

## **Preamble**

This document shall serve as the Constitution for the student government at Wentworth Institute of Technology. It shall provide the basis upon which the student government will function as a body politic of the Wentworth community.

## **Student Leadership Clause**

WSG shall abide by the rules and regulations of the Office of Student Leadership Programs and Wentworth Institute of Technology. This Constitution, amendments made thereto, and the by-laws of this organization shall be written in accordance with the aforementioned rules and regulations.

## **Article I: Introduction**

### **Section A: Name**

This organization shall officially be referred to as Wentworth Student Government and shall be abbreviated as WSG.

### **Section B: Tenets**

WSG shall have four tenets: Integrity; Community; Justice; and Leadership.

### **Section C: Term and Sessions**

WSG shall function in two distinct sessions each term. Terms shall run from the first day of classes in the fall semester until the day before the first day of classes the following Fall semester. Participation in regular session and summer session shall be required as long as a member is enrolled in Wentworth Institute of Technology and in Boston. WSG shall be in regular session from the first day of classes in the Fall semester until the last day of finals in the Spring semester. WSG shall be in summer session from the last day of finals in the Spring semester until the first day of classes in the Fall semester. Summer session shall be defined as an active session with at least three Executive Board members from regular session and at least 2% of the members from regular session. WSG shall operate under the same rules during summer session as during regular session, except that no major changes may be made to the Constitution unless quorum as defined by a regular session can be met.

## **Article II: Purpose**

The purpose of WSG shall be: to act as a conduit between the students, faculty, and staff of Wentworth Institute of Technology; to encourage responsibility through democratic self-governance; to work with administration to influence educational programs, student life, and administrative management of the Institute; and to further the interests of the student body.

## **Article III: Membership on General Board**

### **Section A: Eligibility**

Any student wishing to join WSG is considered a member after the roll call of their third attended meeting in the same semester. The student retains membership unless revoked.

### **Section B: Membership**

#### **Clause 1: Attendance Policy**

WSG members are required to attend all general body meetings. If a member cannot attend a meeting they should inform [wsg@wit.edu](mailto:wsg@wit.edu) prior to the meeting. A member is allowed up to four (4) unexcused absences a semester.

#### Excused absences

Excused absences include but are not limited to: CO-OP, Scheduled Class, Department Presentation times, Illness, or a matriculated student during an inactive semester (e.g. summer between classes). Other absences can be excused at the discretion of the Secretary or Adviser.

#### **Clause 2: Revocation of Membership**

### ***Process***

Membership is revoked following four (4) unexcused absences in one semester. If membership is revoked the individual can appeal to the WSG Advisor. Membership can be reinstated by following the eligibility rules above.

### ***Reasons for Removal***

Should a member infringe on the tenets of WSG, that person shall be brought up for review by the Executive Board. A two-thirds majority vote of the Executive Board shall be required for the removal of a member.

### **Section C: Responsibilities**

Attend all WSG Board meetings, WSG events and Co-Sponsored events, and represent WSG on various committees as needed.

### **Section D: Motions and Voting**

#### **Clause 1: Motions**

A member of the General Board may make a motion on any topic during a WSG meeting.

#### **Clause 2: Voting**

Members of the General Board have full voting rights.

### **Article IV: Elected Officers**

#### **Section A: The Executive Board**

The Executive Board shall be comprised of a President, Vice President, Secretary, Treasurer, Public Relations Officer, Student Affairs Officer, Business Affairs Officer, and an Academic Affairs Officer.

#### **Clause 1: Responsibilities of Executive Board Members**

Responsibilities of the Executive Board as a collective include:

- All responsibilities listed under Membership on General Board.
- Attend all Executive Board Meetings.
- Act in the best interest of the student body at Wentworth as a whole.
- Review decisions of the Board when deemed necessary.
- Review and accept applications for the WSG Representative Senate.

Responsibilities of individual members of the Executive Board shall be as follows:

#### ***President***

Act as a spokesperson for the student body. Responsible for facilitating all internal communication. Chair Executive Board and Board meetings. Set goals for WSG. Act as a liaison to other colleges. Prepare an agenda for Board and Executive Board meetings. Call a special meeting of the Executive Board when a matter is imperative and cannot wait until the next Board meeting. Call open meetings of the Executive Board. Plan the WSG retreat.

#### ***Vice President***

Act as the President when the President is not present. Set goals for WSG. Act as a liaison to other Wentworth organizations. Plan the WSG retreat. Prepare updates for Executive Board meetings. Oversee the Student Affairs Officer, the Business Affairs Officer, and the Academic Affairs Officer.

#### ***Secretary***

Oversee the elections process and the Elections Committee. Record minutes at Board and Executive Board meetings. Email the minutes from the previous Board or Executive Board meeting before the next Board or Executive Board meeting. Make internal WSG announcements and be responsible for email contact. Record attendance at Board and Executive Board meetings. Maintain a working knowledge of the WSG Constitution. Notify Executive Board when members have three consecutive absences. Maintain a WSG Roster.

***Treasurer***

Maintain WSG budget. Prepare updates for Executive Board meetings. Serves as a member of the Student Financial Committee. Coordinate all requests for a Co-Sponsorship.

***Public Relations Officer***

Advertise and recruit for WSG. Survey students. Create and run WSG events. Assist in planning the WSG retreat. Prepare updates for the Executive Board meetings. Organize fundraisers to benefit WSG, other organizations on campus, or an outside charity when necessary. Maintain WSG website.

***Student Affairs Officer***

Maintain and advise committees dealing with student affairs, which include but are not limited to residential life, student clubs and organizations and general student concerns. Prepare updates for Executive Board meetings. Act as a liaison to the Division of Student Affairs. Oversee the Student Life Representatives. Report to the Vice President.

***Business Affairs Officer***

Maintain and advise committees dealing with business affairs, which include but are not limited to concerns with community relations, external affairs, physical facilities, business services and public safety. Prepare updates for Executive Board meetings. Act as a liaison to the Division of Business Affairs and the Vice President of Institutional Advancement. Oversee the Business Representatives. Report to the Vice President.

***Academic Affairs Officer***

Maintain and advise committees dealing with academic affairs, which include but are not limited to concerns with academic clubs and organizations, faculty, and classes. Prepare updates for Executive Board Meetings. Act as liaison to the Provost and the Vice President of Enrollment Management, to discuss Student Service Center issues. Oversee the Academic Representatives. Report to the Vice President.

**Clause 2: Eligibility**

Must be a student of Wentworth Institute of Technology. Successfully completed 12 credits (earned hours) at Wentworth Institute of Technology. Maintain a GPA of 2.5. Must be in good standing with the Institute.

**Clause 3: Attendance Policy**

If a member of the Executive Board has three, unexcused absences or three consecutive excused absences they shall meet with the Executive Board and the Adviser to discuss why they have been unable to attend the meetings.

**Clause 4: Revocation of Position**

Should an infringement of academic or institutional regulations be made by a member of the Executive Board, that person shall lose his/her position. The process for Revocation of Membership shall then follow.

**Section B: Committees****Clause 1: Committee Structure**

Each committee shall consist of Representative and/or General members appointed by the appropriate or relevant Executive Board officer. The officer shall either serve as or appoint a committee chair who shall keep the Executive Board officer informed of the progress of the committee. The chair shall also present findings at Board meetings.

**Clause 2: Standing Committees *Elections Committee* Responsibilities**

- Maintain Elections Rules and Procedures.
- Organize and moderate official and impartial candidate debates, moderated discussions, forums and/or elections materials and events. Coordinate the voting process. Enforce the elections policies.

#### *Impartiality Assurance*

- Any member serving in any capacity wishing to run for office shall not serve on the Elections Committee during the application and election processes.

### **Section C: The Adviser**

#### **Clause 1: Adviser Position**

The WSG adviser shall be the Director of Student Leadership Programs.

In the absence of the adviser a temporary adviser may be appointed by the adviser with approval of the Executive Board.

The President of Wentworth Institute of Technology, the Vice President of Student Affairs, and the Dean of Students shall be honorary advisors if they so desire.

#### **Clause 2: Responsibilities**

- Counsel the organization in a positive direction. The adviser shall not dictate the endeavors of WSG.
- Provide feedback on all relevant matters.
- Remain informed regarding the actions, decisions and aspirations of WSG and consult frequently with the members of the Executive Board.
- Assist in training and development of leadership roles in all members.
- Verify candidate qualifications and eligibility as outlined in this document.

### **Article V: Meetings**

#### **Section A: Meetings of the WSG Board**

##### **Clause 1: Requirements for Official Meetings**

- The President or Vice President shall be present.
- The Secretary or someone appointed by the Secretary to act in his/her capacity shall be present.
- A quorum is required and is defined as 30% of the WSG membership not including the Executive Board and half of the Executive Board.
- Meetings shall be open to the Wentworth community.

##### **Clause 2: Procedure**

#### ***Obtaining the Floor***

To obtain the floor, a member shall raise his/her hand and be recognized by the President.

#### ***Motions***

Only a member may make a motion.

In order for a motion to move forward, it must be seconded by another member.

#### **Section B: Meetings of the Executive Board**

##### **Clause 1: Requirements for Official Meetings**

- The President or Vice President must be present.
- The Secretary must be present unless both the President and Vice President are present. In the absence of the Secretary, the Vice President will assume the role of Secretary.-
- No more than two members of the Executive Board can be absent.

##### **Clause 2: Meeting Policies**

- Meetings of the Executive Board shall be conducted as its members see fit. Accurate minutes must be kept for all meetings of the Executive Board.

– Meetings of the Executive Board shall generally be closed to the public. Meetings can be opened to the public at the President’s discretion.

## **Article VI: Elections**

### **Section A: Term of Office**

Terms of office for all elected positions are one year. All terms of office begin August 1st and terminate July 31st of the following calendar year.

### **Section B: Qualifications**

#### **Clause 1: Executive Board**

Applicants must have successfully completed 12 credits (earned hours) at Wentworth Institute of Technology and be enrolled in at least 12 credits or on Co-Op. Applicants must have a cumulative GPA of 2.5. All applications must be completed and submitted by announced deadline. Candidates must participate in any official and impartial candidate debates, moderated discussions, and/or elections materials and events administered by the Elections Committee. A person must be on good standing with the Institute.

### **Section C: Election Procedure**

#### **Clause 1: Election Rules and Procedures**

The Elections Rules and Procedures shall be written for each election by the election committee to put forth all requirements not stated here.

#### **Clause 2: Application Process**

Applications must be completed in the timeline set forth by the elections rules and procedures.

#### **Clause 3: Election Process**

The election process shall occur during the Spring semester.

The candidate with a plurality shall assume the position to which they were elected. The position does not become official unless the candidate has accepted it. Should the winner of an election decline to accept the position, it shall be offered to the person who received the next highest number of votes, and so on.

#### **Clause 4: Write-In Candidates**

Write-in candidates shall be required to meet the qualifications described in the Elections Rules and Procedures.

If a write-in candidate receives a plurality for their position, they shall assume the position to which they were elected. The position does not become official unless the write-in candidate has accepted it. Should the winner of an election decline to accept the position, it shall be offered to the person who received the next highest number of votes, and so on.

#### **Clause 5: Sanctions**

Violations of any WSG election rules shall be met with sanctions, as determined by the Elections Rules and Procedures.

### **Section D: Special Elections**

#### **Clause 1: Fall Elections**

An election shall be held each fall to fill any positions that were not filled during the Spring Elections. This election shall have its own set of Election Rules and Procedures in which modifications to procedures can be made if seen fit by the Elections Committee.

#### **Clause 2: Impromptu Elections**

An impromptu election shall be held in the case a position needs to be filled as soon as possible.

### ***Procedure***

An announcement shall be made regarding the open position Applicants must fill out the application. The Executive Board shall review the applicant.

## **Article VII: Amendments**

### **Section A: Making a Minor Change**

#### **Clause 1: Definition**

Any change which would not alter the existing intent of the sentence, phrase, paragraph or contextual section in which the change is made constitutes a minor change.

#### **Clause 2: Procedure**

Minor changes shall be treated as a regular debate topic and are to be brought before WSG to be debated according to the rules of debate.

### **Section B: Making a Major Change**

#### **Clause 1: Definition**

Any change which would alter the existing intent of the sentence, phrase, paragraph or contextual section in which the change is made, and/or the addition of new or removal of existing clauses constitutes a major change.

#### **Clause 2: Review**

All amendments shall be reviewed by the adviser, who may choose to issue a recommendation on passage, before the final vote, but must be approved by the Director of Student Leadership Programs.

#### **Clause 3: Procedure**

#### ***Internal Changes***

The following shall be the procedures for making a major change to the Constitution.

- The change shall be brought before WSG, at least one week prior to voting on it and debated according to the rules of debate.
- The amendment shall require two-thirds majority vote of all voting members of WSG.
- An amendment passed by WSG shall go into effect immediately, unless deferred to a later date as specified within the amendment itself.

#### ***External Changes***

A section of the Constitution may be challenged by the student body. For this to happen the following must occur.

- A petition shall be obtained from the WSG office.
- The petition shall be submitted detailing the proposed change, including exact language, reasoning and the intended or desired results that the proposed change would elicit.
- The petition shall contain signatures from no less than fifteen percent of the entire student body.
- If the petition is valid, the change shall be addressed at the next Senate meeting, at which point a committee including members of the Representative Senate and the Executive Board shall be formed to organize a vote of the general student body, which must be held during or before the next scheduled spring or fall elections.
- WSG may choose to take a stance or make a recommendation on the proposed change, which may appear as an opinion on the ballot.
- A three-fifths majority vote of all students choosing to vote shall be required for passage of the proposed amendment.
- An amendment passed by the general student body shall go into effect immediately, unless deferred to a later date as specified within the amendment itself with the approval of the Director of Student Leadership Programs.