

Bylaws for the Student Government of Wenzhou Kean University

Title I: Executive Board

CHAPTER 100: DUTIES AND REQUIREMENTS OF THE EXECUTIVE BOARD OF STUDENT GOVERNMENT

- 100.1 This section shall outline the duties and of the Executive Board of Student Government, hereinafter referred to as the “Executive Board,” and each member of the Executive Board.
- 100.2 The Executive Board shall be comprised of the following voting members:
- (a) President
 - (b) Executive Vice President
 - (c) Vice President of Student Groups
 - (d) Vice President of Programming
 - (e) Vice President of Public Relations
 - (f) Treasurer
 - (g) VP of Human Resources
 - (h) Assistant Vice President of Human Resources
- 100.3 The President, Executive Vice President, Vice President of Student Groups, Vice President of Programming, Vice President of Public Relations, Treasurer, Vice President of Human Resources, and Assistant Vice President of Human Resources shall commit a minimum of two (2) hours per week to the fulfillment of the positional responsibilities and Student Government mission and goals, in addition to regularly scheduled meetings.
- 100.5 Each member shall participate in an evaluation process with the Senior Coordinator of Student Affairs, and President each semester.
- 100.6 Each member shall abide by specific officer duties listed in the “Student Government Officer Roles and Responsibilities” set forth by the Student Affairs Office.
- 100.7 Full roles and responsibilities are found in Student Affairs Office and Wenzhou-Kean website.

CHAPTER 101: PRESIDENT

- 101.1 The President shall
- (a) Manage and lead the Executive Board to carry out Student Government’s goals, objectives, and decisions of Council;

- (b) Officially represent Student Government on and off-campus;
- (c) Meet regularly with the Associate Director for Student Affairs and Senior Coordinator of Student Affairs, or designee
- (d) Preside over Council meetings;
- (e) Preside over Executive Board meetings;
- (f) Meet with students, student leaders, and administrators, as necessary, to make sure student suggestions and concerns are addressed; and
- (g) Train the Executive Vice President of Presidential duties, in case of absence.

CHAPTER 102: EXECUTIVE VICE PRESIDENT

102.1 The Executive Vice President shall

- (a) Ensure Student Government is serving the needs of current students;
- (b) Work closely with the President to address student concerns;
- (c) Oversee committees and appoint committee members, as needed;
- (d) Assume the duties of the President in the President's absence;
- (e) Ensure each Class Council is:
 - (i) Abiding by applicable policies and procedures;
 - (ii) Conducting regular meetings;
 - (iii) Implementing successful programs; and
 - (iv) Engaging in Student Council committees and projects.

CHAPTER 103: VICE PRESIDENT OF STUDENT GROUPS

103.1 The Vice President of Student Groups shall

- (a) Assist Student Groups in meeting University requirements;
- (b) Ensure Student Groups are programming in accordance with their mission and in service to all students;
- (c) Provide guidance to Student Group Executive Board Officers;
- (d) Direct concerns and suggestions related to Student Groups to the appropriate person(s); and
- (e) Communicates necessary information to Student Group Executive Board Officers;

CHAPTER 104: VICE PRESIDENT OF PROGRAMMING

104.1 The Vice President of Programming shall

- (a) Ensure students are provided social, cultural, and educational opportunities, beyond the classroom experience;
- (b) Assess the student body for input into programming decisions;
- (c) Utilize assessment results to inform programming decisions;
- (d) Secure diverse representation on the Programming Board;

- (e) Manage the implementation of all Student Government programs;
and
- (f) Ensure the Programming Board fulfills its duties.

CHAPTER 105: VICE PRESIDENT OF PUBLIC RELATIONS

- 105.1 The Vice President of Public Relations shall
- (a) Initiate conversation with students about how Student Government can best serve their needs;
 - (b) Work to communicate activities, programs, and services to students
 - (c) Oversee the Public Relations committee and Student Government promotional materials

CHAPTER 106: TREASURER

- 106.1 The Treasurer shall
- (a) Assist the Vice President of Programming in managing the budget for all programs of Student Government;
 - (b) Assist the Vice President of Student Groups in reviewing Program Proposals
 - (c) Oversee training and guidance for Student Groups to help them program and operate efficiently
 - (d) Report the event budget to Executive Board on a regular basis.

CHAPTER 107: VICE PRESIDENT OF HUMAN RESOURCES

- 107.1 The VP of Human Resources shall
- (a) Manage all Governmental records and documents of Executive Board and Council;
 - (b) Record the minutes of Student Government related meetings;
 - (c) Maintain attendance records;
 - (d) Manage the official correspondence for Executive Board and Council;
 - (e) Disseminate meeting notices;
 - (f) Maintain up to date membership records;
 - (g) Assist with reservations, as needed; and
 - (h) Train the Assistant Vice President of Human Resources

CHAPTER 108: ASSISTANT VICE PRESIDENT OF HUMAN RESOURCES

- 108.1 The Assistant Vice President of Human Resources shall
- (a) Prepare to assume the role of VP of Human Resources at academic year end;
 - (b) Complete tasks in coordination with the VP of Human Resources;

- (c) Assist the VP of Human Resources in all responsibilities, according to the Secretaries' roles and responsibilities; and
- (d) Fulfill the role of VP of Human Resources in his or her absence.

Title II: Class Councils

CHAPTER 200: ROLES AND RESPONSIBILITIES OF THE CLASS COUNCILS OF STUDENT GOVERNMENT

- 200.1 This section shall outline the roles and responsibilities of each class council.
- 200.2 Class Councils exist to serve and represent their respective class.
- 200.3 Each incoming class will have a Class Council named for its graduation year.
- 200.4 Class Councils are responsible for:
 - (a) Communicating with the student body regarding student concerns;
 - (b) Relaying any student concerns to the Executive Vice President
- 200.5 Each Class Council will provide leadership on the following areas of interest in consultation with the Executive Vice President:
 - (a) Academics
 - (b) IT and Campus
 - (c) Logistic and Asset Management
 - (d) Dining Service
 - (e) Residence Hall
 - (f) Career Services
- 200.6 A Class Council will only exist for four (4) years.
- 200.7 Each Class Council shall be comprised of the following members:
 - (e) Representatives (Four (4) per class)
- 200.8 Council must convene at least a minimum of one (1) meeting per month, with no more than two (2) meetings per month during the academic year.

CHAPTER 204: CLASS REPRESENTATIVE(S)

- 204.1 Each Class Representative shall

- (a) Serve the students represented;
- (b) Collaborate with the Executive Board to support the mission of Student Government;
- (c) Remain actively aware of student issues, concerns, and activities; and
- (d) Participate in Student Government events and committees.

CHAPTER 205: CLASS COUNCIL MEMBERSHIP

205.1 Membership in Class Council is limited to those students who meet the credit requirement for each class according to the Wenzhou-Kean University Registrar Office.

Title III: Student Group Program Proposal Fund

CHAPTER 300: DUTIES AND RESPONSIBILITIES OF STUDENT GROUPS

- 300.1 All student groups must adhere to the policies and procedures set forth by the Center for Leadership and Service.
- 300.2 All student groups must be recognized by Wenzhou-Kean University.
- 300.3 All student groups must adhere to the policies and procedures set forth for recognized student groups.
- 300.4 Student groups that meet the above criteria may apply for funds for their programs through the program proposal.
- 300.5 Program proposals will be reviewed by Office of Student Affairs professional staff, VP of Student Groups and Treasurer. Final approval of programs will be decided by Office of Student Affairs professional staff.

Title IV: Committees

CHAPTER 400: COMMITTEE STRUCTURE OF STUDENT GOVERNMENT

- 400.1 This section shall outline the structure of committees within Student Government.
- 400.2 The term of appointment for a committee shall coincide with a member's term of office, unless a committee is dissolved prior to the term's end.
- 400.3 The following standing committees shall exist

- (a) Constitution & Bylaws Committee;
- (b) Elections Committee;
- (c) Programming Committee;
- (d) Public Relations Committee;
- (e) Student Group Committee;
- (f) Financial Committee

400.4 Special Committees can be formed at the discretion of the President and Student Affairs Office.

400.5 Committee Chairs only vote in the case of a tie.

400.6 Members may be current Student Government members or any other full-time undergraduate matriculated students.

400.7 The chairperson will be responsible for the agenda, running the proceedings and keeping order during the sessions.

400.8 The VP of Human Resources (Secretaries Office) will be responsible for taking and typing the minutes of the meetings. The VP of Human Resources will be responsible for informing all involved parties of the Date, Time and Location of meetings and will be responsible for sending the minutes to all involved parties within three (3) business days.

CHAPTER 401: CONSTITUTION & BYLAWS COMMITTEE

- 401.1 The Constitution & Bylaws Committee shall be comprised of
- (a) Executive Vice President (serving as Chair);
 - (b) VP of Human Resources or Assistant Vice President of Human Resources; and
 - (c) One (1) representative from each Class Council

- 401.2 The Constitution & Bylaws Committee shall
- (a) Review all proposed amendments to the Constitution and Bylaws of Student Government; and
 - (b) Provide copies of proposed amendments and recommendations to Executive Board members.

CHAPTER 402: ELECTIONS COMMITTEE

- 402.1 The Elections Committee shall be comprised of
- (a) One (1) Executive Vice President of Student Government (serving as Chair);
 - (b) VP of Human Resources and/or Assistant Vice President of Human Resources; and

(c) Three (3) at-large members selected by the Office of Student Affairs.

402.2 No individual who is a candidate for a Student Government office and/or is participating in the campaign of any other individual shall serve on the Elections Committee.

402.3 The Senior Coordinator of Student Affairs, or designee, shall serve as the advisor to the Elections Committee.

CHAPTER 403: PROGRAMMING COMMITTEE

403.1 The Programming Committee shall be comprised of
(a) Vice President of Programming;
(b) Treasurer; and
(c) Individuals selected through the application process managed by the Office of Student Affairs.

403.2 The Programming Committee shall
(a) Address the programming interests and appeal of all Kean University students; and
(b) Organize events including, but not limited to: concerts, workshops, lectures, and cultural performances.
(c) All events will be in compliance with the Student Affairs Office.

403.3 The Programming Committee will be managed and organized by the Office of Student Affairs staff.

CHAPTER 404: CONDUCT COMMITTEE

404.1 The Conduct Committee shall be comprised of
(a) One (1) Executive Board member (serving as Chair);
(b) VP of Human Resources or Assistant Vice President of Human Resources;
(c) One (1) representative from each Class Council; and
(d) One (1) Staff member from the Office of Student Government (excluding the Director).

404.2 No individual who is brought up on charges, submits a misconduct claim or is an involved party for a conduct case shall serve on the Conduct Committee.

404.3 The Conduct Committee shall be responsible for carrying out the duties outlined in Title VII.

CHAPTER 405: PUBLIC RELATIONS COMMITTEE

- 405.1 The Public Relations Committee shall be comprised of
- (a) Vice President of Public Relations;
 - (b) Individuals selected by the Vice President of Public Relations, in coordination with Student Affairs staff
- 405.2 The Public Relations Committee shall
- (a) Prepare and distribute promotional materials
 - (b) Advertise and promote Student Government throughout the year
 - (c) Communicate activities, services and programs to students
 - (d) Ensure Student Government is represented positively to the Wenzhou-Kean community

CHAPTER 406: STUDENT GROUP COMMITTEE

- 406.1 The Student Group Committee shall be comprised of
- (a) Vice President of Student Groups;
 - (b) Treasurer;
 - (c) Individuals selected by the Vice President of Student Groups, in coordination with Student Affairs staff
- 406.2 The Student Group Committee shall
- (a) Assist student groups in their programming initiatives;
 - (b) Provide leadership training and development for student group leaders;

CHAPTER 407: FINANCIAL COMMITTEE

- 407.1 The Financial Committee shall be comprised of
- (a) Treasurer;
 - (b) Individuals selected by the Treasurer, in coordination with Student Affairs staff
- 407.2 The Financial Committee shall
- (a) Assist student groups and Programming Committee in completing necessary paperwork for programs

Title V: Elections Code

CHAPTER 500: PURPOSE AND DEFINITIONS

- 500.1 This Code shall be the governing document in regards to all aspects of the elections process for the Student Government of Kean University.

Title VI: Finance

CHAPTER 600: BUDGET

600.1 The budget for Student Government will be developed by the Student Affairs Office.

Title VII: Conduct Proceedings

CHAPTER 700: CONDUCT PROCESS

700.1 The Conduct Committee has been designed to give Student Government an internal conduct process.

700.2 Any member of Student Government can be brought up on conduct charges for:

- (a) Nonperformance of duties;
- (b) Misfeasance (intent unethical decision; doing a proper act in a wrongful or injurious manner);
- (c) Malfeasance (wrongful conduct by a public official)
- (d) Actions that are detrimental to Student Government; Funded Group(s); and/or the University
- (e) Failure to meet Kean University student leadership criteria
- (f) Failure to abide by the Kean University Student Code of Conduct; and/or
- (g) Failure to comply with Office of Student Government Policies and Procedures

700.3 Any member brought up on charges will immediately be put on probation until the case is resolved.

700.4 Student Code of Conduct charges will be handled by the Office of Student Code of Conduct. Office of Student Conduct decisions will supercede these proceedings. Office of Student Affairs will adhere to their decision.

700.5 Any member, or a professional staff member in the Office of Student Affairs , may file a request for Conduct against any Executive Board officer, or Council Representative of Student Government or a Student Group officer of a Student Government Student Group.

700.6 To file a complaint, a form may be filed with the Senior Coordinator of Student Affairs , who will review all complaints.

700.7 All requests for a Conduct review must include the following in order to be accepted/reviewed:

- (a) Form must be typed, Signed and Dated
- (b) The printed name of the member filing the complaint;

- (c) The name of the accused recommended for a conduct hearing;
- (d) A description of the alleged misconduct;
- (e) Any evidence that can be provided (i.e. pictures, email, screenshots, etc.)

700.8 Within three (3) business days the Senior Coordinator of Student Affairs will send a written request to the accuser to set up a date, time and place to meet to discuss the complaint. The Senior Coordinator of Student Affairs will also send a written notice to the accused to include:

- (a) A brief description of the alleged misconduct;
- (b) The time, date, and location to meet with the Senior Coordinator of Student Affairs; and
- (c) The potential policy violation(s).

700.9 Within three (3) business days the Senior Coordinator of Student Affairs will contact the Conduct Committee chair to review the charge. If there is not enough information available to warrant a hearing, the Senior Coordinator of Student Affairs and Committee chair will contact the accuser and accused to notify them that there is insufficient evidence to substantiate a misconduct hearing. If enough evidence is submitted, the Senior Coordinator of Student Affairs and Committee Chair will schedule a meeting to review the complaint(s) with the Conduct Committee.

CHAPTER 701: CONDUCT HEARING

701.1 The Conduct Committee and Senior Coordinator of Student Affairs will determine the date, time and place of the Conduct Committee hearing. The Committee Chair will immediately contact the accused and accuser to notify them of the hearing.

701.2 At least four (4) members of the Conduct committee must be present to convene a Conduct hearing. The Chair of the Conduct committee will only vote to break a tie.

701.3 Within two (2) business days a hearing will be called with the accuser and accused, individually. If the committee deems necessary, the accuser and accused may be called in at the same time. Failure to attend the hearing will render a decision in this matter without accuser/accused input.

701.4 A Conduct hearing will be closed to anyone, except the members of the Conduct committee, the accuser/accused, appropriate staff, and any invited witness(es).

701.5 The accuser and accused has the right to bring witnesses at the time of the hearing. If the witnesses cannot attend, the committee will render a decision without the witnesses.

701.6 During the Conduct hearing, the Conduct committee will:

- (a) Read the charges;
- (b) Give the accuser an opportunity to make an opening statement;
- (c) Give the accused member an opportunity to make an opening statement;
- (d) Give the accused an opportunity to accept responsibility;
- (e) Ask questions of parties present;
- (f) Give the accuser an opportunity to make a closing statement; and
- (g) Give the accused an opportunity to make a closing statement.

701.7 The Conduct committee will deliberate, in private, to determine if the accused student is or is not in violation of the alleged complaint.

701.8 The Conduct committee will use the preponderance of the evidence standard to determine if the accused student is or is not in violation of the alleged complaint

701.9 Only information presented during the hearing can be considered during the deliberation process.

701.10 Decisions on the Conduct committee are made by majority vote.

701.11 In the event that the accused/accuser does not stay to hear the decision, the Conduct Committee chairperson may contact the accused/accuser to give them the decision and/or sanctions.

701.12 The chairperson will also notify the President of the organization for which the individual is associated with.

CHAPTER 702: SANCTIONS

702.1 The Conduct committee may impose the following sanctions:

- (a) Censure (the expression of formal disapproval)
- (b) Restitution (the restoration of something lost or stolen to its proper owner; recompense for injury or loss)
- (c) Removal of privileges;
- (d) Removal from office; and/or
- (e) Permanent ban from Student Government, Funded groups and/or Graduate and Part-time Student Council.

702.2 All sanctions will go in effect immediately.

CHAPTER 703: APPEALS

- 703.1 Within two (2) business days, the accused student may submit a written letter of appeal to the Associate Director of Student Affairs.
- 703.2 An accused member may appeal on the following grounds:
- (a) Proscribed procedures were not followed and could have substantially altered the outcome of the hearing;
 - (b) The sanction assigned was not aligned with the violation; and
 - (c) New and material evidence that was not available at the time of the hearing that could have substantially altered the outcome of the hearing.
- 703.3 The Associate Director of Student Affairs will review the submitted material(s) and may:
- (a) Affirm the decision;
 - (b) Affirm with modifications; or
 - (c) Reverse the decision.
- 703.4 The Associate Director of Student Affairs cannot impose more severe sanctions.
- 703.5 The decision of the Associate Director of Student Affairs is final.

Title VIII: Amendments

CHAPTER 800: AMENDMENT PROCESS

- 800.1 These bylaws may be amended according to the following procedure
- (a) The proposed amendment must be presented in writing to the Constitution & Bylaws Committee;
 - (b) Following passage by the aforementioned committee, the proposed amendment will be presented in writing at the next regularly scheduled Executive Board and Council meeting;
 - (c) A two-thirds (2/3) vote of council members present.

