BYLAWS

of

WALSH COLLEGE STUDENT GOVERNMENT (WCSG)

ARTICLE I – NAME AND ADDRESS

1.01 Name. The name of this organization is the “Walsh College Student Government Association”. In these bylaws, “Organization,” or “Student Government,” shall be taken to mean “Walsh College Student Government.”

1.02 Address. Its offices and headquarters are located at Walsh College of Accountancy and Business Administration; herein referred to as “Walsh College” or “Walsh”, at 3838 Livernois, P.O. Box 7006, Troy, Michigan, 48007-7006.

ARTICLE II - PURPOSE

2.01 Purpose. It shall be the purpose and responsibility of the Walsh College Student Government:

2.01.1 To provide a voice for and inform students regarding initiatives which impact their experience at Walsh.

2.01.2 To promote involvement and engagement in and provide resources to Student Organizations.

2.01.3 To develop a sustainable organization with strategies and budgeting which can be carried out through multiple administrations.

ARTICLE III – ELECTIONS

3.01 Annual Meeting. The annual meeting of the Organization shall be held in September of each year. The time and place of the meeting shall be included in a notice which shall be sent to all members by the Secretary at least two weeks prior to the meeting. At this meeting, the outgoing officers of the Organization shall present their reports and new officers shall be formally installed. A term shall consist of an academic year, starting October 1st and ending September 30th, with elections being held annually in May.

3.02 Special Meetings. Special meetings may be called at any time by a majority of the officers, or by any two (2) members of the Organization submitting a petition bearing their signatures to the President. All members shall receive notice in the same manner of an Annual Meeting.
3.03 Voting and Elections. Each officer shall be entitled to vote at any annual or special meeting of the Organization. Student organizations are entitled to vote only at the annual meeting in person, or by proxy. The officers shall be elected by recognized members of the Organization via secret ballot or by open, in-session voting by hand. To be eligible for elections, the candidate must have completed the Petition for Student Government Membership by receiving ten signatures from the student body. Ballots shall be counted by the current President, Vice President, and the Organization Advisor. The vote will be to determine the slate of officers which will then be presented to the student body for ratification via a website or e-mail vote.

3.03.1 Proxy. The Organization shall e-mail or mail the student organizations a form of proxy for the election of officers at least two weeks prior to the date of the annual meeting or provide notification of an open, in-session vote by hands. Proxies can be received by e-mail, regular mail, or personal delivery, as long as they are received by the Secretary prior to the vote at any annual or special meeting.

3.03.2 Exclusions. Any candidate desiring to run for office in the Organization cannot be an officer in any Walsh College club or organization while they are an active officer in Student Government without special permission from Student Government.

3.04 Quorum. At least two members present at a meeting (either regular or special), for which proper notice has been given, shall constitute a quorum for the transaction of business.

3.05 Removal. Any officer may be removed from their officer or committee position by voluntary resignation or involuntary removal.

3.05.1 Removal Procedure. A written request by at least two voting members of the Organization shall be submitted to the Organizations advisor and the Office of Alumni and Student Life. After the request is received, written notification will be sent to the officer or committee member in question asking them to be present at the next meeting and prepared to respond to the removal request. In order to be removed, a majority vote must be attained by eligible voting members of the Organization.

3.05.2 Removal Provision and Special Election. In the event of removal, a special provision will be granted to the Executive Committee to appoint an interim replacement until a special election can be held. This special election will take place at the next regular meeting and the officer or committee member chosen as a replacement will serve in the position for the remainder of the academic year.

ARTICLE IV – OFFICERS

4.01 Officers. Officers for elections during the Annual Meeting or other Special Meetings shall consist of the President, Vice President, Secretary, and Treasurer. The President, if present, shall preside at all meetings of the Organization. In the absence of the President, the next officer in due order who
may be present shall preside. For the purpose of the bylaws, the due order of officers shall be as follows: President, Vice President, Secretary, and Treasurer.

4.02 Nomination of Officers. Nominations of officer candidates shall be by self-nomination, or by nominations from any officer or member student organization, subject to approval from the nominated individual. The candidate must complete the Petition for Student Government Membership by receiving ten signatures from the student body.

4.03 Term of Officers. The term for elected officers will not exceed four semesters and will follow the academic year schedule. Except as provided below, no officer shall serve for more than two (2) consecutive elected terms. One (1) year or more after the expiration of the second consecutive term as officer, such member would, again, be eligible to serve as an officer.

4.04 President. The President of the Organization shall be an Ex-Officio member of all committees of the Organization. The President shall preside at all general meetings of the Organization. It shall be the President’s duty to see that all resolutions, recommendations and actions of the Organization are carried out. The President will also be responsible for the recruitment of officers to fill vacant positions and preparation for the succession of elected officers.

4.05 Vice President. The Vice President, deemed Chairperson of the Activates/Events Committee, shall preside in the absence of the President and shall have the duties of the presiding officer, the liaison between all the student organizations, creating the agenda for the general meetings, keeping the officers updated of the current and future tasks to be performed by them, attending the intercouncil meetings, assist the President in seeing that all resolutions, recommendations and actions of the Organization are carried out, shall sign with the President, in the name of the Organization, all directives authorized and issued by the Organization and all other duties set forth above and below.

4.06 Secretary. The Secretary, deemed Chairperson of the Marketing Committee, shall keep the minutes of the Organization in a record book provided for the purpose; have custody and charge of the record book, and authority over all written memoranda relating to the Organization; and in addition fulfill other secretarial duties as requested by the President. The Secretary will also keep a roster and attendance record of the current members of the Organization and will have the responsibility of writing the content for all publications.

4.07 Treasurer. The Treasurer, deemed Chairperson of the Finance Committee, shall keep account of all funds of all the Organization received or disbursed, and shall transfer all funds that the Organization shall designate. The Treasurer shall seek authorization from the Organization for all required disbursements, and upon approval shall prepare a voucher to be submitted to the College Business Officer, and signed by the Treasurer. Furthermore, all check requests for reimbursements to officers must also be signed by either the President or Vice-President. Neither the President nor the Vice President may be the second signature on their own check request.
4.08 Compensation. No officer shall receive any salary or other compensation for services to the Organization.

4.09 Attendance. Any officer with more than three (3) unexcused absences from regular meetings during an academic term will be asked to resign their position. An email or phone call shall suffice for the excusing of absences.

ARTICLE V – COMMITTEES

5.01 Committee Appointment. To carry on the work of the Organization, the Organization shall have standing committees and such other committees (standing or special) as deemed necessary. Appointments to all committees, excluding the Executive Committee, shall be by the President. The President shall be an Ex-Officio member of all committees. All committees will submit reports (written or oral) at all open meetings and upon request of the Organization, at all interim meetings. The officers may appoint committees as deemed necessary to carry out Organizational business. Officers may elect an officer or member to fill committee positions. In addition, non-members or honorary members may be assigned to committees. Such individuals shall have the right to attend and speak at meetings, but not the right to vote at such meetings, unless so designated by the Officers.

5.02 Standing Committees. The standing committees set forth by the bylaws shall be an Executive Committee, Activities/Events Committee, Marketing Committee, and Finance Committee.

5.03 Executive Committee. The Executive Committee shall be composed of the President, Vice President, Secretary, Treasurer, and immediately preceding President. Their duties shall be to outline strategic objectives, devise business plans to achieve those ends, and to ensure their implementation.

5.04 Activities/Events Committee. The Activities/Events Committee, chaired by the Vice President, will be responsible for planning and administrating extracurricular activities and events sponsored by the Organization.

5.05 Marketing Committee. The Marketing Committee, chaired by the Secretary, shall be responsible for promoting the Organization and all activities and events the Organization sponsors. The secondary function of this committee is to communicate with the student body.

5.06 Finance Committee. The Finance Committee, chaired by the Treasurer, shall keep the Organization informed on all financial matters concerning the Organization, including appropriation and budgeting, fundraising, and donations.

5.07 Government Committee Appointment. There shall be at least one Organization officer appointed to each committee. In addition, any interested Organization member may be appointed to and serve on a committee by the President.
5.08 Activities Planning Guide. An Activities Planning Guide shall be filled out by any member who runs an activity. This guide will explain the activity’s purpose, how it was implemented, and any problems encountered in the project along with recommendations that might be helpful for future activities.

ARTICLE VI – MISCELLANEOUS

6.01 Funding Requests. To request funding from the Organization, the Student Government Request for Funding form must be filled out and submitted to the Organizations advisor. Funding will be approved by a 3/4th majority vote by officers. Requests for funding will be approved on a case by case basis. Each organization will need special approval for requests over $500 accumulative within a six month period. To receive approval the vote must be unanimous in favor of the request. Funding forms and money disbursements will require the Treasurer and Advisor signatures once approved or denied.

6.02 Campus Representatives. One (1) member from the Troy, Novi and Macomb campuses may serve as a liaison. The Campus Representative shall promote the Organizations at the designated campus and perform duties as requested by the President. This position is non-voting and re-elected each semester by a 3/4th majority vote of the officers. Voting for re-election of this position will be conducted at a regular meeting or through proxy voting.

6.03 Amendments. These bylaws may be amended, repealed or altered, in whole or in part, at any scheduled meeting of the members where such action has been duly announced in the notice of the meeting. An amendment to the bylaws shall require the affirmative vote of a majority of all members voting, either in person, or by a written authorized proxy filed with the Secretary at or prior to the time of the meeting. The declaring void of any portion of these bylaws shall not invalidate the whole.

6.04 Dissolution. In the event of dissolution of the Organization or the discontinuance of its activities, all assets remaining after payment of the Organization’s liabilities shall be donated to Walsh College. In the event of discontinuance of activities, the Organization shall be inactive for a minimum of five (5) years prior to the assets transferring. The disbursements of the assets shall be made after an audit.

6.05 Fiscal Year. The fiscal year of the Organization is from October 1st through September 30th.

6.06 Parliamentary Authority. The latest published edition of Robert’s Rules of Order shall be relied upon for procedural matters, as long as they are consistent with these Bylaws.