

# Winona State University Student Association Constitution

## Preamble

*Whereas*, Winona State University students seek to secure the rights of equity, inclusion, and justice for all students regardless of race, ethnicity, religion, citizenship status, sex, gender, age, socioeconomic status, ability, and sexual orientation;

*Whereas*, Winona State University Students have the right to collectively bargain for their aforementioned rights and reserve the right to elect a representative government;

*Therefore*, be it resolved that the Winona State University Student Association hereby establishes this Constitution.

## Article I. Establishment

### Section 1. Name

**Subsection A.** This organization shall be named the Winona State University Student Association (WSUSA).

### Section 2. Authorization

**Subsection A.** This Constitution is established under the authorization of Minnesota State College and Universities (MinnState) Board Policy 2.1.

### Section 3. Membership

**Subsection A.** The WSUSA shall consist of all students enrolled for credit at Winona State University (WSU) who are not represented by another WSU collective bargaining unit and are not members of the WSU administration.

### Section 4. Winona State University Student Senate

**Subsection A.** WSUSA shall elect the Winona State Student Senate (WSUSS) to represent their interests.

## Article II. Membership

### Section 1. Executive Board (E-Board)

**Subsection A.** E-Board shall be elected by the entire WSUSA and shall consist of the following members:

1. President,
2. Vice President,
3. Treasurer.

### Section 2. Cabinet

**Subsection A.** The Cabinet shall be appointed by the Executive Board and confirmed by the WSUSS and shall consist of the following members:

1. The Executive Assistant (EA),
2. The Director of Communications (Communications Director),
3. The Director of the Alliance of Student Organizations (ASO Director),
4. The Chair of Academic Affairs,

5. The Chair of Equity and Inclusive Excellence,
6. The Chair of Student Services,
7. Additional positions appointed by the E-Board and confirmed by the WSUSS.

### **Section 3. WSUSS**

**Subsection A.** The WSUSS shall consist of representatives elected by their respective constituencies including:

1. Academic College Senators
  - a. There shall be fifteen senators representing academic colleges.
  - b. Academic colleges shall be represented proportional to its enrollment.
  - c. The bylaws shall state the number of seats allocated to each college.
2. Academic Class Senators
  - a. There shall be eight senators representing academic classes.
  - b. Each academic class shall receive equal representation.
  - c. Academic classes include: freshman, sophomore, junior, and senior.
3. Additional Representatives
  - a. There shall be four at-large seats elected by the entire WSUSA.
  - b. There shall be one seat for students enrolled in a graduate program.
  - c. There shall be one seat for students enrolled at WSU-Rochester.
  - d. There shall be one seat for international students

**Subsection B.** The manner in which seats will be allocated shall be outlined in the WSUSS bylaws.

**Subsection C.** Executive officers and cabinet members are members of the WSUSS.

## **Article III. Responsibilities**

### **Section 1. Executive Officers**

#### **Subsection A. President**

1. Shall serve as the spokesperson of the WSUSA and the WSUSS.
2. Shall uphold the WSUSA Constitution and the WSUSS Bylaws.
3. Shall chair the WSUSS meetings and be a non-voting member of the WSUSS.
4. Shall call special meetings of the WSUSS in extraordinary circumstances.
5. Shall oversee the implementation of motions passed by the WSUSS.
6. Shall organize the Meet and Discuss delegation.
7. Shall ensure representation at Students United meetings and conferences.
8. Shall nominate committee chairs and affiliated members with the Vice President.
9. Shall chair Cabinet meetings and Executive Board meetings.
10. Shall appoint students to university-wide committees.
11. Shall be the WSUSS's liaison with other relevant governing bodies.

#### **Subsection B. Vice President**

1. Shall perform the duties of the President in their absence.
2. Shall become the President if the President's seat becomes vacant.

3. Shall break ties in the WSUSS.
4. Shall assist the President in nominating committee chairs and affiliated members.
5. Shall enforce the WSUSA Constitution and the WSUSS Bylaws.
6. Shall chair the Elections Committee
7. Shall co-chair the Judicial Committee.
8. Shall organize orientations and other relevant trainings prescribed in the bylaws.
9. Shall coordinate WSUSS elections unless a conflict of interest arises.
10. Shall be an ex-officio member of all WSUSS standing committees.
11. Shall serve as the WSUSS sergeant-at-arms.
12. Shall serve as the WSUSS parliamentarian.

**Subsection C. Treasurer**

1. Shall coordinate the financial affairs of the WSUSS.
2. Shall report all spending to the WSUSS.
3. Shall chair the Student Activity Fund Committee (SAFC).
4. Shall chair the Student Fee Management Committee (SFMC).
5. Shall be a non-voting member of the WSUSS.
6. Shall conduct audits of registered student organizations (RSO).
7. Shall prepare the WSUSS budget with the President and Vice President.
8. Shall submit the WSUSS budget for the WSUSS approval.

**Section 2. Senators**

**Subsection A.** Senators representing academic colleges, academic classes, and additional constituencies shall perform the duties outlined in the WSUSS bylaws.

**Section 3. Affiliated Members**

**Subsection A.** Affiliated members, including the EA, Communications Director, and ASO Director, shall perform the duties outlined in the WSUSS bylaws.

**Section 4. Accountability**

**Subsection A.** Members of E-Board, Cabinet, and WSUSS shall be subject to accountability processes outlined in the WSUSA Constitution and WSUSS Bylaws for failure to perform their respective duties.

**Article IV. Governance**

**Section 1. Elections**

**Subsection A. Eligibility**

1. All members of the WSUSS shall be members of the WSUSA.
2. All members of the WSUSS shall be in academic good standing.
3. All members of the WSUSS shall not violate the Student Code of Conduct
4. All members of the WSUSS shall be on a Student Code of Conduct watchlist.
5. Senators and affiliated positions must maintain a 2.0 cumulative GPA.
6. E-Board members must maintain a 2.5 cumulative GPA.
7. Presidential candidates must serve at least one academic year on WSUSS to run.

8. The WSUSS Bylaws may impose additional eligibility requirements.

### **Subsection B. Seats**

1. Spring General Elections:
  - a. President and Vice President on the same ticket.
  - b. Treasurer.
  - c. Academic College Seats.
  - d. Sophomore, Junior, and Senior Seats.
  - e. Graduate Seat.
  - f. Rochester Seat.
2. Fall General Elections:
  - a. At-Large Seats.
  - b. Freshman Seats.
  - c. International Student Seat.
  - d. Any vacant seats from the Spring General Elections.
3. Supplemental Elections:
  - a. Seats not filled during previous general or supplemental elections.
4. Special Elections:
  - a. Vice President or Treasurer in the event of a vacancy in those seats.

### **Subsection C. Procedure**

1. Procedures and regulations for elections shall be outlined in the WSUSS Bylaws and enforced by the Judicial Committee.
2. Terms last from the ratification of election results to the last day of Spring finals.

## **Section 2. Removal**

### **Subsection A. Executive Impeachment**

1. Executive Officers can be impeached for reasons including, but not limited to, failing to adequately perform their duties, failing to accurately represent the WSUSA, and violating the Student Code of Conduct.
2. A petition with signatures of one-percent of the WSUSA or seventy members of the WSUSA, whichever is greater, must be presented to the WSUSS to begin executive impeachment proceedings.
3. After the WSUSS receives a petition, the Judicial Committee shall:
  - a. Meet in executive session and initiate an investigation at the committee's earliest possible convenience.
  - b. Conclude its investigation no later than twenty-eight days after the petition was presented to the WSUSS.
  - c. Present its findings and recommendation at the next regularly scheduled meeting of the WSUSS.
4. The WSUSS may approve the Judicial Committee's recommendation with a two-thirds majority of voting members present.

5. Executive officers under investigation shall recuse themselves from voting on and discussing their impeachment in the Judicial Committee or in the WSUSS.
6. If the impeachment petition involves several executive officers, then the Judicial Committee shall make separate recommendations to be discussed in the WSUSS.

**Subsection B. Member Impeachment**

1. Any member of the WSUSS can be impeached for conduct unbecoming of a WSUSS member.
2. WSUSS members can file a letter with the Judicial Committee calling for the impeachment of another WSUSS member.
3. After receiving the letter for member impeachment, the Judicial Committee shall:
  - a. Notify the member subject to impeachment within twenty-four hours of receiving the letter.
  - b. Meet in executive session to discuss and vote on member impeachment at the committee's earliest possible convenience.
  - c. Inform the member of its recommendation within twenty-four hours of the Judicial Committee's vote.
  - d. Present its recommendation to the WSUSS during its next regularly scheduled meeting.
4. The WSUSS may approve the Judicial Committee's recommendation with a two-thirds majority of voting members present.
5. WSUSS members shall retain the right of judicial privilege to protect private information discussed during the Judicial Committee's proceedings.

**Subsection C. Automatic Expulsion**

1. WSUSS members who fail to maintain the eligibility requirements outlined in the WSUSA Constitution and WSUSS Bylaws will be subject to automatic expulsion.
2. The Vice President shall inform the expelled member and the Judicial Committee.
3. The expelled member may file a letter with the Judicial Committee to appeal the automatic expulsion within two scheduled class days during the academic year.
  - a. The process for appealing an automatic expulsion shall be outlined in the WSUSS Bylaws.
  - b. Expelled members who appeal their automatic expulsion shall be protected by judicial privilege unless they wave their privilege.

**Subsection D. Removal**

1. Positions appointed by E-Board may be removed at the discretion of E-Board with a simple majority vote by the WSUSS.
2. Positions appointed by E-Board may be removed with a two-thirds majority of the WSUSS.

**Section 3. Standing Committees**

**Subsection A. The WSUSS shall have four standing committees:**

1. Academic Affairs Committee.

2. Equity and Inclusive Excellence Committee.
3. SAFC.
4. Student Services Committee.

**Subsection B.** The charges for standing committees shall be outlined in the WSUSS Bylaws.

**Subsection C.** Standing committee chairs shall be student senators appointed by the E-Board and confirmed by the WSUSS.

**Subsection D.** Each committee shall have at least three senators appointed by the E-Board and confirmed by the WSUSS.

#### **Section 4. Specialized Committees**

##### **Subsection A. Cabinet**

1. Shall consist of all cabinet members appointed by E-Board and confirmed by the WSUSS.
2. Shall advise and coordinate WSUSS policies and initiatives.

##### **Subsection B. Elections Committee**

1. Shall consist of up to five WSUSS members appointed by E-Board and confirmed by the WSUSS.
  - a. WSUSS members shall not have a conflict of interest in the election.
2. Shall oversee WSUSS elections and referendums.
3. Shall designate committee members as election judges with discretion over disputed elections.
4. Shall recommend election results to the WSUSS.

##### **Subsection C. Executive Board**

1. Shall consist of all members of E-Board, and all members must be present to constitute a quorum.
2. Shall manage the operations of the WSUSS.

##### **Subsection D. Judicial Committee**

1. Shall consist of at least five WSUSS members appointed by E-Board and confirmed by the WSUSS.
2. Shall uphold and enforce the WSUSA Constitution and the WSUSS Bylaws.
3. Shall hold WSUSS members accountable to WSUSS written policies.
4. Shall review WSUSS written policies and recommend updates to the WSUSS.
5. Shall oversee club eligibility.
6. Shall review cabinet members' stipends.

##### **Subsection E. Ad-Hoc Committees**

1. Shall be created and dissolved as needed by the WSUSS in accordance with Robert's Rules of Order.

##### **Subsection F. Meet and Discuss**

1. Shall consist of the WSUSS President, the WSU President, their cabinets, members of the WSUSS, and members of the WSUSA.

2. Shall discuss the implementation of recommendations passed by the WSUSS.
3. Shall facilitate discussion between students and administrators.

**Section 5. Affiliated Organizations**

**Subsection A. ASO**

1. Shall consist of representatives from every RSO.
2. Shall facilitate communication between the WSUSS and RSO.

**Subsection B. SFMC**

1. Shall consist of two-thirds WSUSS members appointed by E-Board and confirmed by the WSUSS.
2. Shall review student fee proposals and submit recommendations to the WSUSS.

**Section 6. WSUSS Meeting Procedures**

**Subsection A. Meeting Times and Location**

1. Shall be determined by E-Board.
2. Shall occur at least every-other week during the Fall and Spring Semesters.

**Subsection B. Quorum**

1. Shall be defined as a simple majority of voting members present at meetings.
2. Shall be required to conduct any business in the WSUSS.

**Subsection C. Agenda**

1. Shall be constructed by E-Board and approved by a simple majority of the WSUSS to conduct business.
2. Shall be made public at least twenty-four hours before WSUSS meetings.

**Subsection D. Parliamentary Procedure**

1. Shall be run in accordance with Robert's Rules of Order.

**Subsection E. WSUSS Bylaws**

1. Shall contain policies and procedures relevant to the operations of the WSUSS.
2. Shall supersede Robert's Rules of Order if they contradict.
3. Shall not contradict the WSUSA Constitution.
4. Shall be amended with a two-thirds vote of the WSUSS.

**Subsection F. WSUSS Commitment to Inclusive Excellence**

1. People of all ethnicities, genders and gender identities, religions, ages, sexual orientations, disabilities, socioeconomic backgrounds, regions, and nationalities are strongly encouraged to share their rich array of perspectives and experiences in the WSUSS.
2. Sexual harassment and discrimination shall not be tolerated and shall be grounds for member impeachment.

**Article V. Amendments**

**Section 1. The Judicial Committee**

**Subsection A.** WSUSA members may propose WSUSA Constitutional amendments to the Judicial Committee.

**Subsection B.** If the proposed amendment receives a majority vote in the Judicial Committee, then it shall be presented to the WSUSS.

**Subsection C.** If the proposed amendment receives a two-thirds majority vote in the WSUSS, then it shall be placed on the next WSUSS general election ballot.

**Subsection D.** If two-thirds of voting WSUSA members approve the proposed amendment, then it is ratified and added to the WSUSA Constitution.

**Section 2.** The WSUSS

**Subsection A.** If the Judicial Committee fails to pass a proposed amendment, then the WSUSS may pull the proposed amendment out of committee with a two-thirds majority.

**Subsection B.** The WSUSS may proceed with the procedures outlined in Article V, Section 1. Subsections C and D of the WSUSA Constitution.

**Section 3.** The WSUSA

**Subsection A.** If a proposed amendment does not pass in the WSUSS, then it shall be placed on the next WSUSS general election ballot.

**Subsection B.** If ten-percent of the WSUSA votes during the general election and two-thirds of voting WSUSA members approve the proposed amendment, then it is ratified and added to the WSUSA Constitution.