



# **Student Government of Seattle University Bylaws**

The following are the rules governing the Student Government of Seattle University, herein referred to as SGSU. These detailed rules are herein referred to as Bylaws, which govern SGSU under the *Constitution of the Student Government of Seattle University*.

## **Article I: Elected Membership SGSU Representative Officers**

Section 1: Eligibility of elected office shall be determined by class standing, community membership, course load, and GPA but never on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual or political orientation, or status as a veteran, and all other forms of discrimination with exceptions only for those listed below:

1. At-Large Representatives: must be any enrolled matriculated student at Seattle University.
2. Athletic Representative: must participate in a varsity sport during the sport's season of competition during their term in office.
3. Commuter Representative: must be an enrolled matriculated Seattle University student that does not live in University Housing.
4. First-Year Representatives: must be a first-year (less than 45 credits) at the time of the election and during the first quarter of holding office.
5. International Representative: must hold a non-immigrant student visa as defined by the Department of United States Citizenship and Immigration Services.
6. Junior Representative: must be a junior (at least 90 credits and less than 135 credits) during the first quarter of holding office.
7. Multicultural Representative: must be committed to representing and advocating for all cultures and identity groups on campus
8. Non-Traditional Representative: must be twenty-five (25) years of age or older, a parent, or a military veteran at the time of taking office.
9. Senior Representative: must be a senior (at least 135 credits) during the first quarter of holding office.

10. Sophomore Representative: must be a sophomore (at least 45 credits and less than 90 credits) during the first quarter of holding office.
11. Students with Disabilities Representative: must be an enrolled matriculated student at Seattle University who identifies as having a disability.
12. Transfer Representative: must have transferred to Seattle University at any time.
13. In special circumstances, the Elections Commission would have the authority to make an exception to the credit requirements in Section 1, to exclude those credits related to Advanced Placement, Running Start, or similar programs.

Section 2: The Representative Officers shall be elected by a plurality (i.e. the highest number of votes for any one candidate designates the winner) at the duly held election conducted in accordance with the SGSU Constitution, SGSU Bylaws, and the SGSU Elections Code.

The Fall Election should include the following representatives:

1. At-Large Representative (1)
2. Commuter Representative
3. First-Year Representative (2)
4. International Representative
5. Transfer Representative

The Spring Election should include the following representatives:

1. At-Large Representative (1)
2. Athletic Representative
3. Junior Representative
4. Multicultural Representative
5. Non-Traditional Representative
6. Senior Representative
7. Sophomore Representative
8. Students with Disabilities Representative

Section 3: Course Load: Students must be full-time, registering for twelve (12) credits or more per quarter throughout their term of office. Exceptions will be given to students who receive a full-time status designation through Disability Services in accordance with university policy and to seniors in their final year during spring quarter at Seattle University, who must be registered for five (5) or more credits.

Section 4: GPA; Students must maintain a cumulative GPA of 2.5. Students who do not hold any prior Seattle University credits or a Seattle University GPA are exempt from this requirement until they have attended one quarter of classes at Seattle University.

Section 5: Representatives advocate for the general interest of their respective constituency within SGSU and the broader student body, as outlined in the constitution, to the best of their capacity.

Section 6: All elected SGSU members should adhere to all expectations outlined by the Seattle University Code of Student Conduct and the Center for Student Involvement Integrity Statement.

## **Article II: Accountability, Removal, or Vacancy of Elected SGSU Officers and Staff Members**

Section 1: The Executive Vice President shall have the power to sanction or remove an SGSU Officer and Staff Member (Representative or Staff) under any of the following circumstances:

1. The officer has neglected the duties of their position, as outlined in the SGSU Constitution, SGSU Bylaws, or any other SGSU codes or policies.
2. The officer does not meet the minimum expectations for attendance, which are:
  - a. Request no more than 6 hours of excused absences during the quarter, which can be applied to:
    - i. Representative Assembly (no more than 2 meetings per quarter)
    - ii. Committee Meetings (no more than 2 meetings per quarter)
    - iii. Weekly office hours
  - b. Maintain consistent attendance and communication
3. The officer, at any time, does not meet the academic qualifications, as outlined in the SGSU Constitution, SGSU Bylaws, any other SGSU codes or policies, or Seattle University policies.
4. The officer is found to be of unsound mind by a final order of court of competent jurisdiction.
5. Officer is placed on disciplinary probation by the final order of the University judicial process.

Section 2: The following process shall be used to hold any SGSU Officer or Staff Member accountable by the Executive Vice President:

1. Attendance based offences will be handled using the following system.

a. If an officer anticipates an attendance conflict, they will meet with the Executive Vice President to create an attendance contract to outline the events that will be missed and identify possible alternative tasks that will meet the schedule of the officer and still fulfill the expectations of their role. If it is not possible to create an agreement that meets the schedule of the officer and still fulfills the expectations of the role, the Executive Vice President may pursue removal procedures as specified in Article II Section 3 of the Bylaws.

b. If there is a concern around an officer's attendance, a member of the Executive Board or designated member of the Steering Committee will meet with the officer to discuss expectations. If the officer's attendance does not improve, then the Executive Vice President will initiate the next stages of the accountability process.

c. If an officer is accused of an attendance based offence, all involved parties, including any complainants and the member of SGSU who is accused, will meet to discuss the case.

d. After the case has been discussed, the Executive Vice President will make an informal recommendation on how the member can change their behavior to fulfill the duties as outlined in the Constitution and Bylaws.

e. If the member fails to follow these recommendations, the Executive Vice President may place the member on probation in consultation with the Executive Officers and SGSU Advisors.

i. As a requirement of probation, the member must sign a contract with the Executive Vice President and the Student Body President that reaffirms the member's expected conduct and agreement to abide by all rules and procedures as stated in the Bylaws.

ii. The SGSU member may choose to have the contract presented before the Representative Assembly for revision or approval. Otherwise, approval of the Representative Assembly is not required.

f. If the SGSU member does not agree to the contract or if the Executive Vice President determines that the member has

broken their contract, the Executive Vice President may pursue removal procedures as specified in Article II Section III of the Bylaws.

g. If the Executive Vice President has been charged with an attendance based offence, the President will follow the procedures specified in this section to hold this officer the EVP accountable.

2. Behavioral based infractions will be handled through the following system.

a. If there is a concern around an officer's behavior, a member of the Executive Board or designated member of the Steering Committee will meet with the officer to discuss expectations. If the officer's behavior does not improve, then the Executive Vice President will initiate the next stages of the accountability process.

b. After the Executive Vice President has reviewed the alleged offence, all involved parties, including any complainants and the member of SGSU who is accused, will meet to discuss the case.

c. The Executive Vice President will weigh various factors in making a decision

i. The severity of the violation measured according to the communicated expectations

ii. The impact of the violation on the organization's functionality or reputation

iii. Level of premeditation and planning prior to the violation

iv. If the student was forthcoming or attempt to conceal information in the course of the investigation

v. Other factors the Executive Vice President believe to be relevant and appropriate

d. Upon consideration of these factors, the Executive Vice President in consultation with the Executive Board and SGSU Advisors will decide upon an appropriate disciplinary sanction. The options are listed below.

i. Warning

ii. Contract and probation

iii. Removal

e. If the Executive Vice President has been charged with a behavioral based offence, the President will follow the procedures specified in this section to hold this officer accountable.

Section 3: The following process shall be used for the removal of any SGSU Officer or Staff Member by the Representative Assembly:

1. A written request for the removal of the officer, which includes: citation from the SGSU Constitution, Bylaws, or other SGSU documentation, and rationale for use, by an SGSU Officer or SGSU advisor is presented to the Associate Director of Student Involvement.
2. The Steering Committee will be called for an evidentiary hearing regarding this officer in question.
3. In the evidentiary hearing all persons bearing evidence in this matter will be asked to speak, as well as the officer in question, to address all evidence and the written request for his or her removal.
4. The Steering Committee will vote on whether there is sufficient evidence to forward this to the SGSU Representative Assembly for action.
5. In the case where the Steering Committee determines enough evidence is present to continue, a discussion item will be added to the Representative Assembly agenda of the first available meeting following the evidentiary hearing. The Executive Vice President will share the written request for removal, the evidence presented to the Steering Committee, and grant an opportunity for the officer in question to address the Representative Assembly.
6. The SGSU Representative Assembly, at its next meeting, will have an action item to remove the officer in question.
7. Removal will require two-thirds (2/3) affirmative vote of the SGSU Representative Assembly then in office.

### **Article III: Mid-Term Officer Vacancy**

Section 1: A vacancy of a Representative Officer position from the Spring Elections will be filled in the Fall Elections. If a Representative Officer position is still vacant after the Fall Elections, the Mid-Term Officer Appointment process shall be followed.

Section 2: In the event that an elected SGSU Executive Officer is unable to perform the functions of the office, is removed, or resigns, the Steering Committee shall nominate a candidate from among the SGSU Representative Officers then in office to fill the vacant Executive Officer Position. The nominee shall be approved by a two-thirds (2/3) vote of the SGSU Representative Assembly then in office. Following approval of the Executive Officer nominee, the process for filling a vacancy of a Representative Officer position would take place. In the event that no Representative Officer is available or interested in the vacant Executive

Officer position, SGSU will initiate the Mid-Term Officer Appointment Process for the Executive vacancy.

Section 3: If the Executive Vice President resigns, the Pro Tempore shall assume the office of the Executive Vice President, as outlined in Article V.

Section 4: If the vacancy takes place during spring quarter, the Mid-Term Appointment Committee may vote to determine if they would like to fill the vacant position. If approved by a majority vote, then the Mid-Term Appointment Committee shall take all steps as outlined above.

Section 5: The appointment of SGSU Officers mid-term shall work as follows:

1. In the case that a position is not filled in Fall elections, or an officer leaves their office or is removed from their office, an Ad-Hoc committee, known as the Mid-Term Appointment Committee (MAC), shall be formed – consisting of the Steering Committee, the President, and an SGSU advisor (non-voting member) – with the President facilitating the appointment process to appoint officers mid-term.
2. There must be a minimum of two candidates for the office in order for the appointment process to continue. In the case that a second candidate cannot be found for this office, the appointment process can continue upon the Mid-Term Appointment Committee providing proof to the Representative Assembly that the search for a second candidate was made.
3. The Mid-Term Appointment Committee shall require a resume and a cover letter.
4. Candidates for the office shall go through an interview after their resume is approved, with every member of the Mid-Term Appointment Committee in attendance.
5. Upon completion of the interviews, one candidate for office shall be approved by a majority vote of the Mid-Term Appointment Committee, and brought to the Representative Assembly for final approval, with confirmation based upon a two-thirds (2/3) majority vote.
6. After final approval, the candidate shall take office and be sworn into the Student Government of Seattle University as an officer by the Executive Vice President.
7. The only instance in which this does not need to take place is if the appointment of a new member would take place during spring quarter. In that case, the Mid-Term Appointment Committee may vote to

determine if they would like to fill the vacant position. If approved by a majority vote, then the Mid-Term Appointment Committee shall take all steps as outlined above.

## **Article IV: Office Hours**

### Section 1. SGSU Policy With Regards to Office Hours

1. Responsibility: The Chair of Internal Affairs (CIA) is responsible for ensuring that office hours for SGSU officers and staff are displayed on the SGSU website and the SGSU ConnectSU home page.
2. Timeline: SGSU officers and staff are obligated to provide the CIA with their weekly office hour schedule for that quarter within fourteen (14) days of the first day of classes for that quarter. The CIA is obligated to post office hours as outlined in Section II Subsection 1 within twenty-eight (28) days of the first day of classes for that quarter.
3. Permanent Adjustment of Office Hours: If an SGSU officer or staff member needs to adjust their regular office hours for an extended period of time they must notify the CIA within seven (7) days of the office hours changing. The CIA is then responsible for updating the posting of office hours as outlined in Section II Subsection i of this bill within fourteen (14) days of notification.
4. Temporary Adjustment of Office Hours: If an SGSU executive, staff, or representative needs to change their office hours for a single week for any reason they must notify the CIA before twenty-four (24) hours of the day(s) which they are adjusting, providing them with the adjustment they are making to comply with office hour requirements. In the occurrence of an unforeseen conflict, discussion of office hour remedies can be left to the discretion of the Executive Vice President on a case by case basis. The individual must also post this adjustment in the SGSU office as to inform the public of this adjustment, except in extreme cases.

On days when the University is officially closed due to inclement weather, holidays, and Mission Days, SGSU will not hold office hours and SGSU officers and staff will not be responsible for making up those hours. Additionally, SGSU will not hold office hours during finals week and SGSU officers and staff will not be responsible for making up those hours.

### Section 2: Accountability

1. If an SGSU office or staff member is believed to have violated this code, the offense shall be dealt with as outlined by SGSU Bylaws Article II: Accountability, Removal, or Vacancy of Elected SGSU Officers and Staff Members, and SGSU Constitution Article IX: Vacancies, Resignation and Removal of Officers.

## **Article V: Pro Tempore**

Section 1: In order for business to continue as efficiently as possible. A Pro Tempore will assume all duties of the Chair in their absence.

Section 2: The Pro Tempore of the Representative Assembly shall also serve as the Executive Vice President in the event that they resign, are removed from office, or are unable to fulfill the duties of their office. The Pro Tempore shall serve as Executive Vice President until a replacement is chosen or until the Executive Vice President resumes office.

Section 3: If the Executive Vice President wishes to resign they must submit a letter of resignation to the President and the Advisor of SGSU. In this case the Pro Tempore shall assume the office of the Executive Vice President.

Section 4: The Executive Vice President will solicit interest for the position of Pro Tempore and nominate an Officer for the role, who will then be appointed by a majority vote of the Representative Assembly. In order to be eligible, the Pro Tempore must be a Representative member of SGSU and cannot be an Executive or a staff member of SGSU.

## **Article VI: Legislative Procedures & Protocols**

Section 1: Legislation, defined as any official written document on behalf of SGSU, must be submitted to the Executive Vice President before the meeting of its intended presentation, with the sponsor's name and any co-sponsors who wish to be listed with the bill.

Section 2: Each member of the Representative Assembly may rely on information, opinions, reports or statements prepared or presented by the persons listed below, so long as they act in good faith, after reasonable inquiry, and without knowledge that reliance on such persons is unwarranted:

1. Officers or employees of SGSU who are believed to be reliable and competent in the matters presented.

2. Professional advisors (including legal counsel, University employees serving as advisors and/or representatives, etc.) who are believed to be acting on matters within such a person's professional competence or expertise.
3. Ad-Hoc committees or committees that members of the Representative Assembly believe to merit confidence on a matter within its designated authority.

### Section 3: Assembly Meeting Schedules and General Business:

1. All Representative Assembly meetings shall be open to the public, except during Joint Session.
2. All SGSU members shall be allowed to speak at meetings. The Executive Vice President shall have the power to create time restrictions only if applicable equally to all SGSU members and officers.
3. The Representative Assembly shall meet once a week during the regular school year, unless temporarily altered by a majority vote of the Representative Assembly, the Executive Vice President for holidays, knowledge of a lack of quorum, or emergency purposes. The Representative Assembly, through a majority vote, maintains the right to alter the schedule on a permanent basis after the initial time the meeting is set.
4. No official decision or action can be reached unless the constitutional quorum is met.
5. The time and place of the Representative Assembly meetings should be consistent for a given quarter, but if altered, appropriate notice must be given to all SGSU elected members and communicated via the SGSU Web site. For emergency purposes, the meeting must be scheduled at least twenty-four (24) hours after the notice has been given.
6. All Representatives, Executives, and Staff are expected to be present at all Representative Assembly meetings.
7. The Chair of Internal Affairs shall keep minutes and attendance of the Assembly meetings, which must be approved at a following meeting to be entered into the official record. The President shall select the Chair of Internal Affairs.
8. The Executive Vice President shall Chair all Representative Assembly meetings. In the event they are absent, the Pro

Tempore will fulfill the duties of the Chair and give up their voting privilege for that meeting.

9. The Executive Vice President can be removed by a two-thirds (2/3) majority vote of the Representative Assembly if they are found to be unable to fulfill the role as a responsible Chair.

10. The Representative Assembly will follow Robert's Rules of Order for all meetings.

Section 4: Rules of Legislation – Normal Order of Business is as follows:

1. Call to Order
2. Roll Call
3. Approval of the Minutes
4. Public Comment
5. Old Business
6. New Business
7. Officer Reports
8. Committee Reports
9. Announcements
10. Adjournment

Section 5: Legislative Process will work as follows:

1. If legislation is referred or brought up within a committee, that committee will markup and hold a vote on legislation, approving or disapproving by majority vote or consensus. If approved by the committee, the Chair will decide the time of debate.
2. Representatives or Executive Officers may bring their legislation directly to a committee, following the procedures above, but must alert the Executive Vice President, through official communication of email, telephone or personal dialogue, to this new legislation.
3. Representatives or Executive Officers may also bring legislation forward without connection to a committee.
4. Once placed in New Business, by the recommendation of the Steering Committee or the Chair of the Representative Assembly, it will be debated as stated in the rules below.
5. After a resolution is passed by the Representative Assembly and signed by the President of SGSU, said resolution shall be sent to all relevant parties. After a time determined by the Executive Officers of SGSU, the sponsors of the resolution shall

follow up on the resolution to determine to what success the resolution achieved.

Section 6: Debate Rules should be as follows:

1. All legislation must be passed by a majority vote of the Representative Assembly.
2. Amendments on the legislation can be passed by a majority vote of the Representative Assembly.
3. If Previous Question is motioned, seconded and passed by a two-thirds ( $2/3$ ) majority vote, then the question on the table is brought to a vote with no further debate allowed and the vote will be called.
4. If time of debate expires and a motion to extend is not heard, then the Chair will call for a vote on the motion with no further debate.
5. The Chair may vote only to break a tie. If a majority approves the bill then it goes to the President's desk to be signed or vetoed within ten (10) consecutive days of passage.
6. If a motion fails there can be a motion to reconsider and if passed by a majority, the legislation will be brought back to the table. If no motion to reconsider is brought forward then the legislation is taken off the table of discussion with no further action.
7. Debate can be altered by a majority vote.

Section 7: Veto Process will work as follows:

1. The President has the right to veto any legislation. Following a veto, the Representative Assembly shall bring the legislation back onto the table as New Business. The President of SGSU shall discuss the reason for veto.
2. Following this discussion, a motion must be made and seconded to overrule the veto. The assembly will enter into debate before a vote is brought upon the legislation. If the legislation needs to be changed, a motion must be made, seconded, and approved to amend the legislation. Following debate, the Representative Assembly must have a two-thirds ( $2/3$ ) majority to pass the legislation. If the motion does not receive a two-thirds ( $2/3$ ) majority, the legislation is taken off the table with no further discussion.
3. If the proposed amended legislation is brought onto the table, then it follows procedures for New Business. All members must view the amendments to the proposed legislation.

Section 8: All Representatives, Staff, and Executives must be present at all

Representative Assembly Meetings. If any Representative, Staff, or Executive has a potential conflict and may need to miss a meeting, that person must inform the Executive Vice President in writing of their request. The following three reasons will be used by the Executive Vice President to potentially excuse absences from Representative Assembly:

1. Any conflict in schedules caused by Academic requirements.
2. If the person is ill.
3. Extenuating circumstances. The Executive Vice President has the right to deny any request under reason three (3), if they do not find it to be a legitimate reason.

Section 9: The Executive Vice President may call special meetings of the Representative Assembly at any time.

Section 10: In case of emergency or if an immediate vote is needed, online voting may take place. With this process, all rules apply the same as if it were legislation at Representative Assembly (outlined by Article V, Sections 5 and 6).

1. This implies that Robert's Rules of Order will be used for legislation debated online.

Section 11: All Representative Assembly meetings, as well as those of its boards and committees, are considered open to all constituents.

Section 12: At the end of each quarter, the Chair of External Affairs will make a good faith effort to compile a quarterly report highlighting the accomplishments of SGSU members throughout the quarter. The report will be published to the student body within the first week of the subsequent quarter and no later than the third week, and presented to the Representative Assembly.

## **Article VII: Appropriations Information**

Section 1: Appropriations

Process:

1. The Finance Committee shall be in charge of handling all club, student organization, and individual project appropriation requests up to and including \$2,000. Any appropriation request over \$2,000 for any event or club shall be debated and voted on in the Representative

Assembly. The Finance Committee may provide recommendations to the Representative Assembly during debate.

2. The Vice President of Finance will notify the club, project, or event of the approved amount and stipulations that may apply. After an appropriation is made, the requestor must sign a binding post appropriation agreement choosing one of the following three options:

- a. Accept and agree with the appropriated amount.
- b. Disagree with the appropriated amount and submit a new proposal to the Appropriations Committee.
- c. Disagree with the appropriated amount and appeal the same proposal to the Representative Assembly.

3. Only Club Connections recognized Clubs or Seattle University Organizations are eligible for SGSU Appropriations funding. No department, class, off campus organization or student department group will be eligible to receive funds through SGSU Appropriations.

Section 2: Post-appropriation procedures:

1. All requestors must submit an evaluation within thirty days of an event to receive funding.
2. All requestors must choose one of the binding options.
3. All requestor decisions are final.

Section 3: The Vice President of Finance shall select a Representative who serves on the Finance Committee to serve as the Pro Tempore. In the event that the Vice President of Finance is absent from an Appropriations meeting the Pro Tempore shall lead the meetings.

1. In an instance where the Pro Tempore must lead a meeting, that person forgoes their right to a vote.

## **Article VIII: Committee Governance and General Definitions**

Section 1: The Representative Assembly shall have standing committees and boards. Committees and boards are created to investigate and evaluate issues, concerns and matters before the Representative Assembly, seek resolution to issues, and conduct the affairs and business of SGSU. The following committees and boards are standing:

1. President's Advisory Board
2. Steering Committee
3. University Affairs Committee
4. Finance Committee

## 5. Executive Board

Section 2: Two to five Representatives must serve upon standing committees every year, determined by the Executive Board.

Section 3: The Chairs of Internal and External Affairs and the Civic Engagement Chair (CEC) will serve as members of the President's Advisory Board for the duration of the year.

Section 4: Ad-Hoc committees, created throughout the year, are served on a voluntary basis and must have at least two members and a Chair. The initial members will be determined at the time of creation. Ad-Hoc committees do not need to be approved by the Representative Assembly. The duration of an Ad-Hoc committee is until its focus or objective is completed. Ad-Hoc committees can become standing committees if a motion is brought forward and it is proven to be an important and integral part of SGSU. This requires a majority vote to approve. Ad-Hoc committees may include non-SGSU Representatives as voting and non-voting members. Ad-Hoc committees will be chaired by an SGSU Officer. The SGSU advisor will not have voting privileges; however, when present on the committee, the SGSU advisor may vote to break the tie.

### Section 5: Committee Chair Duties

1. The Chair, in collaboration with the members of committee, shall set the date and time of meeting and should meet once a week. The Chair of the committee has the responsibilities to set an agenda of business for the committee and keep in timely communication with its members.
2. The committee Chair may appoint a Pro Tempore, who will serve and assist the Chair as needed.
3. A Chair of an Ad-Hoc committee may at any time remove themselves from the position of Chair, once they have found a replacement.

### Section 6: Standing Committee Duties and Placement:

1. Committees shall analyze and propose any new bylaw language found necessary under their area of responsibility. They shall also have the right to maintain their own schedule policies. Any changes in the bylaws must be discussed and voted upon at a Joint

Session meeting.

2. The Executive Board at the beginning of fall quarter shall determine representative committee placement.
3. The Chair of the committee will be an Executive Officer.
4. Members of the committee are expected to contribute to tasks or projects that originate from within the committee.

#### Section 7: Steering

##### Committee:

1. Shall be responsible for monitoring the internal operations of SGSU.
2. Exists to enforce the SGSU Mission Statement and uphold the SGSU Constitution, Bylaws, and other main documents.
3. Be chaired by the Executive Vice President.
4. Plan and facilitate quarterly retreats in conjunction with SGSU advisors.
5. Set and enforce the policy for attendance at Representative Assembly, committee meetings, and office hours.
6. Review and update all SGSU Documents.
7. Clarify office hours, expectations, and responsibilities for all SGSU members.
8. Oversee the policies for committees and the set number of members needed for standing committees.

#### Section 8: Finance

##### Committee:

1. Shall be responsible for the allocation of funds to registered undergraduate clubs and organizations at the University.
2. Exists to promote the SGSU Mission by providing the Undergraduate community with financial support in opportunities of student leadership and involvement.
3. Chaired by the Vice President of Finance.
4. Follow the guidelines in Bylaws Article VI: Appropriations Information. Exceptions will be made at the discretion of the Representative Assembly.
5. Will support the Vice President of Finance in their budget transparency advocacy efforts.

#### Section 9: University Affairs

##### Committee:

1. Shall be responsible for issues related to academics.
2. Exists to assess, support, and provide student perspective within the

academic community of Seattle University.

3. Chaired by the Vice President of University Affairs.

4. The University Affairs Committee shall be a means for students to voice their concerns and grievances about the academic environment, academic departments, or colleges at Seattle University and relay to the university's governing bodies.

5. Nurture a dialogue with the students regarding the academic experience of Seattle University.

6. Will support the Vice President of University Affairs in their efforts surrounding Mission Day.

7. Appoint students to university level committee positions and provide support and resources for the appointees through the connections and powers of SGSU.

a. Each appointee will have an SGSU facilitated orientation and introduction to the committee they will be serving on.

b. Each appointee will be brought back into a University Affairs Committee or Representative Assembly meeting quarterly to keep SGSU abreast of the progress and goings-on in their committee.

#### Section 10: President's Advisory Board:

1. Shall be responsible for issues related to the entire student experience at the University.

2. Exists to support the President to better understand the needs and concerns of the student body in order for the committee to best advocate for the students.

3. Chaired by the President.

4. Create, administer, report and release the State of the Undergraduate Student Survey (SUSS) annually.

a. PAB, in coordination with SGSU and the student body, decides 5-6 issue areas to focus the SUSS on. PAB must have a near finalized version of the survey before Winter break.

b. PAB coordinates with the Office of Institutional Research to administer the SUSS to the student body (recommended by early January)

c. PAB is responsible for coordinating the reporting of the results and recommendations from the SUSS to the SU Board of Trustees, Board of Regents, President's Cabinet, the Representative Assembly, and other interested parties.

d. PAB will release the results of the SUSS in a formal report

- that is accessible to the entire Seattle University community.
5. Research and advocate for issues under the direction of the President.
  6. Coordinate an ongoing student voice solicitation program.
    - a. Act as a way for students to submit and communicate their opinions, comments, concerns, questions, and solutions for different issues related to the University.

Section 11: Joint Sessions of committee meetings may take place between the Representative Assembly and the committee requesting the meeting. These will only occur when involving sensitive issues, and will be closed to the public. All Representatives have regular voting privileges, while Executives and Staff may vote. They will be convened by the committee Chair with at least twenty-four (24) hours of notice given, and will be chaired by the Executive Vice President.

## **Article IX: Executive Protocol & Procedures**

Section 1: Executive Board shall:

1. Be responsible for developing the vision and strategic direction for SGSU.
2. Be chaired by the President, responsible for calling weekly meetings and setting the agenda.
3. Include Executive reports covering all issues and ongoing work being conducted under their area of responsibility, within the university, and points of interest within SGSU.
4. Provides guidance on all policies of commissions and agency direction, such as Public Relations and Web Design.
5. Be in charge of all internal responsibilities, including analyzing structure, creating a strategic vision, and setting the budget.
  - a. During the first quarter the Representative Assembly is required to vote on approval of the final budget requests and allocations within SGSU. The Executive Board, under the guidance of the Vice President of Finance, shall submit their budget request to the Representative Assembly as a whole. When passed, it will go to the President's desk.
  - b. The Budget Approval period may not exceed the first four weeks of fall quarter.
6. Decide on the placement of representatives for committees, with the following foundation:
  - a. All Representatives may indicate a preference of being

placed on University Affairs, President's Advisory Board, Steering or Finance Committee serving for the entire year.

- b. All Representatives will serve as voting members on one committee for the entire year.
- c. If Representatives need to switch committees, then Representatives must get the approval of the Executive Board.
- d. New Representatives, who are elected to SGSU after the initial committee selection at the beginning of the year, will have their committee placement decided by the Executive Board in consultation with the New Representatives.

7. In the event that the President of SGSU resigns, the Executive Vice President shall serve as the Chair of the Executive Meetings until the President is replaced.

Section 2: After a resolution is passed by the Representative Assembly and signed by the President of SGSU, said resolution shall be sent to all relevant parties. After a time determined by the Executive Officers of SGSU, the sponsors of the resolution shall follow up on the resolution to determine to what success the resolution achieved.

## **Article X: Funding Approval Process**

Section 1: Any funds being requested out of the standing committee budgets (PAB, Steering, Finance, UA) must be approved by the committee chair.

Section 2: Representative projects shall be funded by the Representatives (Projects) fund, per the following process:

1. Representatives and CEC seeking funding for projects, events, or initiatives costing less than \$500 shall seek approval through the Executive Board. Funds shall be approved with a simple majority. Requests of \$500 or greater shall be brought to the Representative Assembly for approval.
2. If the requestor disagrees with the decision of the Executive Board, the requestor may appeal the decision by bringing the funding request forward to the Representative Assembly. The appeal must be approved by a 2/3 majority of the Representative Assembly.

## **Article XI: Amendment Process & Joint Sessions**

Section 1: Joint sessions:

1. Convened by the President of SGSU, with at least twenty-four (24) hours of notice given, but chaired by the Executive Vice President.
2. Must have the Constitutional quorum for Joint Sessions of fourteen voting members, with at least two being Executives. All actions must pass by two-thirds (2/3) majority vote.

Section 2: Duties of the Joint Session:

1. Amendments to the Constitution or Bylaws of SGSU shall be addressed in Joint Sessions. Any changes must be passed by a two-thirds (2/3) majority vote and approved with a simple majority by the student body.

## **Article XII: Enactment**

Section 1: The Bylaws of SGSU will take effect at the passage of a two-thirds (2/3) majority vote in a Joint Session meeting, and after a simple majority approval by all university students and any and all other SGSU documents shall be inferior to it, with exception of the SGSU Constitution.

*Approved January 16, 2002; Amended March 9, 2004; Amended May 19, 2004; Amended April 15, 2009; Amended April 21, 2010; Amended April 27, 2012; Amended October 19, 2013; Amendments enacted Spring Election 2014; Amended April 8, 2015; Amended May 7, 2017; Amended April 12, 2019; Amended April 17, 2020*