an organized meeting such as during club meetings, class time, and student meetings such as SGA meetings.
- 4.4.7 The Elections Commission will organize a public forum before the election to allow candidates an opportunity to speak to the respective voting audience.
- 4.4.8 The times of voting will be determined by the Elections Commission Chair.
  - 4.4.8.1 Except in the case of Student Body President-elect, Student Body Vice-President-elect Pomona and Student Body Vice-President-elect Lebanon where voting can occur on either Blackboard or by paper ballot.
- 4.4.9 The counting of ballots on Blackboard will be done electronically and may begin no sooner than the closing of the polls at the end of the election. The counting of ballots by paper will be done by the Chair of the Elections Commission and the Student Body President and may begin no sooner than the closing of the polls at the end of the election.
- 4.4.10 Election results will be announced no later than the school day following the close of polls, except in the case of an appeal.
- 4.4.11 The Elections Commission may take any action it deems appropriate, including disqualification against any violators of the election guidelines.

#### 4.5 Polling Procedure

- 4.5.1 Official polling will be conducted online via Blackboard. Online polling will be made available for no less than 8 hours and no longer than 48 hours.
  - 4.5.1.1 Except in the case of Student Body President-elect, Student Body Vice-President-elect Pomona and Student Body Vice-President-elect Lebanon where polling can occur on either Blackboard or by paper ballot which will be held for a length of time specified by the Elections Commission Chair.
- 4.5.2 If after the deadline a candidate is running unopposed, a vote is not required and the candidate wins by default.

#### 4.6 The Official Ballot

- 4.6.1 Ballots shall be headed with the date and title of the election.
- 4.6.2 The official ballot shall be available only on Blackboard.
  - 4.6.2.1 Except in the case of paper ballot voting for the Student Body President-elect, Student Body Vice-President-elect Pomona and Student Body Vice-President-elect Lebanon where the official ballot will be made available by the Elections Commission Chair.

#### 4.7 Voter Identification

- 4.7.1 Voter identification during Blackboard elections will be made possible by the required username and password necessary to login on Blackboard. Only those students with valid login registration will be eligible to vote and every student will be allowed to only vote once.

- 4.7.1.1 In the case of paper ballot elections, one paper ballot shall be given to each eligible Senator to ensure that every Senator will be allowed to only vote once.

#### 4.8 Counting of Ballots

- 4.8.1 Ballots via Blackboard elections will be counted electronically by the Blackboard survey program. Verification of election results will be accomplished by University Student Affairs and the Information-Technology department. The counting of paper ballots in Pomona will be done by the Chair of the Elections Commission and the Student Body President. The counting of the paper ballots in Lebanon will be done by the Chair of the Elections Commission and the Lebanon-based Council Chair.

- 4.8.1.1 All ballots will be retained for thirty days following the election and will be made available upon request.

#### 4.9 Run-off Elections

- 4.9.1 If more than two candidates are on the official ballot for any one elective office and no one candidate receives a majority of the votes cast in the primary election, a run-off election shall be held by the Elections Commission Chair no later than three school days following the primary election.

- 4.9.1.1 The two candidates receiving the most votes for any one office in the primary election will be placed on the official run-off election ballot.

- 4.9.1.2 Voting will take place as outlined in section 4.1.3.

- 4.9.1.3 The run-off election will be determined by a simple majority of the ballots cast by the student body or the respective class, as the case may determine.

#### 4.10 Special Elections

##### 4.10.1 Referenda

- 4.10.1.1 The Elections Commission shall conduct referenda upon request by the Student Body President with a majority approval by the Student Senate, or upon receipt of a student body petition as outlined in Article VIII of the Student Body Constitution.

- 4.10.1.2 In the case of constitutional amendment referenda, complete copies of constitutional amendments are required to be on the official ballot. For changes made to existing constitutional provisions, both the existing text and proposed amendment(s) shall appear on the ballot. Voters shall vote "Yes" or "No" regarding the proposed amendment.

- 4.10.1.3 In the case where an Executive SGA position becomes vacant and there is no executive-elect the existing Executive SGA shall hold a special election either voted on by the Student Senate or the student body at large.

##### 4.10.2 Recall Procedure

- 4.10.2.1 The method of recalling an officer shall follow the guidelines outlined in Article X of the Student Body Constitution.

- 4.10.2.2 An official ballot shall be prepared which shall include the reasons for demanding recall of the officer and the officer's justification of his or her course in office. Each statement shall not exceed two hundred words.

- 4.10.2.3 The official ballot shall state the name of the officer in question. Voters shall vote "Yes" to recall the officer or "No" to retain the officer.

#### 4.11 Election Appeal

- 4.11.1 An Election Review Board (ERB) shall hear and rule on appeals from candidates claiming to have been unjustly injured by acts or rulings of the Elections Commission.
- 4.11.2 The ERB will be chaired by the Vice-President for Enrollment Management and Student Affairs and consist of one student from each academic program on campus that chooses to participate.
- 4.11.3 The ERB shall be appointed, in case of appeal, by the Student Body President. Appointments shall require confirmation by the Student Senate. The Student Body President shall be responsible for informing the Board members of their duties and responsibilities, including the necessity of maintaining a neutral stance and confidentiality with regards to election appeals.
- 4.11.4 All members of the ERB shall be currently enrolled students, except the chair. No member of the Board shall be a current Senator nor shall they have been a member during the semester of the election. No member of the ERB shall be actively involved with any campaign for elective office in any partisan way during membership on the Board.
- 4.11.5 The aggrieved candidate shall submit a written request for appeal to the ERB Chair within two school days after polling closes of the contested election.
- 4.11.6 The ERB shall hear one argument from the aggrieved candidate and another from the Elections Commission Chair, who shall represent the Elections Commission before the ERB.
- 4.11.7 The ERB shall be empowered to alter or rescind any act or ruling by the Elections Commission which the ERB deems to be in violation of the Student Body Constitution, Bylaws, or election guidelines.
- 4.11.8 ERB decisions are made by a simple majority vote of its members. The chair does not have a vote in these hearings, except in the case of a tie of votes among the ERB.
- 4.11.9 The ERB may reconvene to consider new evidence or new aspects of the case upon request of either the aggrieved candidate or the Elections Commission. New evidence must be presented within two school days of a decision by the ERB, after which time election results will be deemed final and may be announced to the student body.

#### 4.12 Assumption of Office

- 4.12.1 Incoming class officers shall assume office on the first day of October, and continuing class officers shall assume office on the first day of April.
- 4.12.2 Senators shall terminate office at the beginning of their successor's term.
- 4.12.3 Student Body Executive Officer-elect positions for President, Vice-President Pomona, Vice-President Lebanon, Treasurer, Secretary, and Student Club Coordinator shall train under the guidance of the current respective executive board positions and assume all duties on the first day of April following the election.
- 4.12.3.1 In the event of an executive officer member vacancy in which an "elect" position is filled, the elect-officer will assume the full roles and responsibilities of their respective position immediately.

- 4.12.3.2 If the officer-elect, in assuming the duties of the executive board position, holds a current Student Senate or class officer position, their position as such will immediately be resigned, and its vacancy will be filled in accordance to the Student Body Constitution and Student Body Bylaws.
- 4.12.3.3 In the event that a class officer position becomes vacant, the existing class board members, in consultation with their student affairs professional/department chair, may, by majority vote, hold an election for the vacant position, appoint a replacement or absorb responsibilities among existing board members. In the event of a stalemate, an election will be held.

#### 4.13 Violation of the Election Code

- 4.13.1 Violation of the Election Code by any person or persons to the extent that it calls into question the validity of any election shall nullify the election results and require that another election be held. Violations will be ruled on by the Elections Commission.
  - 4.13.1.1 If a person files an election violation complaint to the Elections Commission Chair, it must be a written statement. The complainant must be identified to the Chair and Director for University Student Affairs but will remain anonymous for the Elections Commission ruling.
  - 4.13.1.2 The subject of the complaint will be notified by the Elections Commission Chair or Director for University Student Affairs. Subject will have the option to provide a written statement and will remain anonymous for the Elections Commission ruling.
  - 4.13.1.3 Both the complainant and subject written statements will be presented to the Elections Commission for ruling.
- 4.13.2 In the event that a candidate is responsible for willfully violating the Election Code, the candidate will be disqualified from the election in question and not allowed to participate in any future student body or class election as a candidate.
- 4.13.3 If a breach of the Election Code occurs through no fault of any candidate to the extent that it calls into question the validity of the election, the election results will be nullified and all candidates will be allowed to participate in future elections.
- 4.13.4 The Elections Commission will rule on whether the Election Code has been violated. Candidates or students may also appeal to the ERB.

## 5 STUDENT ORGANIZATIONS

### 5.1 Student Club Coordinator

- 5.1.1 Shall preside over Club Presidents and Club Council meetings.
  - 5.1.1.1 This Meeting will be held quarterly.
  - 5.1.1.2 Attendance of the Student Organization President or Vice-President is required. No other designee will be accepted. Class Recreation Leaders must attend only the



mandatory meeting at the beginning of each semester. The sanctions in section 5.2 will ensue as stated if warranted by attendance violation.

5.1.1.2.1 The Student Organization Treasurers shall attend a mandatory meeting at the beginning of each semester called by the Student Body Treasurer. No other designee will be accepted. The sanctions in section 5.2 will ensue as stated if warranted by attendance violation.

5.1.1.4 The sanctions stated in Section 5.2 of the Student Body Bylaws will be implemented for an organization if either the Student Organization's President or Vice-President is not in attendance of the meeting.

- 5.1.2 Shall, in good faith, provide knowledge and information to student organizations with respect to the Student Body Constitution and Student Body Bylaws.
- 5.1.3 Shall present a verbal report of the Club Presidents Meeting to the Student Senate at the following Student Senate meeting.
- 5.1.5 Shall provide communication between the Student Organization Committee and campus student organizations.
- 5.1.6 Shall promote the interaction and participation of multiple student organizations in activities and events (i.e. health fairs).
- 5.1.7 Shall organize and coordinate two "Student Organization Days" during the lunch hour, the first during the month of August or September and the second between February & May. Student Organization Days provide all of the student organizations an opportunity to recruit new members, fundraise and promote up-coming activities.
- 5.1.8 Shall keep the Director for University Student Affairs apprised of student organization issues especially as they relate to events, speakers, room reservations and other university policies.
- 5.1.9 Shall promote active participation of student organization faculty/staff advisors in meetings as well as activities, events and seminars.
- 5.1.10 Shall advise new student organization applicants.
- 5.1.11 Shall ensure that student organization officer elections are held no later than the third week in January. New student organization officers shall take office the first of February.
- 5.1.12 Shall ensure that funding necessary to fulfill Student Organization Coordinator duties and responsibilities is be presented to the Student Senate. To pass, requests must be approved with a 2/3 majority vote.

## 5.2 Student Organization Sanctions

- 5.2.1 First missed meeting or violation of the rules results in notification of the missed meeting or violation of the rules to the Student Organization President and Vice-President, the Student Organization Faculty/Staff Advisor and the Director for University Student Affairs by the Student Organization Coordinator within one week of the missed meeting or violation of the rules.
- 5.2.2 Second missed meeting or violation of the rules results in notification stated in 5.2.1 and suspension of student organization privileges for the month following the missed meeting or violation of the rules.

- 5.2.2.1 Any funds allocated by the SGA for activities, events and seminars planned during the sanctioned month will be suspended by the Student Body Treasurer. No funds are to be requested from the Student Senate during this timeframe. Parameters of sanctions will be provided to the student organization in writing.
- 5.2.3 Third missed meeting or violation of the rules results in suspension of student organization privileges for the remainder of the academic year including access to class and student organization accounts. Sanctions will be enforced by the Director for University Student Affairs.
- 5.2.3.1 Any funds allocated by the SGA for activities, events or seminars planned for the remainder of the academic year will be revoked by the Student Body Treasurer and documented via written correspondence.
- 5.2.3.2 Clubs planning events that cost over \$250 will need to have majority club officer approval for the event prior to the event.
- 5.2.4 Appeals on sanctions must be presented in writing to the Vice-President for Enrollment Management and Student Affairs and the Student Body President for further consideration.

### 5.3 Student Organizations Committee

- 5.3.1 The Student Club Coordinator shall serve as the chairperson for the Student Organizations Committee.
- 5.3.2 Each class recreation leader shall be a member of the Student Organization Committee.
- 5.3.3 The Student Organization Committee is responsible for reviewing all new club applications as well as auditing all student organizations' annual reports. All clubs must meet the minimum operating criteria below. If you do not meet the criteria your club will be dissolved. You may appeal the dissolution within 30 days at a Senate meeting.
- Have a President, Treasurer and Advisor at all times
  - Meet with advisor at beginning of term to establish goals and club learning outcomes
  - Host two general meetings per President's term and document dates on annual report
  - Meet the minimum number of members = 25/Pomona & 10/Lebanon
  - Conduct the minimum number of activities (community, WesternU service or other) = 4 for Pomona & Lebanon
  - Club President must submit a complete annual report form (including new officers) and membership roster by the deadline (end of term).
  - Club Treasurers must submit the certificate of organizational funds at the end of their term
  - If you have a club locker key, you must check it in at University Student Affairs by the deadline (end of term).
- 5.3.4 All student organization finances are subject to review by the Finance Committee.
- 5.4.2.1 The Audit shall include specific criteria including, but not limited to: responsible fiscal behavior, and appropriate use of SGA funding.

### 5.4 New Student Organizations

- 5.4.1 Applications are available on the forms page of the University Student Affairs website.
- 5.4.2 A President, Treasurer and Faculty Advisor must be identified, and their signatures must be included on the new club application.

- 5.4.3 Approval Process for New Student Organizations
  - 5.4.3.1 Application will be reviewed by the Student Organization Committee, comprised of Recreation Leaders from all on campus classes. This approval process is to ensure, there are no duplicate organizations on campus.
  - 5.4.3.2. If approved by the Student Organization Committee, the application will be submitted to the appropriate college dean (if the organization is program-specific) for their signature.
  - 5.4.3.3 If approved by the appropriate college dean, the Vice-President for Enrollment Management and University Student Affairs will consider the application for final approval.
- 5.4.4 Applications which do not meet the criteria stated above will be denied approval and no further consideration of the application will be given.