

THE CONSTITUTION of
THE WORLD CAMPUS STUDENT ASSOCIATION *at*
THE PENNSYLVANIA STATE UNIVERSITY

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Mission, Purpose, and Vision of this Association

Mission: The mission of World Campus Student Government Association (WCSGA) at The Pennsylvania State University is to advocate for the World Campus student body and to enhance the student experience. The University recognizes that online learners are a unique, independent, and cooperative body of learners within Penn State. Therefore, the World Campus Student Government Association is established to advocate for the needs of this unique student body and to provide opportunities for students to become more recognized as equal participants in the Penn State learning community. This governing body will operate within the framework of the University and strive to provide representation that is accountable, effective, equitable, and in the best interest of all students.

Purpose: The purpose of the WCSGA at the Pennsylvania State University is to

- a. Represent the interests and concerns of World Campus students at the Pennsylvania State University.
- b. To provide representation for World Campus students regarding shared governance.
- c. To maintain collaborative relationships with faculty and administrators on behalf of the students.

Vision: The WCSGA at Penn State is a recognizable, engaged governing body that enhances each student's daily experience by improving conditions that lead to personal success, preserving student rights, and providing exceptional representation for the World Campus student body. WCSGA serves as the official voice of students in the shared governance process at the Penn State World Campus and maintains collaborative relationships with faculty and administrators while providing student perspectives that are considered at all levels of university decision-making. Furthermore, WCSGA accepts a strict standard of accountability for organizational effectiveness and will continue to provide services that contribute to the personal and professional development of our entire university community.

Article I: General Membership

1. **General Members:** The WCSGA expressly prohibits discrimination and harassment of any kind against any person because of; age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, gender identity, or veteran status. Any such violation will be dealt with in accordance with University Policy, local, state, and federal law.
2. **WCSGA Assembly Membership,** shall be open to all full-time and part-time students currently enrolled with continuous enrollment and in good standing within the World Campus, including certificate & non-degree students, which meet the following conditions:
 - 2.1. Must have completed at least 1 full semester at the World Campus prior to election.
 - 2.2. Students must maintain a minimum of 3 credit hours per semester throughout the academic year.
 - 2.3. Ex-officio members may have enrollment requirements waived by the majority of the Assembly.
3. All students participating in the WCSGA are expected to remain in office for a period of no less than one full academic year.

Article II: The Assembly

1. **The General Assembly:** Composed of all general members, committee chairpersons and members, and members of the executive board. Presided over by the Speaker of the Assembly, the Assembly shall meet the following requirements and tasked with the subsequent powers:
 - 1.1. **Composition** – There will be no less than fifteen and no more than forty members of the Assembly.
 - 1.1.1. A majority of Assembly members must be present for a quorum to be met and regular business to be carried out.
 - 1.1.1.1. Five Ex-officio members may be appointed by the President as deemed fit and will not have voting authority nor will be counted in any attendance or membership capacity.
 - 1.1.2. Assembly Representatives shall be an appointed position by members of the executive board or a committee chairperson and will be reported to the Speaker and Secretary.
 - 1.2. **Budget Authority** – The Assembly has direct authority over resolutions passed and actions taken as a body, along with that of authority of any disbursements from the budget which it deems appropriate.
 - 1.2.1. Budget allocations may be appropriated if a majority of present members votes in favor of such action.
 - 1.3. **Parliamentary Authority** – The assembly shall operate under the most current Robert's rules of order, or under any and all rules and procedures established by the Assembly.
 - 1.4. **Standing Committees** – the following committees shall be permanent and work on appropriate and relevant business as delegated by the Speaker of the Assembly directed under this constitution's authority.
 - 1.4.1. **Parliamentary Authority** – Each standing committee shall be presided over by an elected chairperson each term and shall represent the committee when needed.

- 1.4.1.1. Vacancies – In the event a vacancy shall occur, any member of the Executive Board may nominate a chairperson who must be confirmed by a majority of the Assembly.
- 1.4.2. **Academic Affairs** – Shall be responsible for advocating for and providing a collective voice to student representation in academic policies and procedures by:
 - 1.4.2.1. Helping provide a student perspective as new degree programs for World Campus are developed and reviewed.
 - 1.4.2.2. Evaluating current online learning tools, in coordination with the Technology Committee, and their efficiency as they pertain to World Campus users.
 - 1.4.2.3. Assuring coordination with university committees and organizations to enhance the Associations relationship with faculty and administrators.
 - 1.4.2.4. Work with the Executive Boards member(s) who serves on the faculty senate for any academic related affairs.
- 1.4.3. **Student Affairs** – Shall be responsible for advocating for and providing a collective voice to student representation in students affairs, engagement, and resources.
 - 1.4.3.1. The committee shall meet with Shall meet with the Director of Student Affairs, or their designee, at least once each semester to update the Director on the activities of the Committee as well as express any feedback the Committee may have pertaining to the Office of Student Affairs.
 - 1.4.3.2. Maintain communication and coordination with the World Campus: Office of Students Affairs, and the student advisory board to enhance the engagement of students.
- 1.4.4. **Technology** – Shall be responsible for the technologies needed for the association to carry out regular and uninterrupted business.
 - 1.4.4.1. The committee shall have administrative control on web hosts, domains, and websites when deemed necessary by the Executive Board.
 - 1.4.4.2. Will provide maintenance and housekeeping on the digital public interface of the association in conjunction with the Executive Board and appropriate committees.
 - 1.4.4.3. Coordinate with appropriate committees to advise on the technologies students utilize.
- 1.4.5. **Marketing and Communications** – Shall manage all external communications, social media, and website updates for the Association.
 - 1.4.5.1. Drafts press releases, periodic reports, and social media posts to improve association accessibility and transparency for students, faculty, and administration.
 - 1.4.5.2. Actively promote student understanding of, and participation in, the association.
- 1.4.6. **Governmental Affairs** – Shall be charged with representing the interests of the student body and the University to all governmental and regulatory bodies external to Penn State World Campus.
 - 1.4.6.1. Work to cultivate and maintain a positive, working relationships with relevant officials in the national, state, and local governments relative to the World Campus student population for the purposes of legislative outreach, support, and petition through student requests and by researching relevant law, procedures, rules, or policies that may impact students in substantial ways.

1.4.6.2. Sponsor and promote events related to civic engagement, student-engaged mobilization efforts, and other matters of governmental concern.

1.5. **Special Committees**

1.5.1. Shall be organized & dissolved by order of the President and the Speaker of the Assembly.

1.5.2. Carry out assigned specific tasks & goals as given President and the Speaker of the Assembly.

1.5.3. Shall prepare and submit regular reports on the activities, progress, and decisions of the special committee convened to the President, the Speaker of the Assembly, or the assembly as a whole when deemed necessary.

1.5.4. Shall determine what activities, studies, and research is necessary in pursuit of tasks or goals as given.

1.5.5. Membership and leadership shall be determined by the President and Speaker of the Assembly.

1.6. **Vacancies**

1.6.1. In the event of a Committee Chair vacancy, the Assembly shall appoint, and confirm with a majority vote, any eligible member to such role.

1.6.1.1. Only members of the Executive Board or a Committee Chair may make nominations for appointment

Article III. The Executive Board

1. **The Executive Board:** Consisting of the President, Vice President, Speaker of the Assembly, Secretary, and Treasurer.
 - 1.1. **President** – Serving as the chief executive, the President of the Association is granted and tasked with the following powers:
 - 1.1.1. Presides over Executive Board meetings until the adjournment of the last Assembly meeting of the Spring semester and shall offer report to Assembly meetings.
 - 1.1.2. Must actively pursue the discussion and involvement of the Association in issues of concern.
 - 1.1.3. Shall coordinate with the Speaker of the Assembly for:
 - 1.1.3.1. Establishing and reviewing by-laws that govern the Executive Board and Committees.
 - 1.1.3.2. The creation of meeting agendas no less than five days before an Assembly meeting.
 - 1.1.3.3. Dividing committee member responsibilities and duties, ensuring all even distribution of workload
 - 1.1.4. Work with the Speaker of the Assembly to establish and review by-laws that govern the Executive Board and Committees.
 - 1.1.5. Signs passed Assembly resolutions into effect as reported or returns them to the Assembly as vetoed.
 - 1.1.6. Shall advise committee chairs and assist in the performance of their duties and responsibilities
 - 1.1.7. Shall submit and end-of-year report upon completion of his/her term of office.
 - 1.1.8. Communicate with the faculty adviser weekly to discuss Executive Board and Assembly business.
 - 1.1.9. Serve as a representative to the Board of Trustees and any other governing bodies as deemed necessary.
 - 1.2. **Vice President** – The Vice President shall assume the Presidency if for any reason a vacancy shall occur. The other duties include:
 - 1.2.1. Shall attend Executive Board meetings and offer report to Assembly meetings.
 - 1.2.1.1. Assist the President in enforcing the duties and responsibilities of the Executive Board and Assembly members.
 - 1.2.2. Work with the President and Speaker of the Assembly on matters pertaining to the functionality of the Assembly and Association.
 - 1.2.2.1. Serve as a representative to the Board of Trustees and any other governing bodies as deemed necessary.
 - 1.3. **Speaker of the Assembly** – The Speaker presides over any Assembly meetings and possesses the parliamentary authority their within and:
 - 1.3.1. Establishes a set of meeting rules and present it to the General Assembly at the first meeting.
 - 1.3.2. Shall coordinate with the President for:
 - 1.3.2.1. the creation and approval of meeting agendas.
 - 1.3.2.2. dividing committee member responsibilities and duties, ensuring all even distribution of workload.

- 1.3.3. May call a special session of the Assembly outside of the regular business schedule at least five days prior, with the approval of the Executive Board.
- 1.3.4. Shall Coordinate with the Secretary for meeting schedules and such disbursement throughout the year.
- 1.3.5. Reports all passed resolutions and business of the association to the President.
- 1.3.6. Keeps all Assembly debate and discussion relevant to the business at hand.
- 1.3.7. Shall collect questions, concerns, and ideas from Assembly Committee Chairs.
- 1.3.8. Shall be responsible for ensuring that all members have access to the Constitution and By-Laws.
- 1.3.9. Oversees all impeachment proceedings.
- 1.3.10. Shall attend Executive meetings.
- 1.4. **Secretary** – Shall be responsible for recording meeting minutes and serve as the official timekeeper for meetings and shall publish them internally.
 - 1.4.1. Shall document attendance at all Executive and Assembly meetings, plus maintain this as a permanent record of all members in attendance and absent.
 - 1.4.2. Coordinates with the Speaker of the Assembly to consolidate agenda items and distribute meeting agendas.
 - 1.4.2.1. Shall maintain a calendar of all Association meetings and approved activities.
 - 1.4.2.2. Shall attend all Executive board meetings and offer reports at Assembly meetings.
 - 1.4.2.3. Compile committee meeting attendance and reports for the Executive Board to access.
 - 1.4.2.4. Provide all approved and proposed amendments to the appropriate committee chairperson for public distribution.
 - 1.4.2.5. Shall ensure that all approved amendments are expeditiously incorporated into WCSGA Constitution and Bylaws and updated accordingly.
 - 1.4.3. Shall keep an on-going permanent record of all WCSGA accomplishments and activities for the duration of the academic school year.
 - 1.4.4. Shall document WCSGA events, including photographic and audio evidence, and provide access to the Marketing and Communications committee for the purpose of communications and archival purposes.
- 1.5. **Treasurer** – Shall ensure the WCSGA follows established University-wide financial policies and procedures.
 - 1.5.1. Develop and present annual budget to the Executive Board and upon approval, present it to the Director of Student Affairs.
 - 1.5.2. Shall submit a detailed budget report to the Executive Board and Director of Student Affairs at the end of each Fall and Spring semester.
 - 1.5.3. Manage and approve all financial expenditure and reimbursement transactions in accordance with proper WCSGA procedures and policies with full WCSGA authorization.
 - 1.5.4. Shall be responsible for the establishment, monitoring, and on-going support of budgeted category accounts and all transactions therein.

1.5.5. Shall submit a monthly report to the Executive Board and faculty adviser, detailing previous month's financial details, transactions, and disbursement requests. All reports must be published and made available for review and download by university students, faculty, and staff.

1.5.6. Shall provide full resources and transition resources for the next administration, including important contact information, prior meeting notes, financial records, upcoming tasks, and other important details.

1.5.7. Shall attend all Executive Board meetings and offer report to Assembly meetings.

1.6. Executive line of succession

1.6.1. In the event that the President is unable to discharge their duties for any reason, the Vice President shall become the acting President and assume the duties and powers therein.

1.6.1.1. If such a vacancy occurs for more than one calendar month, the Vice President will become the President for the remainder of the term and a new Vice President must be appointed.

1.6.2. In the event that the President and Vice President cannot discharge the duties of the President, the Speaker of the Assembly shall become the acting President and assume the duties and powers therein.

1.6.2.1. In such a scenario, the Assembly is required to appoint an acting President within thirty days of the Speaker assuming the Presidential powers for the remainder of the term.

1.6.2.1.1. Such a nomination may only come from an Executive Board member or a committee chair, and the nomination is confirmed with a majority vote.

1.6.2.1.2. The appointed individual must resign any committee or executive board position prior to assuming the Presidency.

1.7. Vacancies

1.7.1. In the event of a vacancy within the Executive Board not already addressed, the Assembly shall appoint, and confirm with a majority vote, any eligible member to such role.

1.7.1.1. Only members of the Executive Board or a Committee Chair may make nominations for appointment

Article IV. Constitutional Amendments

1. Procedure and Requirements

- 1.1. In order to propose any amendments to this constitution, the proposed amendments must be sponsored by a member of the Executive Board and a Committee Chairperson.
- 1.2. The sponsored amendment will be presented to the Speaker of the Assembly who will publish it to all association members.
 - 1.2.1. The Speaker of the Assembly will notify the President and will then convene a special constitutional committee to prepare a report on the proposed changes.
 - 1.2.1.1. Up to five members may be appointed to such committee and must include at least one of the amendments' sponsors.
- 1.3. There will be a fourteen-day consideration period after publication of the amendment to members before the amendment may be brought before the assembly for a vote.
- 1.4. The special committees report must be presented to the assembly before voting on the amendment.
- 1.5. If two-thirds of the Assembly vote in the affirmative of the amendment, the amendment shall become effective following the adjournment of that day's general assembly meeting.

Article V. Measures of Discipline

1. Discipline – If any member of this body regardless of their position of authority, is found to be in direct and substantial violation of; their obligations under this constitution to their office, being in gross misbehavior within the association, or violation of University Policy, they may face some or all of the following listed measures of discipline.
 - 1.1. **Censure** – If a member is found to need significant discipline for their actions, but such actions have not arisen to the level of permanent removal from the association, the assembly may vote to issue a censure the individual. Such censure will detail all reasons for the measure and will serve as the official reprimand against the member.
 - 1.1.1. An article of censure must be brought forward by two members of the executive board and committee chairs at a general assembly meeting, be scheduled on the regular meeting agenda, and receive two-thirds majority vote in favor of the reprimand.
 - 1.1.2. If any member has two articles of Censure levied upon them in a single term, articles of impeachment must then be brought before the assembly for the member due to gross constitutional negligence.
 - 1.2. **Impeachment** - If a member is found to need severe discipline for their actions, the assembly may vote to issue an article of impeachment against the individual. Such impeachment article will detail all reasons for the measure and will be reported to the Speaker of the Assembly who will preside over any impeachment committees.
 - 1.2.1. The Speaker is mandated to convene a special impeachment committee four days after the articles were reported. The committee will comprise of up to eight members of the Association and the faculty advisor (who shall not vote unless in case of a tie within the committee), and

the Speaker shall notify the assembly, executive board, and accused party of the committees' formation.

1.2.1.1. The committee will call forward the sponsors of impeachment and the target member to contest the charges levied, where both parties may present arguments and evidence.

1.2.1.1.1. The committee will follow the standard parliamentary procedure of the assembly.

1.2.1.2. If the special committee, by simple majority, finds the articles are to be appropriate, it shall be reported to the Assembly where it shall be brought to a full vote.

1.2.1.3. Having been found guilty by a majority vote in the special impeachment committee, and by a two-third vote of eligible voters in the general assembly, the article of impeachment is confirmed, and the member is expelled from the association for a period of five years from the date of the final vote.

Article VI. Election Policies and Procedures

1. **Eligibility to advise** – Members of the executive board and committee chairs who are not seeking election may serve on a special committee to advise on elections procedures along with the faculty advisor. The mission of this committee and its' member is:
 - 1.1. To advise the World Campus Office of Student Affairs on matters pertaining to the date, time, format, and schedule of election related matters.
 - 1.2. With the goal to assure the fair election of qualified individuals by World Campus students to their respective offices.
 - 1.3. To increase the voter turnout and engagement in the association going forward.
2. **Structure** – The committee will follow are rigid structure as follows
 - 2.1. The faculty advisor shall be the de facto head of the committee. In the event the advisor cannot preside over the committee, the highest-ranking eligible individual in the executive line of succession shall preside over the committee.
 - 2.1.1. If there are no eligible individuals in the line of succession, the faculty advisor may appoint the presiding individual from within the association.

Article VII. The Faculty Advisor

1. **Roles of the Advisor** - Advisor guides student leaders in successfully planning events, making decisions, and representing World Campus students. This role is essential to developing students' leadership skills and supporting their efforts to serve their campus.
2. **Responsibilities** – The advisor is tasked with the following responsibilities:
 - 2.1. Shall provide guidance and resources to the Executive Board and Council as necessary.
 - 2.2. Shall keep the Vice President for Student Affairs and other appropriate University administrators apprised of the business of the WCSGA.

3. **Appointment**

- 3.1. The Senior Director of Student Affairs for the World Campus, or their Appointee, shall serve as the advisor in perpetuity.

Article VIII. Judicial Review

1. **Times of question** – Times of constitutional question surrounding an action of the association and its' members may arise from time to time. When such an issue arises, a thorough review of the constitution and bylaws will occur.
2. **Members involved** – The panel will be composed of the Vice President, the Speaker of the Assembly, and the faculty advisor.
 - 2.1. The Vice President shall preside over the panel, unless in times of recusal
3. **Recusal** – In the event the Vice President or the Speaker of the Assembly shall a conflict of interest arise on the matter, the President will appoint other members to the panel.
4. **Authority** – If a majority of the judicial panel finds the contested action to be constitutional and in accordance with the bylaws, the action may continue, and no other actions are taken within the panel.
 - 4.1. **Rejection** – If the panel finds the action to be in violation of this associations' constitution or bylaws, it will issue an order to cease that action with holds the full authority of this constitution.

Article IX. Constitutional Authority and Protection

This Constitution shall remain in effect at all times following its' ratification by the Assembly within the guidelines of the previous constitution, and derives its' authority by the powers delegated by the Pennsylvania State University Board of Trustees (See section 5.04 of the Board of Trustees Bylaws). Neither the Association nor any entity, party or individual of the University may dissolve this Organization in whole or in part without surpassing significant challenges to the authority and validity of this constitution. Any and all attempts to subvert the authority and validity of this constitution or organization by any member will be considered a dereliction of duty which undermines the rights of the students to organize and govern themselves.