Bylaws
of the
Western Michigan University
Western Student Association

Article I: Membership

SECTION 1

Any student enrolled at Western Michigan University, as described in Article I Section 2 of the WSA Bylaws, shall be eligible for membership in Western Student Association, herein referred to as WSA.

SECTION 2

All members of WSA shall meet the following standards:
I. Undergraduate Students:
   A. Possess a valid Western Identification Number (WIN).
   B. Be enrolled in no less than one credit hour per semester.
   C. Possess and maintain a minimum cumulative grade point average (GPA) of 2.0, qualifying as “in good standing”, per University standards. Grades are to be checked by Office of Student Engagement (OSE) upon registration and at the beginning of each semester. In the event that a student does not possess an established GPA, they shall be given one semester on conditional membership until their GPA may be assessed.
II. Uphold University standards, as described in the University Student Code of Conduct. Any student found in violation is subject to review by the judicial council and removal from office.
III. Maintain active status in order to retain voting rights and WSA provided privileges.

Article II: Composition of the Legislative Branch

SECTION 1

The Senate shall:

I. Be comprised of no more than twenty-eight members plus the Speaker Pro-Tempore and the Secretary of the Senate.
II. Of the twenty-eight Senate seats, sixteen of these seats shall be reserved for two representatives from each of the seven Academic Colleges of Western Michigan University, with the addition of the Lee Honors College. Four additional seats shall be reserved for the leaders of Greek Life Councils.  
A. These Senators shall run for election, following all rules and procedures outlined in the most current edition of the Student Election Code, herein referred to as SEC.

III. The remaining Senate seats shall be open for any student wishing to be elected into a position.  
A. To gain a remaining Senate seat, the student shall run for election, following all rules and procedures outlined in the most current edition of the SEC.

IV. In the event that not all Senate seats are filled or seats become vacant during legislative session, a member from the House of Representatives may be appointed by the Chief Justice to fill the seats, subject to approval by two-thirds majority of the House.

V. Elect one Senator to serve as the Speaker Pro-Tempore.  
A. The Speaker Pro-Tempore shall be elected by majority vote of the Senate.  
B. Speaker Pro-Tempore elections are to be run at the discretion of the Executive Vice President  
C. The Speaker Pro-Tempore shall appoint a Secretary of the Senate, subject to majority approval in the Senate.

VI. Terms:  
A. All Senator terms will expire at the last meeting of the Spring Semester.  
B. Senate applications for remaining seats shall open the first week of classes in the Fall Semester.  
   1. Senate confirmations shall begin as soon as the first meeting of the House of Representatives.  
C. Members wishing to gain a seat in the Senate must run for election, as outlined by the Student Election Code (SEC). Senators must follow all guidelines outlined therein.  
   1. The first cohort of Senators in the first Senate Session of the newly revised Constitution and Bylaws shall be elected by the House of Representatives, as per Article V, Section Five, Subsection A of the Constitution.

SECTION 2

The House of Representatives shall:  

I. Be comprised of one representative from each Registered Student Organization, herein referred to as RSO. Each RSO applying for a representative shall:  
A. Not be denied a seat when applying for the first time in that semester.  
B. Meet with the Executive Vice President and the Speaker of the House prior to applying for membership, following removal during a semester.  

II. The House shall elect one RSO representative to serve as the Speaker of the House.
A. The Speaker of the House shall be elected by majority vote of the House.
B. Speaker of the House elections shall be run at the discretion of the Executive Vice President.
C. The Speaker of the House shall appoint a House Secretary. The House Secretary shall fulfill the
duties of the Speaker of the House in their absence.

III. Terms:
A. All Representative terms shall expire at the last meeting of the Spring Semester.
B. The registration process for RSO will begin the last week of classes of the Spring Semester.
C. The registration process will be decided upon by the Speaker of the House.

SECTION 3

Division of Legislative Sessions:

I. Fall Session will begin with the Inauguration of a new President and end with Winter Recess.
II. Spring Session will begin with Spring classes and end with the Inauguration of a new President.

Article III: Duties of the Legislative Branch

SECTION 1

Attendance:

I. All members must be present at roll call or they must later be accepted into the meeting.
   A. Members shall be considered present if they attend at least one hour, constituting two-thirds, of
      the allotted meeting time.
II. House of Representatives:
   A. A proxy voter must complete a Proxy Tracking Form immediately after adjournment of the
      attended meeting. This document will be processed by the Office of the Speaker to ensure
      legitimacy of membership of the Registered Student Organization for which the proxy is voting.
   B. While Representatives are always encouraged to send a proxy if unable to attend a meeting,
      productivity as a Representative involves consistent attendance and knowledge of House
      business. For this reason, proxies will only replace absences for a total of two meetings. The third
      meeting for which a proxy is sent in place of a Representative, absence with proxy will count as
      an unexcused absence.
C. In the instance of extended meetings during which a Representative is unable to stay for the
duration of the meeting, a Representative may temporarily pass their voting rights to a present
member of their organization that is not already voting on behalf of their own constituency.

D. Each member shall be allotted two absences, without proxy, per legislative session.
1. Any member observing a third absence, without proxy, shall be found in violation of Article
   X Section 1 of the WSA Bylaws and voting rights will be revoked until the Representative, or
   replacement Representative from the RSO, attends two consecutive WSA meetings.
   a) Any disputes shall be brought before the judicial council.

E. For the purposes of this section regarding Representatives, a “proxy” shall be defined as a fellow
member of the body which the Representative represents voting on said Representative’s behalf
as approved by either the Speaker of the House or the House Secretary. Submissions for a proxy
must be sent in writing to the Office of the Speaker two hours prior to the start of the House
meeting.

III. Senate:

A. Each Senator shall be allotted two absences, without a written excuse approved by the Speaker
   Pro-Tempore, per legislative session.
1. Any member observing a third absence, without excuse, shall be subject to removal from
   office, as outlined in Article VI of the WSA Constitution.
   a) Any disputes shall be brought before the Judicial Council.

B. Committee Breakout:
1. All Senators will be placed on a minimum of one WSA standing committee, in congruence to
   the Senator’s committee preferences, by the Speaker’s Office, upon entering office. Senators
   are responsible for attending each Committee Breakout session held during regular Senate
   meetings and are encouraged to attend all Committee meetings held outside of the regularly
   scheduled meeting time, while missing no more than two in a semester. Poor attendance to
   committee meetings will be reported to the Speaker Pro-Tempore and the removal from office
   procedures will be initiated as described in Article VI of the Constitution.
2. Absences from Committee meetings may be excused by the Office of the Speaker or that
   specific committee chair, though absence from Committee Breakout should only occur in
   instances when a Senator is missing an entire meeting or is leaving early from a meeting.
   Excused absences will not count towards the above-mentioned consequence.

SECTION 2:

Each Senator shall:

A. Complete all duties as assigned by the Speaker Pro-Tempore and Secretary of the Senate.
B. Attend formal and informal meetings of the Senate.
C. Be an active member of one standing committee. Senators shall not be allowed to switch committees after the third WSA meeting of that legislative session.
D. Represent all students within the demographic they are assigned by their election, to the best of their ability.
E. If representing an academic college, each Senator shall meet with the Dean of their respective college two times each Legislative Session.
F. If representing an academic college, each Senator shall host an open forum to hear the concerns of their respective students at least once per Legislative Session.

SECTION 3:

Each Representative shall:

A. Complete all duties as assigned by the Speaker of the House and the House Secretary.
B. Attend meetings of the WSA House of Representatives.
C. Represent their RSO in WSA as the sole representative of their RSO at any given meeting.
   1. Proxies permitted so long as the RSO follows the guidelines outlined in Article III Section 1 of the WSA Bylaws.
D. Represent and speak on behalf of their RSO as a whole.
E. Serve as a Representative for no more than one RSO at any WSA meeting.

SECTION 4:

Leadership of the Senate:
I. The Speaker Pro-Tempore shall:
   A. Appoint a Secretary of the Senate.
      1. The Secretary of the Senate must receive majority vote of the Senate to be confirmed.
      2. The Secretary of the Senate shall fulfill the duties of the Senate Leader in their absence.
   B. Call and preside over Senate meetings.
   C. Organize the proceedings and agenda of the Senate meetings.
   D. Maintain a minimum of three Senators on each Standing Committee, except the Allocations Committee, which must be maintained in accordance with the Bylaws.
   E. Report committee assignments in writing to respective Senators and Committee Chairs.
   F. Working with the Chief Justice to fill all vacancies of the Senate, with majority approval of the House.
   G. Enforce the Bylaws of WSA.
H. Accept all resignations.
I. Serve concurrently the offices of the Speaker and Senator for WSA, superseding all previously maintained positions.
J. Act as the spokesperson of the Senate.
K. Initiate removal from office proceedings against Senators due to violations of the Constitution and/or Bylaws.
L. Attend all meeting and activities of the House that occur at times other than the meeting of the Senate.
M. Assist the Speaker of the House with House activities or events held during or outside of the regularly scheduled House meetings.
N. Provide a biweekly written update of Senate activities to the Speaker of the House to ensure an open line of communication.

II. The Secretary of the Senate shall:
A. Be nominated by the Speaker Pro-Tempore.
B. Serve as acting Speaker Pro-Tempore upon request of the Speaker.
C. Serve as Speaker Pro-Tempore upon vacancy of that office.
D. Assist the Speaker Pro-Tempore in their duties.
E. Record the minutes of all Senate meetings and submit them for inclusion in a future meeting agenda.
F. Record attendance and votes at all Senate meetings.
G. Give notification of unscheduled Senate meetings.
H. Serve as a Senator throughout their tenure in office.
I. Maintain records of Senate meeting minutes, membership, rules, declarations, resolutions, bylaws, legislations, and all other pertinent non-financial information.
J. Report all votes and minutes to the Vice President for IT one day prior to the next meeting for website upload.

SECTION 5:

Leadership of the House:
I. The Speaker of the House shall:
A. Appoint a House Secretary.
   1. The House Secretary must receive majority vote of the House to be confirmed.
   2. The House Secretary shall fulfill the duties of the Speaker of the House in their absence.
B. Call and preside over House meetings.
C. Organize the proceedings and agenda of the House meetings
D. Ensure all RSOs are properly represented.
E. Enforce the Bylaws of the House.
F. Accept all resignations.
G. Serve concurrently the offices of the Speaker and Representative for WSA, superseding all previously maintained positions.
H. Act as the spokesperson of the House.
I. Initiate removal from office proceedings against Representatives due to violations of the Constitution and/or Bylaws.
J. Provide a biweekly written update of House activities to the Speaker Pro Tempore of the Senate to ensure an open line of communication.

II. The House Secretary shall:
   A. Be nominated by the Speaker of the House.
   B. Serve as acting Speaker of the House upon request of the Speaker.
   C. Serve as Speaker of the House upon vacancy of that office.
   D. Assist the Speaker of the House in their duties.
   E. Record the minutes of all House meetings and submit them for inclusion in a future meeting agenda.
   F. Record attendance and votes at all House meetings.
   G. Give notification of unscheduled House meetings.
   H. Serve as a Representative throughout their tenure in office.
   I. Maintain records of House meeting minutes, membership, rules, declarations, resolutions, bylaws, legislations, and all other pertinent non-financial information.
   J. Report all votes and minutes to the Vice President for IT one day prior to the next meeting for website upload.

Article IV: Composition of the Executive Branch

SECTION 1

The Executive Board shall consist of the President, Executive Vice President, and Vice President for Finance and Business Relations.

SECTION 2
The President and Executive Vice President shall maintain a minimum cumulative GPA of 2.75 over the entirety of their term.

SECTION 3

All other Executive Branch members shall maintain a minimum cumulative GPA of 2.5.

SECTION 4

The Executive Cabinet shall consist of the Vice Presidents for:
   A. Finance and Business Relations
   B. Information Technology (IT)
   C. Political Affairs
   D. Public Relations
   E. Sustainability
   F. Student Affairs
   G. Academic Affairs
   H. Diversity and Inclusion
   I. Community Involvement
   J. University pride
   K. Allocations
   L. Rules, Bylaws, and Administration

SECTION 5:

Members of the Executive Branch shall not hold more than one WSA office at any time.

Article V: Duties of the Executive Branch

SECTION 1:

The President shall be entrusted with the following powers and duties:

   A. To be the spokesperson and principle representative of Western Michigan University's students.

   B. Educate the student body concerning the roles of the Western Student Association.

   C. Execute the mandates of the Student Senate.
D. Attend all Western Michigan University Board of Trustees, Faculty Senate, WSA Senate meetings, and major university events; if unable to attend, arrange for appropriate representation.

E. Formally present to the Legislative Branch a State of the WSA report, which outlines the goals of the WSA for the semester, within the first fifteen working days of the beginning of the Fall Legislative Session.

F. Formally present to the Legislative Branch a State of the WSA report, which outlines the achievements of the administration, at the time of the Inauguration of the new President during the Spring Legislative Session.

G. Provide all Senators written reasoning for vetoed legislation within five working days of veto.

H. Propose in cooperation with the Vice President of Finance and Business Relations an annual operational budget, subject to Student Senate approval.

I. Propose legislation to the Student Senate in written form.

J. Sign into effect legislation passed by the Student Senate.

K. Veto, in full, within five working days any legislation passed by the Student Senate.

L. Nominate a full Cabinet within thirty working days after inauguration.

M. Nominate appointments to vacancies of the Executive Branch, Judicial Branch, and Committee Chairs within thirty days of vacancy.

N. Determine the general policy of the Executive Branch.

O. Submit a written request to the Judicial Council for interpretation of any portion of the Constitution or Bylaws.

P. Author Executive Orders to members of the Cabinet to enforce Senate Legislation.

Q. Appoint three Associate Justices to the Judicial Council, as outlined in Article Two, Section Four, Subsection A, Part 4 of the Constitution.

SECTION 2:

The Executive Vice President shall be entrusted with the following duties:

A. Serve as President in the event of vacancy of office or the President’s inability serve.
B. Assist the President in their duties, including:

1. Be the spokesperson and principle representative of Western Michigan University's students.

2. Educate the student body concerning roles of WSA.

3. Attend all Western Michigan University Board of Trustees, Faculty Senate and WSA Student Senate meetings, in coordination with the President.

4. Submit a written request to the Judicial Council for interpretation of any portion of the Constitution or Bylaws.

5. Assist with internal affairs of Executive Cabinet

6. Oversee transition between administrations.

C. Assist cabinet members with events, concerns or meetings for the betterment of WSA

D. Administer operations of the WSA offices including office staff and completion of hours.

E. Supervise the WSA Collaborations process.

F. Oversee the Senate and vote only if a tie needs to be broken.

SECTION 3:

The Vice President for Finance and Business Relations shall be entrusted with the following duties:

A. To maintain all WSA financial record and oversee the payment of WSA bills within thirty working days of issue.

B. Reimburse all cabinet expenditures with the exception of their own, unless approved by the President of the Western Student Association.

C. Consult OSE staff about financial precedent.

D. Consult on financial issues regarding all cabinet members’ positions.

E. Propose, in cooperation with the President, a bi-annual operational budget, subject to approval of the Senate.

F. Compile all WSA financial records when requested for audit.
G. Monitor, track, and oversee all Campus Project Fund requests.

H. Prepare an end-of-semester report of account of balances to be presented at the last combined Legislative meeting of each Legislative Session.

I. Maintain records of all WSA correspondence, legislation, Cabinet minutes and attendance, and all other non-financial pertinent executive information.

J. Be responsible for all WSA correspondence, unless otherwise directed by the Senate and House.

K. Oversee logistical operations conducted by the WSA including needed room reservations, equipment rental, supply purchases, etc.

L. Oversee the completion of all forms for major events WSA participates in each year including Homecoming, Bronco Bash, Fall Open House Showcase, etc.

SECTION 4:

The Vice President for IT shall be entrusted with the following duties:

A. Ensure that website content remains current and accurate and is updated in a timely manner.

B. Act as the liaison with regard to IT concerns between the WSA and the University.

C. Collect and implement creative ideas for the promotion of all WSA sponsored events and forums.

D. Work in conjunction with the Public Relations Chair to effectively maintain consistency amongst promotional materials, organization, and website branding.

E. Yield requests from all Cabinet Members to assist in the designing and promotion of materials for WSA sponsored events.

F. Review and update the WSA website weekly.

G. Obtain and assemble cabinet biographies to be uploaded to the website.

H. Upload Cabinet, Senate, and House minutes within three business days of each respective meeting.

SECTION 5:

The Vice President for Allocations shall be entrusted with the following duties:

A. Nominate students to form an Allocations Committee (AC), subject to Senate Approval.
B. Serve as an Ex Officio Chair of the AC.
C. Operates the allocation process of all SAF monies under its jurisdiction.
D. Evaluate, fund, and maintain records of events funded by the SAF via the WSA AC.
E. Write bylaws and operating procedures for the AC.
F. Shall nominate one person to serve as Allocations Vice Chair, subject to majority Senate approval.
   1. The Vice Chair shall complete all duties given by the Vice President for Allocations.

SECTION 6:
The Vice President for Rules, Bylaws, and Administration shall be entrusted with the following duties:
   A. Compile, review, and revise the statutory structure of the WSA as necessary.
   B. Provide supplemental guidance regarding parliamentary procedure and administration.
   C. Facilitate and convene a committee for Annual Compensation Review.
   D. Convene an Election Promotion Committee (EPC).
      1. The EPC shall:
         a) Promote, coordinate, and execute a free, fair, and unbiased student election every year.
         b) Announce WSA general election dates and present election operations to the Senate no later than the last meeting of the Fall Semester.
   E. Serve as an Ex-Officio Chair on the EPC and Annual Compensation Review Committee.
      1. Appoint one Co-Chair, at the beginning of the Spring Legislative Session, to assist with duties of each committee, subject to Senate approval.

SECTION 7:
The Vice President for Political Affairs shall be entrusted with the following duties:
   A. Handle the political, legislative, and lobbying affairs of the Western Student Association.
   B. Ensure voting representation in both state and national student government organizations.
   C. Head delegations to city, state, and national government organizations from the Western Student Association.
   D. Maintain and attend scheduled monthly meeting with your University Administrative counterpart.
E. Serve as the primary representative for WMU on the Student Coalition for Higher Education Funding.

F. Serve as an Ex Officio Chair of the Political Affairs Committee.

SECTION 8:
The Vice President for Public Relations shall be entrusted with the following duties:

A. Promote Western Student Association events.

B. Handle Western Student Association media relations.

C. Maintain a public monthly calendar listing: dates, times, and places of all Western Student Association events and meetings.

D. Maintain one cohesive brand for WSA

E. Serve as an Ex Officio Chair of the Public Relations Committee.

SECTION 9:
The Vice President for Sustainability shall be entrusted with the following duties:

A. Increase sustainability awareness within the Western Student Association, University Community, and Kalamazoo Community.

B. Actively disseminate information regarding sustainability matters on campus and beyond.

C. Address sustainability issues and concerns working collaboratively with faculty, staff, and administration.

D. Promote and advance eco-cultural sustainability, so as to foster a campus culture of sustainability.

E. Promote the Student Sustainability Grant and application process.

   1. Shall serve as WSA’s nomination for the Student Sustainability Grant Allocations Committee Chair.

F. Maintain and attend scheduled monthly meeting with your University Administrative counterpart.

G. Serve as an Ex Officio Chair of the Campus Sustainability Committee.

SECTION 10:
The Vice President for Student Affairs shall be entrusted with the following duties:
A. Ensure all student seats are filled by WMU Students on University boards, commissions, committees, councils, etc.

B. Ensure all other positions of representation requested are filled by WMU Students.

C. Develop and oversee pertinent Western Student Association activities and programs.

D. Provide a forum for debate on issues pertinent to student life at least twice per semester.

E. Address student concerns to and from WSA.

F. Maintain and attend scheduled monthly meeting with your University Administrative counterpart.

G. Serve as an Ex Officio Chair of the Student Affairs Committee.

SECTION 11:

The Vice President for Academic Affairs shall be entrusted with the following duties:

A. Provide a forum for debate on issues pertinent to academic concerns at least twice per semester.

B. Address academic concerns to and from WSA.

C. Work with administration to simplify communication between students and their advisors, professors, and deans.

D. Advocate on behalf of students for all issues dealing with academic concerns.

E. Oversee communication between administration and the student body at WMU on issues dealing with academic concerns.

F. Maintain and attend scheduled monthly meeting with your University Administrative counterpart.

G. Serve as an Ex Officio Chair of the Academic Affairs Committee.

SECTION 12:

The Vice President for Diversity and Inclusion shall be entrusted with the following duties:

A. Provide a forum to discuss multicultural affairs and diversity issues.

B. Ensure a representative voice within the University community for all aspects of a diverse student body.

C. Develop action to improve community diversity.

D. Work to integrate the University community.

E. Promote intercultural competence within the Western Student Association and the University community.
F. Address diversity issues to and from the Western Student Association.

G. Maintain and attend scheduled monthly meeting with your University Administrative counterpart.

H. Serve as an Ex Officio Chair of the Diversity and Inclusion Committee.

SECTION 13:

The Vice President for Community Involvement shall be entrusted with the following duties:

A. Act as a liaison between the WSA and the Kalamazoo community and Western Michigan University community for all philanthropic events the WSA participates in.

B. Coordinate at least one philanthropic event for the WSA to participate in each month, whether it is strictly a cabinet volunteer effort, or an event open to the entire organization.

C. Reach out to volunteer organizations to collaborate with the WSA on philanthropic events.

D. Work to improve the image of the WSA and the Kalamazoo community through events and volunteer activities.

E. Actively represent WSA on any community boards that allow student representation.

F. Serve as Community Involvement Recognition manager.

G. Serve as Ex Officio Chair of the Community Involvement Committee.

SECTION 14:

The Vice President for University Pride shall be entrusted with the following duties:

A. Promote pride and spirit by hosting activities to foster them.

B. Support and advance the role of the WSA in WMU pride initiatives.

C. Recognize and increase the visibility of the facets of the University in which the Campus should take pride.

D. Serve as Ex Officio Chair of University Pride Committee.

Article VI: Composition of the Judicial Branch

SECTION 1

The judicial council shall consist of one Chief Justice and six Associate Justices.
SECTION 2

The Chief Justice and six Associate Justices shall maintain a minimum cumulative GPA of 2.5 over the entirety of their term.

**Article VII: Duties of the Judicial Branch**

SECTION 1

The Chief Justice shall be entrusted with the following duties:

A. Chair all judicial council hearings.
B. Hear all grievances and complaints, in an unbiased manner, from any member of WSA and/or RSO dissatisfied with a decision on funding.
   1. Make an unbiased decision based upon the findings of the hearing.
C. Author new and alter current judicial code as needed.
   1. All new and altered judicial code is subject to majority approval in the Senate.
D. Act as the liaison between the judicial council and the Legislative and Executive Branches, as needed.

SECTION 2

The Associate Justices shall be entrusted with the following duties:

A. Serve as a member on the judicial council.
B. Hear all grievance and complaints, in an unbiased manner, brought forth to the judicial council.
   1. Make an unbiased decision based upon the findings of the hearing.
C. Perform all duties provided by the Chief Justice.
   1. Shall not fail to attend more than two scheduled hearings without a written excuse approved by the Chief Justice. Upon a third unexcused absence, a Justice is subject to removal from office proceeding.
D. Respond to all communications of the Chief Justice within three days.

**Article VIII: Committees**

SECTION 1
Types of Committees:

I. Standing Committees

A. The commissions of Standing Committees contend with perennial issues and mandate permanent existence with continuous operation and staffing.

B. Composition of Standing Committees

1. Standing Committees shall have an Ex Officio chair who is a part of the Executive Cabinet.

2. Members of Standing Committees shall be staffed by the Speaker Pro-Tempore.

C. Standing Committee Chairs shall be tasked with the following powers and duties:

1. Serve as the spokesperson for the committee represented in the Executive Cabinet or other University-wide Committees.

2. Lead a minimum of one committee meeting per month.

3. Appoint a Vice-Chair with approval from committee members.

4. Author or sponsor resolutions pertaining to committee goals, at least one per Legislative Session.

5. Submit a documented report updating the Senate on committee’s passed resolutions within four meeting dates.

D. The Standing Committees are:

1. Allocations Committee

2. Political Affairs Committee

3. Public Relations Committee

4. Campus Sustainability Committee

5. Student Affairs Committee

6. Academic Affairs Committee

7. Diversity and Inclusion Committee

8. Community Involvement Committee

9. University Pride Committee

10. Election Promotion Committee

II. Select Committees
A. The commissions of Select Committees contend with annual or semi-annual issues and mandate permanent existence with intermittent operation and staffing.

B. Composition of Select Committees
   1. Select Committees shall be chaired by a sitting Senator of the WSA who is nominated by the Speaker, subject to Senate approval.
   2. Members of Select Committees shall be staffed those nominated by the committee chair, subject to Senate approval.

C. The Select Committees are:
   1. To be decided at the discretion of the Speaker Pro Tempore of the Senate.

III. Ad-hoc Committees

A. The commissions of Ad-hoc Committees contend with individual issues and mandate existence, operation, and staffing for a particular purpose only. Ad-hoc Committees shall be established by a majority vote of the Senate and not operate in excess of the Senate’s term.

B. Composition of Ad-Hoc Committees
   1. Ad-Hoc Committees shall be chaired by a sitting Senator of the WSA who is nominated by the Speaker, subject to Senate approval.
   2. Members of Ad-Hoc Committees shall be staffed those nominated by the committee chair, subject to Senate approval.

C. The Select Committees are:
   1. To be decided at the discretion of the Speaker Pro Tempore of the Senate.

Article IX: Legislative Process

SECTION 1

Legislation adopted by the House of Representatives or Senate shall be sent to the opposing chamber within one day of its passage, for review. Following a time of no less than one week for review, the opposing chamber shall vote on the legislation.

SECTION 2

Legislation shall be considered adopted by WSA when it has been passed by both the Senate and the House of Representatives without being vetoed by the President within one week of being passed.
SECTION 3

Legislation may come before the House or Senate in one of three forms.

A. Resolution
   1. Serves to modify the chamber in which it is voted in. A majority vote shall be required for the House or Senate to adopt a Resolution.

B. Legislative Bill
   1. Serves to amend the bylaws and constitution of WSA. A two-thirds affirmative vote shall be required for the House and Senate, respectively, to adopt a Legislative Bill.

C. Spending Bill
   1. Serves to amend the WSA budget after it has been adopted. A two-thirds affirmative vote shall be required for the House and Senate, respectively, to adopt a Spending Bill.

D. University Bill
   1. Serves as an official statement or position taken by WSA with the intention of making change at the University. A simple majority within each respective chamber shall suffice for adoption.

SECTION 4

Submitting Legislation:

A. Any member of WSA may write a Resolution, Legislative Bill, Spending Bill, or University Bill at any time. Members are highly encouraged to seek out a committee chair to sponsor/co-author their resolution.
   1. If passed and none of the authors are committee chairs, the author(s) of the legislation will be assigned to a committee chair for execution of the resolution at the discretion of the Speaker Pro Tempore of the Senate.

B. All Legislation must be submitted, in writing, to the WSA office no later than 6:00 pm on the Monday before the next House meeting in order to be included for the Agenda. Legislation submitted by the deadline will be printed in agenda on a “read only” basis, to be on the docket for the following week’s House meeting.
   1. Any Legislation listed as read only may be “called up” for immediate consideration when a valid motion to do so is made during new business. Any Representative wishing to make such a motion must consult with the Speaker prior to initial call to order.
   2. The Speaker of the House, in consultation with the authoring member or body, may move for immediate consideration at his or her discretion.
C. Submitted Legislation will be reviewed by the Speaker of the House, and/or a standing or select committee Chair to be deemed within the guidelines of the WSA constitution and understandable for review by the House. The Speaker reserves the right to add or deny any item from the proposed agenda.

1. If referred to a committee or multiple committees, each committee to which the resolution has been referred shall issue a committee report. The mandated format of such a report shall be furnished by the Speaker.

D. Upon completion of the committee action, the Speaker of the House will review their findings and add any amendments they find necessary. If the Speaker finds the legislation is not debatable or is unconstitutional due to the legislation’s content and/or style, then the legislation will be returned to the original drafter so that it can be revised. Legislation handed back for revision may not be submitted until the next week, however, they will be given precedence over any resolution submitted after the revised legislation’s original submission date.

E. If approved during the House meeting, the legislation shall be sent to the Senate within one day and the Speaker Pro-Tempore shall add it as “read only” for the agenda of the next Senate meeting.

1. Following a “read only” period of no less than one week, the legislation shall be placed on the docket for the next week’s Senate meeting.

2. Any Legislation listed as read only may be “called up” for immediate consideration when a valid motion to do so is made during new business. Any voting Senator wishing to make such a motion must consult with the Speaker prior to initial call to order.

3. The Speaker Pro-Tempore, in consultation with the authoring member or body, may move for immediate consideration at his or her discretion.

Article X: Meeting Procedures

SECTION 1

Meeting procedures for both the House and Senate shall be identical, following the procedures outlined in Article VIII of the WSA Bylaws.

SECTION 2

Legislation Debate Procedures:

A. All debate procedures shall be the same for both House and Senate meeting, with discretion given to each respective Chair.

B. All debate procedures shall follow the latest edition of Robert’s Rules of Order.
C. All procedures and debate shall be mediated by the Chair.

D. The procedures on any main motion before the House or Senate shall be held in accordance with the following timings:

1. A reading of the main motion; may be waived by majority vote.

2. Three minute presentation by author(s); extendable by unanimous consent/request without objection, or by proper motion for the previous question requiring 2/3 vote.

3. Five minute session of question and answer of the author(s); extendable by unanimous consent/request without objection or by proper motion for the previous question requiring ⅔ vote.

4. 10 minute debate; extendable by unanimous consent/request without objection or by proper motion for the previous question requiring ⅔ vote.

5. At the end of debate, a vote shall immediately follow unless another acceptable motion is made.

SECTION 3

Voting Procedures:

A. All voting in both the House and Senate shall follow the latest edition of Robert’s Rules of Order.

B. Consent shall only be called if there is no dissenting and assenting discussion. Consent cannot be called when the motion being made involves money or finances of any sort.

C. Roll Call votes may only be called if there is both assenting and dissenting discussion during the debate.

1. The respective Chair reserves the right to refuse a roll call vote due to time constraints or lack of necessity based on the maker of the motion’s justification for requesting the roll call.

SECTION 4

Guest Speakers and Morning Business:

A. Any Senator, faculty, guest speaker, etc. wishing to address the House or Senate floor must inform the respective Chair in writing of his/her intent no later than 6 p.m. the Monday prior to the next meeting, unless the nature of the oration is due to urgent circumstances that arrive after Monday’s deadline.

B. The first fifteen minutes of the agenda shall be considered “Morning Business.” During Morning Business, no main motion as listed on the agenda may be considered.

1. The first section of Morning Business will be reserved for one-minute speeches. The Chair will first entertain requests for one-minute speeches, including members wishing to introduce new legislation.
a) One-minute speeches, including the introduction of new legislation will be timed by the respective Chair. Speeches must be relevant and non-derogatory. They should pertain to the Members views as to the operation or activities of the WSA, pending WSA legislation, WMU campus life, the Kalamazoo community, etc.

(1) Members shall not promote any event or organization during one-minute speeches. Members giving speeches on the floor shall refer to other members or individuals in the third person. If the Chair deems any oration not in agreement with this provision as noted in the “Speaking Request Form,” they shall order the member giving the speech to immediately suspend, pending revocation of speaking rights for the remainder of the administrative year as submitted to the WSA Judicial Council.

SECTION 5

Positional Reports:

A. As Senators and Representatives are vital officers of WSA, they will be afforded positional reports along with those members of the Executive Cabinet.

B. Due to time constraints and a large volume of interested members, members will be allotted thirty seconds for reports to be known as “Thirty-Second Shout-Outs.”

1. These must be relevant and non-derogatory. During positional reports, members may inform the floor of events and/or deadlines occurring the week of the meeting during which the report is given.

C. While the opinions of all students are valued and welcome, positional reports are a privilege given only to voting members.

SECTION 6

Agenda Structure:

1. Positional Reports
2. Approval of Agenda
3. Approval of Minutes
4. Guest Speakers
5. Unfinished Business
6. Committee Breakout
   a. Which shall be deemed as elastic at the discretion of the Chair.
7. New Business
8. Announcements
9. Adjournment

Article XI: Meeting Decorum

SECTION 1

Meeting Decorum:

A. Meeting decorum shall be identical for both the House and Senate, following all procedures outlined in Article IX Section 1 of the WSA Bylaws.

B. The House and Senate shall remain professional at all times.

1. In accordance with the most current edition of Robert’s Rules of Order, speakers must direct all comments to the “Chair”, and should only refer tastefully to the previous comments of fellow members in the third person.

   a) The chair shall be defined as follows:

      (1) Senate
      (a) Speaker Pro-Tempore

      (2) House
      (a) Speaker of the House

      (3) During joint Legislative Meetings:
      (a) Executive Vice President
      (b) Speaker Pro-Tempore
      (c) Speaker of the House

2. Passionate debate is encouraged, but expected to remain respectful and courteous in its content.

   a) Removal from meeting in order to promote a productive, safe space for discussion may be a consequence of disrespectful and uncourteous debate.

3. In order to be respectful to other members’ time and to maintain professionalism within the floor, use of electronics is limited to that which directly pertains to WSA.

   a) Wearing headphones on the floor is strictly prohibited at all times.

   b) Recreational web browsing and social media is prohibited while business is being conducted.

   c) All electronics, regardless of reason for usage, are strictly prohibited during visits from guest speakers.
4. Violation of decorum may result in the following consequences according to level of disruption
   a) Suspension of speaking rights by the Chair.
   b) Removal from meeting.
   c) Initiation of charges of speaking revocation or removal proceedings before the Judicial Council.
5. In all instances not covered herein, the Chair, with consultation from the Rules, Bylaws and Administration Committee, is free to interpret Robert’s Rules in a manner most conducive to operations.
   a) While WSA practices standard Robert’s Rules of Order, the Chair has sole discretion as to flexibility within application of this format and is expected to exercise this power only under ethical circumstances that contribute to the overall productivity of the Senate and House, respectively.

**Article XII: Removal from the House**

**SECTION ONE**

Initiation:

A. Initiation of Removal from Office proceedings may be brought on any WSA Representative for misfeasance, malfeasance, and/ or nonfeasance of office. Removal from Office proceedings must be initiated in writing to the Judicial Council, identifying the defendant, plaintiff, and including all relevant evidence.

B. De-registration of an RSO from the WSA House Roll and indeterminate loss of voting rights due to poor attendance of Senate meetings may occur by:
   1. De-registration by the RSO Representative to the Speaker of the House.
   2. De-registration by the signature and/or verbal consent by the president of the RSO to the Speaker of the House.
   3. De-registration by two-thirds vote of the House as it deems necessary and proper.

**SECTION TWO**

Investigation:

A. Upon receipt of the removal initiation, the Judicial Council must make every effort to contact the defendants(s) whom the proceedings are against. If contact is successful, the defendant(s) shall have ten working days to prepare and submit any defense or evidence necessary. The Judicial Council shall then have five working days from the deadline for evidence and defense submission.
to investigate and rule on all materials submitted. The Judicial Council shall keep all proceedings and materials involved separate and confidential.

SECTION THREE

Judgement:

A. The decision of the Judicial Council shall be final upon a majority vote. Both parties must be given written notification of the decision issue-dated no later than three working days following the decision.