



## The Constitution of the Washington & Jefferson Student Voting Coalition

### **Article I: Organization Names**

- A. The student organization shall be known as “The Washington & Jefferson Student Voting Coalition”, “The W&J Student Voting Coalition”, “Prez Votes”, or “W&J SVC”, or “SVC”.

### **Article II: Affiliated Organizations**

- A. The organization shall be affiliated with the State and National Chapter of the Campus Vote Project (CVP), Campus Election Engagement Project (CEEP), Rock the Vote!, National Voter Registration Day, and other non-partisan civic organizations.
- B. Any spotlight given to one political party, must be given to all the political parties in order to maintain a non-partisan coalition.
- C. Article IIB shall be disregarded if the only other opposing partisan action promotes discrimination on the basis of race, color, national origin, religion, sex, gender identify, pregnancy, disability, age, medical condition, ancestry, marital status, citizenship, socioeconomic status, or sexual orientation.

### **Article III: Mission Statement**

- A. The mission of the W&J Student Voting Coalition shall have an inclusive and non-partisan focus to promote student engagement with the civic process with including but not limited to voter education, voter registration, Census Education, and promoting voter turnout at Washington & Jefferson College.
- B. The overall mission of the organization shall be consistent with that of Washington & Jefferson College.
- C. The mission, activities, and practices of the club shall not be in conflict with applicable local, Pennsylvania state or federal laws or college policies and procedures presently in force or hereafter enacted.

- D. This club shall abide by all applicable rules and regulations of the college and under the privileges as granted by the Office of Student Activities and Deans. This club shall also abide by the rules and regulations of the college and the Board of Trustees as stated in the Washington & Jefferson Student Handbook and the statement of Rights and Responsibilities of Registered Student Organizations.
- E. Hazing and harassment practices by the club shall be prohibited.

## **Article IV: Membership Requirements**

- A. Members must be presently enrolled at Washington & Jefferson College.
- B. Members must abide by the mission statement of this organization while representing the organization.
- C. Membership shall be open to all Washington & Jefferson students and must comply with federal laws prohibiting discrimination on the basis of race, sex, disability, age, sexual orientation, or political or religious affiliation. Compliance with these laws means that membership, benefits, and the election of officers will not be made based on these factors.
  - a. Extending past the federal legal minimum due to the nature of the organization containing conflicting viewpoints, membership within the Coalition shall also not discriminate on the basis of national origin, religion, sex, gender identify, pregnancy, medical condition, ancestry, marital status, citizenship, or socioeconomic status.
  - b. The scope of discrimination applies to but not limited to member to member, organization to member, and member to executive board.
- D. Other members of the college community (defined as current faculty, staff, administrators and alumni) may attend the club's meetings and activities but may not conduct business on behalf of the club, vote, hold positions of responsibility including but not limited to elected, appointed, or volunteer positions or be involved in the finances of the club.
- E. Membership in the club shall be determined by attendance at two consecutive meetings of the club.
- F. All members shall have equal rights and privileges with respect to membership, holding an office, and participating in the election of the officers of the club.

- G. While representing the Coalition, all members shall not advocate for or against a certain political stance or party.
- H. Violation of lines A-G in Article IV of the Constitution shall result in the implementation of the interpersonal disagreement procedures listed in Title 3 of the Coalition's Bylaws.

## **Article V: Executive Board and Officer Responsibilities**

- I. General Officer Rules
  - a. An executive board shall consist of a President, Vice-President, Treasurer, and Secretary.
  - b. If a new position is deemed necessary for the furthering of the mission of the organization, the procedure to add an additional officer shall use the procedures outlined in Article X of this document
  - c. All club officers shall be fully matriculated Washington & Jefferson students in good behavioral standing with the College.
  - d. Any Washington & Jefferson student eligible to be an officer of the club shall not be permitted to hold more than one office in the club at any one time.
  - e. President, Vice President, Secretary, and Treasurer may not be appointed.

## **Article VI: Advisor Role**

- A. The advisor to the club must be a full-time staff member of Washington & Jefferson College.
- B. Clubs are required to have a full-time faculty or staff member as their advisor. The advisor shall serve as an ex-officio member of the club. Ex-officio members shall serve only in a non-voting capacity.
- C. The Club Advisor shall serve as a non-voting member of the Executive Committee and shall provide guidance and administrative assistance in the preparation of a program of events to be pursued by the club in forthcoming academic year.
- D. The advisor shall sign off approval of all financial requests made of the Student Government Association or external organizations
- E. The advisor must meet with the Executive Board no less than biweekly to review the state of the coalition

- F. The advisor must attend no less than 75% of the general body meetings in one academic year

## **Article VII: Meetings**

- A. General body meetings shall occur biweekly on a date set by the Executive Board based upon the date with the greatest number of indicated attendance by the general body that the Executive Board can regularly attend
- B. Executive meetings shall occur weekly and shall be called by the President
- C. Committee meetings shall occur no less than biweekly and shall be called by the chairperson of the committee

## **Article VIII: Quorum**

- A. A quorum shall exist at any meeting of the club where at least fifty percent (50%) of the members are in attendance.
- B. Actions requiring a vote may only take place when a quorum is present. The Secretary shall record the votes and announce the outcome. They shall also maintain records related to the vote including procedures for voting and the vote count.
- C. General meetings of the club shall be held at least four times per semester at such time and place to be determined by the President.
- D. A Special Meeting of the Membership shall be called upon written request to the President of at least twenty five percent (25%) of the members.
- E. All members shall be notified via E-mail of any meeting and the nature of the business to be transacted there at least one week before such meeting. No meeting shall be called with the intent to exclude any one member or any portion of the membership.
- F. The Executive Committee of the club shall meet at least once before any meeting of the membership at such time and place to be determined by the President. At such meetings of the Executive Committee a quorum shall be deemed to be the attendance of any three (3) members of the Executive Board. The Vice President shall preside over this meeting. The President shall preside over the meeting when the Vice President is unable to attend the meeting.

## **Article IX: Voting Process**

- A. Each member shall have one (1) vote. There shall be no absentee or proxy voting with respect to any matter excluding unless mandated by school or state rules. Per Roberts Rules of Order, all motions require an affirmative vote of a simple majority of the membership to be in effect.

## **Article X: Amendment**

- A. All amendments proposals must be submitted to the President no later than at the general body meeting prior to the meeting where the amendment proposal will be voted upon. The President shall include the entire text in the agenda and sent in the general body meeting notice email sent by the Secretary.
- B. For the motion to amend to be considered a quorum must be present in the meeting.
- C. When the motion is proposed, 1/3 of those in attendance must vote in support to bring the motion to the floor for consideration. Should it not reach 1/3 vote to be brought to the floor, it will not be considered, and the business of the meeting shall continue.
- D. Upon being brought to the floor, there shall be a period of time in which the amendment may be discussed by the general assembly.
- E. Discussion shall end when a motion to vote on the amendment has been passed with a 2/3 supermajority.
- F. Upon the motion to vote on the amendment passing, a 2/3 supermajority of the those in attendance must vote in support of the amendment for the amendment to be added into the Constitution or Bylaws.

# The Bylaws of The Washington & Jefferson Student Voting Coalition

## Title 1 Duties of Officers

### Section 1.1 President

- (a) Meet as needed with faculty and administrators and be the point person for administration communication
- (b) Meet monthly with individual executive members in one-on-one meetings
- (c) Be the point of contact in seeking partnerships with external organizations outside of the college with a simple majority approval by the rest of the executive board
- (d) Set the general body and executive board meeting agenda
- (e) Preside over all General Member and Executive Board meetings
- (f) Overseeing the actions and duties of all other officers
- (g) Attend SGA Finance Committee meetings to request funding from the Student Government
- (h) Take on the Vice-President's duties when they are unable to perform them due to absence, illness, or impeachment

### Section 1.2 Vice President

- (a) Chair the Activity Committee
- (b) Communicating with on campus student organizations
- (c) Plan and execute Coalition events and activities
- (d) Attend SGA Finance Committee meetings to request funding and find another officer replacement if unable to attend
- (e) Promote the retention of existing members and recruitment of new members
- (f) Coordinate with the Secretary of the Student Government Association for Club Spotlights
- (g) Taking on the President's duties when they are unable to perform them due to absence, illness, or impeachment

### Section 1.3 Treasurer:

- (a) Maintain the accurate financial records of the budget and grants from external funding sources
- (b) Report the budget at executive board meetings
- (c) Draft and submit all funding requests to the SGA Treasurer
- (d) Attend SGA Finance Committee meetings to request funding
- (e) Prepare the Coalition's annual budget with the President
- (f) Ensure that all funds are appropriately held within the College accounting system and are not in any outside bank
- (g) Writing and submitting external grant proposals for the Coalition

### Section 1.4 Secretary

- (a) Record all meeting minutes and attendance and publishing them to the entire organization within 48 hours of the meeting
- (b) Send emails about meeting dates and other coalition related content
- (c) Chair the Media Committee
- (d) Meet no less than once an academic year with the Marketing & Social Media Coordinator to have a review of campus social media policies, the status of the Coalition's digital footprint, and methods to better improve the Coalition's social media platform

- (e) Work with the Communications Specialist to create articles surrounding relevant actions of the Coalition (ex. upcoming events, individual accomplishments on behalf of the organization, etc)
- (f) Submitting content in the on-campus digital and paper newsletter
- (g) Manage the Coalition's internet footprint including but not limited to website, social media accounts, or press releases.
- (h) Contact the Communications Specialist regarding any off campus media source reporting on Coalition activity to ensure proper policies are followed with the publication

## Title 2 Officer Removal Procedures

- Section 2.1 Articles of impeachment and removal towards any officer may be proposed by any member of the Coalition to the Executive Board for neglecting their position's duties or partaking in behavior unbecoming of an officer
- Section 2.2 All accused Executive Officers must recuse themselves from the impeachment investigation.
- Section 2.3 The Executive Board must investigate the claim and report to their full findings to the members of the Coalition with a recommendation for whether grounds for removal is warranted.
- Section 2.4 An anonymous ballot from the general body shall be cast with whether the officer in question should be removed.
- Section 2.5 If a 2/3 supermajority of the general assembly votes that the officer should be removed from office, then the officer shall be relieved of their position.

## Title 3 Interpersonal Conflict Procedures

- Section 3.1 Title 3 shall be carried out when there is an interpersonal conflict
- Section 3.2 All individuals wishing to file a complaint regarding suspected violations of Article III or Article IV of the Constitution and/or interpersonal conflicts shall notify the President of said complaint.
  - (a) For the complaint to be considered by the President as valid, it must have all following elements displayed:
    - (i) Member(s) involved
    - (ii) Any potential witnesses to the conflict
    - (iii) Detailed explanation of the events
    - (iv) Period of time over which this event occurred
    - (v) Location(s) where the complaint transpired
    - (vi) Events preceding and causing the situation to unfold
    - (vii) Reasoning of why the Coalition is the best party to handle this complaint
    - (viii) Evidence showing the parties involved had attempted to resolve this themselves
    - (ix) Desired resolution of the situation by the accusing party
- Section 3.3 Upon notification, the President shall notify the Coalition's Executive Board and advisor of the submitted request. The President shall then call a closed-door Emergency Executive Board meeting within 36 hours of the Executive Board being notified which shall have the advisor and all members of the Executive Board present.
  - (a) Should the advisor feel at any time that the situation warrants involvement of other members of the college administration or law enforcement, the advisor may relieve the Executive Board from the complaint or add administrators or law enforcement officials as believed necessary.

- (b) If an Executive Board member is unable to attend the Emergency Executive Board Meeting, they must notify the Vice-President or President immediately. At least 3 members of the Executive Board must be present at the meeting.
- (c) Should 2 members of the Executive Board or the President suggest that the complaint needing mediation assistance from the advisor, the advisor shall assist the President in mediation or become the mediator if required.
- (d) Should the ruling of the Executive Board be that the advisor not assist in mediation, either party may petition the Advisor for their involvement in mediation within 18 hours of the accused being notified.
  - (i) The petition may be considered if either party believes that the President will not be just in mediation, the President is not adequately suited for handling the situation without the advisor present, or an extraordinary justification. The Advisor must respond within 24 hours of the petition being made whether it was granted or declined and provide justification for the decision.

Section 3.4 Following the decision of the Executive Board in Section 3.3, the President shall notify the individual(s) accused in the complaint via email of the complaint held against them and present the complaint submitted by the accuser. Within 48 hours, the accused must respond to the notification via email to the President. The accused may submit a challenge to the President within 72 hours of being notified via email to any element of the written complaint submitted by the accuser or waive their right to challenge the complaint's contents via email.

Section 3.5 The accused, accuser(s), and the mediator(s) shall schedule a meeting as soon as possible in which all parties are present to find a resolution.

#### Title 4 Constitutional Violation Procedures by a Member

Section 4.1 Title 4 shall be carried out in the case of allegations of violation of Article III or IV of the Constitution.

Section 4.2 All individuals wishing to file a complaint regarding suspected violations of Article III or Article IV of the Constitution shall notify the President of said complaint.

- (a) For the allegation to be considered by the President as valid, it must have all following elements displayed:
  - (i) Member(s) involved
  - (ii) Any potential witnesses to the conflict
  - (iii) Detailed explanation of the events
  - (iv) Period of time over which this event occurred
  - (v) Location(s) where the complaint transpired
  - (vi) Events preceding and causing the situation to unfold
  - (vii) Any evidence proving that the accused violated the Constitution

Section 4.3 Upon notification, the President shall notify the Coalition's Executive Board and advisor of the submitted allegation. The President shall then call a closed-door Emergency Executive Board meeting within 36 hours of the Executive Board being notified which shall have the advisor and all members of the Executive Board present.

- (a) Should the advisor feel at any time that the situation warrants involvement of other members of the college administration or law enforcement, the advisor may relieve the Executive Board from the



complaint or add administrators or law enforcement officials as believed necessary.

- (b) If an Executive Board member is unable to attend the Emergency Executive Board Meeting, they must notify the Vice-President or President immediately. At least 3 members of the Executive Board must be present at the meeting.
- (c) Should 2 members of the Executive Board or the President suggest that the complaint needing assistance from the advisor, the advisor shall assist the President in mediation or become the head of the investigation if required.
- (d) Should the ruling of the Executive Board be that the advisor not assist in mediation, either party may petition the Advisor for their involvement in the review within 18 hours of the accused being notified.
  - (i) The petition may be considered if either party believes that the President will not be just in the decision, the President is not adequately suited for handling the situation without the advisor present, or an extraordinary justification. The Advisor must respond within 24 hours of the petition being made whether it was granted or declined and provide justification for the decision.

Section 4.4 Following the decision of the Executive Board in Section 3.3, the President shall notify the individual(s) accused in the complaint via email of the complaint held against them and present the complaint submitted by the accuser. Within 48 hours, the accused must respond to the notification via email to the President. The accused may submit a challenge to the President within 72 hours of being notified via email to any element of the written complaint submitted by the accuser or waive their right to challenge the complaint's contents via email.

Section 4.5 If the accused member is found to have violated the Constitution, then the President, advisor, and accused member shall come up with an appropriate course of action.

- (a) If the member has been found to have violated the Constitution, upon approval of both the advisor and President, the member may be removed from the organization if deemed appropriate.
- (b) Upon removal from the organization, the member may appeal the decision to a vote
  - (i) Upon appeal, the written complaint and challenge (if applicable) shall be released to the Coalition general body
  - (ii) For the vote to be held regarding the appeal, 2/3 of the total registered members of the Coalition must be present and vote.
  - (iii) The vote shall be conducted with two questions presented with yes, no, or abstain responses
    - 1) Did the member violate the Constitution based upon the documents presented today?
    - 2) Should the member be removed from the Coalition?
  - (iv) For the appeal to be overturned, 2/3 of the members in attendance must vote "no" to both questions. Abstentions do not count as a no response but must be considered in considering the number needed to reach the 2/3 supermajority.

Section 5.1 In March of each academic year, the Executive Board of the club shall call a meeting of the general membership of the club for the purpose of electing new officers.

Section 5.2 The process of taking nominations and holding elections including dates of each shall be well publicized to all members of the club.

Section 5.3 Elections shall follow the ranked choice voting method to ensure a majority vote.

(a) Members shall rank their first, second, third and fourth place choices for available candidates for each position when casting their ballots. If one candidate receives a majority of votes, then they shall be declared the victor.

(b) If no candidate receives the majority of votes, all ballots cast for the candidate with the lowest number of received votes shall be redistributed based upon their second choice. If still there is no majority winner, this process will repeat itself going down to the third and if needed fourth choice.

(c) If there is no clear winner following that process, the top two candidates for the position shall have a direct run off.

(d) If yet again a tie, then it shall be determined by a coin flip.

Section 5.4 Should any executive board position be unfilled from impeachment or resignation, a special election shall be held and the election procedure under Article V §5.3 shall be followed.

Section 5.5 Any officer of the club may resign at any time by delivering a written notice or email of such resignation to the President, or in the case of the resignation of the President, to the Vice President.

Section 5.6 If any officer of the club is absent from the Washington & Jefferson campus due to a leave of absence excluding virtual learning or studying abroad the Executive Board shall hold elections to fill the position by following the club's election procedures.

## Title 6 Transition of Executive Board

Section 6.1 The outgoing President of the club shall notify the Office of Student Activities of the election results by May 1 via the on-line club officer registration form.

Section 6.2 The President will provide the Office of Student Activities the following information for each new or re-elected officer: name, officer position, and class year.

Section 6.3 Following the public release of the election results and the end of the academic year, the outgoing Executive Board shall transfer over all account login information, contact information, Coalition related resources, and any additional relevant information to the incoming Executive Board members.

## Title 7 Committees

Section 7.1 There shall be 3 standing committees of the Media Committee, Event Committee, and Finance Committee.

Section 7.2 Public Affairs Committee

(a) The Secretary shall serve as the chairperson of the Media Committee

(b) The Public Affairs Committee shall maintain the Coalition's internet footprint including but not limited to website, social media accounts, and press releases with updated and accurate content

(c) The Committee shall also develop and conduct recruitment campaigns to add additional members to the coalition

- (d) All educational material shall contain sources for all educational content provided.
- (e) All material must be non-partisan in nature and follow the mission of the coalition and all Washington & Jefferson College social media regulations, policies and procedures.
- (f) When content includes the Washington & Jefferson College logo or name, the College's Branding Guidelines must be followed in its creation.
- (g) The Committee shall be allowed to use external media material if material's creator or creating group consents to its reuse and is given adequate acknowledgements on the post

Section 7.3 Event Committee

- (a) The Vice President shall serve as the chairperson of the Event Committee.
- (b) The Event Committee shall create and conduct of civic engagement activities on campus in cooperation with the necessary internal and external organizational partners.
- (c) The Vice President shall serve as the point person of contact for organizations listed in Section 6.03(b)

Section 7.4 Finance Committee

- (a) The Treasurer shall serve as the chairperson of the Finance Committee.
- (b) The Finance Committee shall collaborate with the President and Treasurer to develop and maintain a budget for the Coalition
- (c) The Finance Committee shall assist the Treasurer to find and apply for grants and external funding sources

Title 8 Order of Business

Section 8.1 General Body and Executive Board Meetings shall follow the format of:

- (a) Confirmation of past minutes
- (b) Officer Reports
- (c) Old Business
- (d) New Business
- (e) Open Forum