***of the***

**The Constitution and Bylaws**

**Westhampton College Government Association**

*.*

*Last amended on April 18, 2020 by a unanimous vote of the Senate.*



**Westhampton College Government Association**

**Constitution**

**Preamble** page 2

**Article I:** Name page 2

**Article II:** Membership page 2

**Article III:** Oath of Office page 2

**Article IV:** Mission Statement and Slogan page 2

**Article V:** Purpose page 3

**Article VI:**  Honor Code page 3

**Article VII:** The WCGA President page 3

**Article VIII:** The Executive Council page 5

**Article IX:** Executive Appointments page 6

**Article X:** Branches page 6

**Article XI:** The Legislative Branch page 6

**Article XII:** The Class Governing Branch page 10

 **Article XIII:** The Caucus page 11

 **Article XIV:** The Resolution page 12

 **Article XV:** Resignation page 12

 **Article XVI:** Impeachment Procedure page 13

 **Article XVII:** Amendments to the Constitution page 14

*Bylaws begin on page 15.*

**Preamble:**

In order to promote the general welfare of the student body, to instill the convictions of self-government and democracy in each student and to foster a dynamic, academic and social atmosphere in the Westhampton College community, this Constitution is hereby ordained and established.

**Article I: Name**

*Section 1.* The name of this organization shall be the Westhampton College Government Association (WCGA).

**Article II: Membership**

*Section 1.* All current students of Westhampton College shall be members-at-large of the Association.

**Article III: Oath of Office**

*Section 1.* All elected and appointed members of the Association shall take the Oath of Office following their election or appointment.

1. The Oath of Office shall be administered by the outgoing President of the Association to the incoming President of the Association.
2. The Oath of Office shall be administered by the new President of the Association to the other newly elected members, and any members elected via special election during the President’s term.

*Section 2.* The Oath of Office reads as follows:

I, [state your name], as a(n) [elected/selected] member of the Westhampton College Government Association, do solemnly swear to faithfully execute the duties and responsibilities of my office to the best of my ability. I promise to abide by the Constitution of the Westhampton College Government Association and the [Bylaws/Statutes] of the [state your branch/council]. In taking this Oath, I promise to uphold and promote the ideals and traditions of Westhampton College, and the mission of the Westhampton College Government Association, with the utmost honor, integrity, and respect.

**Article IV: Mission Statement and Slogan**

*Section 1.* The mission statement of the Westhampton College Government Association reads as follows:

The Westhampton College Government Association (WCGA) is a body of elected students that aims to represent and advocate for undergraduate students, promote a diverse and unified community embodying the values and spirit of Westhampton College, and inspire students to confidently pursue their passions at the University and beyond.

*Section 2.* The slogan of the Westhampton College Government Association shall be to *confidently pursue your passions.*

**Article V: Purpose**

1. Keep the spirit and traditions of Westhampton College alive;
2. Address the needs and concerns of the students of Westhampton College;
3. Welcome all opinions voiced by students of Westhampton College and promote open discourse;
4. Effect change and implement policies that reflect students’ needs and concerns;
5. Encourage and help fund student organizations when appropriate;
6. Facilitate communication with university faculty, staff and administrators;
7. Work with the university community to promote the welfare of the student body;
8. Promote and uphold a community of integrity and trust;
9. Help to foster an atmosphere of diversity and inclusivity; and
10. Collaborate with the Richmond College Student Government Association when necessary on any joint ventures affecting the University community at large.

**Article VI: Honor Code**

*Section 1.* The Association shall operate in accordance with the Honor Code of the University of Richmond.

**Article VII: The WCGA President**

*Section 1.* The Association shall be led by the WCGA President.

*Section 2.* The WCGA President shall be in good standing with the University in matters of student conduct.

1. The WCGA President shall not be eligible to serve if they have ever been found guilty of an Honor Code violation. This provision shall be enforced by the Dean of Westhampton College or their designee.
2. The WCGA President shall not be eligible to serve if they have ever been placed on conduct probation for disciplinary reasons. This provision shall be enforced by the appropriate Dean of Westhampton College or their designee.

*Section 3.* The duties and responsibilities of the President of the Association shall be to:

A. Serve from the time of their installation until their successor’s installation;

B. Represent the Association and Westhampton College when the Association cannot be convened and at meetings where their attendance is requested;

C. Call and preside over meetings of the WCGA Executive Council;

D. Establish the policies of the Executive Council;

E. Call and preside over meetings at which all branches are present;

F. Select members of their Presidential Cabinet, subject to approval by the Senate;

 1. The Cabinet may remain empty to the discretion of the President.

G. Call and preside over Presidential Cabinet meetings;

1. The Presidential Cabinet shall consist of members from the whole of Westhampton College, who shall be appointed by the President.
2. The size of the Class Cabinet is to up the discretion of the President and the Dean of Westhampton College or their designee, with a maximum of twelve members, subject to approval by the Senate.

H. The duties of the members of the Presidential Cabinet shall be to:

1. Serve from the time of their installment until the end of their President’s term;

2. Serve as a resource and liaison for the needs of the President and Westhampton College Government Association;

 3. Assist the President with their duties;

 4. Adhere to the attendance policies outlined by their President; and

 5. Be in good standing with the University in matters of student conduct.

1. No member of the Presidential Cabinet shall be eligible to serve if they have ever been found guilty of an Honor Code violation. This provision shall be enforced by the Dean of Westhampton College or their designee.
2. No member of the Presidential Cabinet shall be eligible to serve if they have ever been placed on conduct probation for disciplinary reasons. This provision shall be enforced by the Dean of Westhampton College or their designee.

I. Veto legislation within 48 hours after it is enacted by the Senate;

1. A two-thirds majority vote of the Senate is required to overturn the President’s veto.

J. Interpret the meaning of the Constitution of the Association, with their decision subject to appeal by any member of the Association;

1. An appeal will be heard by the Dean of Westhampton College or their designee.

K. Serve as an ex-officio and non-voting member when applicable of:

 1. The Senate;

 2. The Honor Council;

 3. The Student Conduct Council; and

 4. The Class Cabinets.

**Article VIII: The Executive Council**

*Section 1.* The WCGA Executive Council shall be led by the WCGA President and be comprised of the Chair of the Senate, the Senate Committee Chairs, and the Secretary who will all serve as voting members of the Executive Council. Additional members may be appointed to the council according to the reasonable discretion of the WCGA President, Chair of Senate, and Dean of Westhampton College or their designee.

*Section 2.* The duties and responsibilities of the WCGA Executive Council shall be to:

1. Approve officer appointments for each branch of WCGA with the exception

of the establishment of the new Executive Council which shall be approved by the WCGA advisor(s);

1. Officer appointments must be passed by a two-thirds majority vote of the Executive Council.

B. Shall meet as often as the current Executive Council sees fit to collaborate on issues of importance within the Westhampton College community and provide a report of the activities of each branch;

C. Advise the WCGA President; and

D. Maintain active communication among the branches of the Association.

*Section 3.* At least two-thirds of the Executive Council must be present to constitute quorum.

*Section 4.* All decisions will require at least a two-thirds majority vote to pass within the Executive Council.

**Article IX: Executive Appointments**

*Section 1.* The appointment of Treasurer, Secretary, Board of Elections Chair, Committee Chairs, and Senior Advisor.

1. The appointment of these Executive Council positions will be decided within two weeks of the second ballot elections.
2. The positions will be determined via application, and evaluated by the WCGA President, Chair of Senate, and by the appropriate Dean of Westhampton College or their designee.
3. Senators of any class year in good standing are eligible to apply for Treasurer, Secretary, and Committee Chairs if they have previously served at least one term on WCGA or at the reasonable discretion of the WCGA President, Chair of Senate, and Dean of Westhampton College or their designee.
4. The Board of Elections Chair must be a senior who has previously served at least one term on WCGA or at the reasonable discretion of the WCGA President, Chair of Senate, and Dean of Westhampton College or their designee . If no applicants are members of the senior class, they must exempt themselves from any election while serving as Chair.
5. The Senior Advisor position may remain open at the reasonable discretion of the WCGA President, Chair of Senate, and Dean of Westhampton College or their designee.

**Article X: Branches**

*Section 1.* The Association shall be comprised of the legislative and class governing branches, under the leadership of the WCGA President.

**Article XI: The Legislative Branch**

*Section 1.* The legislative branch shall be called the Senate.

1. The Senate shall consist of six elected members from each class, and one appointed member from each class.
2. The six elected members must win the majority vote of their respective class election.
3. The appointed members must complete an application provided by the President, Chair of Senate, and Board of Elections Chair.
4. The President, Chair of Senate, and Board of Elections Chair will meet with the Dean of Westhampton College or their designee to choose the appointed members at their discretion.
5. The appointed members will be subject to approval by the existing Senate.
6. The appointed seat may be left vacant in the absence of applications, or as circumstances warrant.
7. In the circumstance of an unfulfilled appointed position, the Senate may still vote upon constitutional changes.
8. Each Senator shall be entitled to one vote on all pieces of legislation.
9. The WCGA President and Chair of the Senate shall serve as non-voting members of the Senate.

*Section 2.* All members of the Senate shall be in good standing with the University in matters of student conduct.

 A. No member of the Senate shall be eligible to serve if they have ever been

found guilty of an Honor Code violation. This provision shall be enforced by the Dean of Westhampton College or their designee.

B. No member of the Senate shall be eligible to serve if they have ever been placed on conduct probation for disciplinary reasons. This provision shall be

enforced by the appropriate Dean of Westhampton College or their designee.

*Section 3.* The Chair of the Senate shall preside over the Senate.

A. The Chair of the Senate shall be elected by the student body during first ballot elections as set forth by the Board of Elections Chair.

B. The duties and responsibilities of the Chair of the Senate shall be to:

1. Appoint Chairs of the Academic, Student and External Affairs Committees, subject to approval by the President and the Dean of Westhampton College or their designee;
2. Appoint the Treasurer and Chair of the Financial Affairs Committee once nominated by the outgoing Treasurer, subject to approval by the President and the Dean of Westhampton College or their designee;
3. Appoint a Secretary of the Senate, Board of Elections Chair, Senior Advisor and Archivist, subject to approval by the President and Dean of Westhampton College or their designee;
4. Chair the Administrative Affairs Committee;
5. Set the agenda for weekly Senate meetings;
	1. This includes scheduling visitors, collecting weekly reports, compiling announcements and listing pending student concerns.
6. Preside over all meetings of the Senate;
	1. If the Chair of Senate is unable to attend a Senate meeting, they shall appoint the WCGA President or a member of the Executive Council to preside over the meeting for that week.
7. Review and enforce the attendance policy for the Senate;
8. Serve as a voting member of the WCGA Executive Council; and
9. Lead Senate training for all new and returning members of the Senate, including a training session for the new first-year members;
	1. Instruction on parliamentary procedure, expectations and goal setting for the Senate, review of the WCGA Constitution and Bylaws, and review of expectations, with the Dean’s Office shall all be included in training.
	2. Training shall emphasize the history of Westhampton College and its traditions.
10. Represent the Senate in an official capacity and serve as the spokesperson of the Senate; and
11. Commission caucuses when appropriate.
	1. Caucuses address specific issues or responsibilities not directly covered by the five standing committees.

C. Should there be extenuating circumstances that preclude a Senator from fulfilling their duties, they shall submit a written explanation of their situation to the Chair of the Senate and the Dean of Westhampton College or their designee. The Chair of the Senate shall decide on the appropriate course of action.

*Section 4.* A Dean of Westhampton College or their designee shall serve as a non-voting advisor of the Senate.

*Section 5.* The duties and responsibilities of Senators shall be to:

A. Serve from the time of their installation until the installation of the next Senate body;

B. Serve as a member of:

 1. The Senate; and

 2. The committee to which they are assigned.

C. Be responsible for:

1. Addressing student concerns as they are brought to the attention of the Association;
2. Authorizing the allocation of funds in response to funding requests;
3. Approving recommendations for expenditures that are not internally allocated through the Senate budget;
4. Approving or amending the Senate budget that is submitted by the Chair of the Financial Affairs Committee;
5. Proposing policies and making recommendations to the administration, faculty and campus organizations concerning student life; and
6. Approving members of the Class Cabinets, as presented to the Senate by the respective Class President.

 D. Adhere to the attendance policies outlined by the Chair of the Senate.

*Section 6.* The duties and responsibilities of the Secretary of the Senate shall include:

1. Serving from the time of their appointment until the end of their term;
2. Keeping an organized record of attendance;
3. Recording and distributing detailed minutes during Senate and Executive Council meetings;
4. Sending weekly minutes to their RCSGA counterpart, and sending the RCSGA minutes to the WCGA Senate on a weekly basis;
5. Sending out a weekly email as a reminder for that week’s Senate meeting;
6. Managing the electronic agenda for weekly Senate meetings; and
7. Serving as a member of:
	1. The Senate;
	2. The Administrative Affairs Committee; and
	3. The Executive Council.

**Article XII: The Class Governing Branch**

*Section 1.* The class governing branch includes the Presidents of the first year, sophomore, junior and senior classes and their respective Class Cabinets.

A. The duties and responsibilities of each Class President shall be to:

1. Serve from the time of their installation until their successor’s installation;

2. Call and preside over Class Cabinet meetings;

3. Plan activities that uphold the traditions of Westhampton College and meet the needs of their class;

4. Represent their class in an official capacity and serve as the spokesperson of their Class Cabinet;

5. Select members of their Class Cabinet, subject to approval by the Senate;

6. Appoint officers to their Class Cabinet, subject to approval by the WCGA Executive Council; and

7. Represent their Class Cabinet at weekly meetings of the legislative branch.

B. Each Class Cabinet shall consist of students from their respective class who shall be appointed by their Class President.

1. The size of the Class Cabinet is up to the discretion of the Class President and their Dean advisor, with a maximum of twelve members.

 C. The duties of the members of the Class Cabinet shall be to:

1. Serve from time of their installment until the end of their Class President’s term;

2. Serve as a resource and liaison for the needs of their respective classes;

3. Assist the Class President with their duties;

4. Adhere to the attendance policies outlined by their Class President; and

5. Uphold traditions and promote unity of their respective class.

*Section 2.* All members of the class governing branch shall be in good standing with the University in matters of student conduct.

A. No member of the class governing branch shall be eligible to serve if they have ever been found guilty of an Honor Code violation. This provision shall be enforced by the Dean of Westhampton College or their designee.

B. No member of the class governing branch shall be eligible to serve if they have ever been placed on conduct probation for disciplinary reasons. This provision shall be enforced by the appropriate Dean of Westhampton College or their designee.

**Article XIII: The Caucus**

*Section 1.* Members of the Association shall be allowed to sponsor a Caucus.

A. More than one member shall be allowed to sponsor a Caucus.

B. The sponsoring member of the Association shall report to the body on behalf of the Caucus.

C. The Caucus shall have access to internal budget, subject to approval by the Executive Council.

*Section 2.* The Caucus shall consist of Westhampton College students, who must be unaffiliated with the Association.

A. Membership of the Caucus will be determined to the discretion of the sponsoring WCGA member(s).

*Section 3.* The Caucus shall be approved by a two-thirds majority vote of the Senate in order to be active.

A. The Caucus shall be approved annually by each new Senate body.

B. The Caucus shall be removed by a two-thirds majority vote of the Senate at any point in session.

*Section 4.* The duties and responsibilities of the Caucus shall be to:

A. Serve, advocate and advise the body on a specific issue that is limited only by relevance to the agenda of the Association; and

B. Act as non-voting affiliates of the Association in the interest of the student body, as it pertains to their stated issue.

**Article XIV: The Resolution**

*Section 1.* Resolutions may operate as an official statement of intent or position, representative of the will of the entire Association.

*Section 2.* Any member of the Association shall be allowed to bring forth a resolution.

A. More than one member shall be allowed to sponsor a resolution.

B. Sponsoring member(s) of the Association shall report to the body on matters related to the resolution.

*Section 3.* Members of the Association shall present the resolution to the WCGA Chair of Senate and the RCSGA Speaker of the Senate before presenting to the Association(s), for the purpose of procedural and structural validity.

*Section 4.* Resolutions must be of action-oriented nature providing a clear definition of the problem and detailed proceedings of the solution.

A. Resolutions may be long-term in nature but must have concrete proceedings for the current body to follow in order to meet these goals.

*Section 5.* The resolution shall be approved by a two-thirds majority vote of the Senate in order to be active. To ratify the resolution after obtaining approval of the Senate, the document must be signed by both the President and the Chair of Senate.

*Section 6.* Joint resolutions may be sponsored by both RCSGA and WCGA.

A. A two-thirds majority vote is required of both bodies for a joint resolution to gain approval. To ratify the joint resolution after obtaining approval of the Senates, the document must be signed by both presidents within a week of the vote, the WCGA Chair of Senate and the RCSGA Speaker of the Senate.

B. Each joint resolution must have a sponsoring Senator from each organization.

*Section 7.* If two existing resolutions contradict each other, the bodies will support the most recent iteration.

*Section 8.* The resolution may only be removed with the passing of a new resolution.

**Article XV: Resignation**

*Section 1.* Resignation of an Executive Council member.

A. The officer shall submit their written resignation to the President of the Association and to the Dean of Westhampton College or their designee.

B. The President shall appoint a current member of the branch in question to assume the position of the resigning officer until the next election. The appointed officer shall be approved by a two-thirds majority vote in a closed meeting.

* + - 1. If the resigning officer is the President, the Chair of the Senate shall assume the President’s role in the resignation process.

2. If a branch of the Association has an official protocol pertaining to an officer’s absence, that protocol shall prevail.

*Section 2.* Resignation of a Senator.

1. The Senator shall submit their written resignation to the President of the Association and the Chair of the Senate, and the Dean of Westhampton College or their designee.
2. Students of the same class year interested in applying for the vacated seat must complete an application given by the President, Chair of Senate, and Board of Elections Chair.
3. The President, Chair of Senate, Board of Elections Chair will meet with the Dean of Westhampton College or their designee to choose the appointed member to their discretion.
4. The appointed members will be subject to approval by the existing Senate.
5. The appointed seat may be left vacant in the absence of applications, or as circumstances warrant.
6. In the circumstance of an unfulfilled appointed position, the Senate may still vote upon constitutional changes.

*Section 3.* Resignation of a Class Cabinet member.

A. The member shall submit written notice of their resignation to the President of the Cabinet from which they are resigning.

B. The Cabinet President, in consultation with the Cabinet Advisor, has the discretion to fill or leave vacant the position on the cabinet.

**Article XVI: Impeachment Procedure**

*Section 1.* The following offenses shall constitute cause for impeachment:

A. Violating an oath of office or failure to fulfill duties of an office in a manner that jeopardizes the welfare of a student or the student body;

B. Violation of the attendance policy;

C. Negligence or misuse of powers; or

D. Unauthorized use of funds.

*Section 2.* The Impeachment Council.

1. The members of the Impeachment Council shall be the President of the Association, the Chair of the Senate and the Dean of Westhampton College or their designee.
2. The impeached member will have the chance to speak to the Council.
3. Decisions will be at the reasonable discretion of The Impeachment Council.
4. In the case of impeachment of a member of The Impeachment Council:

1. The impeached member of the Council will have the chance to speak at a Senate meeting.
2. Decisions will be made by majority vote of the WCGA Senate with the guidance of the Dean of Westhampton College or their designee.

**Article XVII: Amendments to the Constitution**

*Section 1.* A proposed amendment to an Article of the Constitution or the addition of a new Article must be introduced by a member of the Senate and shall require a two-thirds majority vote of the Senate for approval.

*Section 2.* If approved by the Senate, the proposed amendment shall be presented to the President of the Association for approval.

A. The President of the Association has 48 hours in which to veto the proposed amendment. If vetoed by the President, the proposed amendment shall be returned to the Senate for debate. A two-thirds majority vote of the Senate shall be required to override the President’s veto.

*Section 3.* A proposed amendment to an Appendix of the Constitution must be introduced to the Senate by a member of WCGA and requires a two-thirds majority vote of the Senate for approval.

A. The President of the Association has 48 hours in which to veto the proposed amendment. If vetoed by the President, the proposed amendment shall be returned to the Senate for debate. A two-thirds majority vote of the Senate shall be required to override the President’s veto.



**Westhampton College Government Association**

**Bylaws of the Senate**

**Article I:** The Senate page 16

**Article II:** Agenda and Senate Procedures page 16

**Article III:** Chair of the Senate page 17

**Article IV:** Standing Committees page 18

**Article V:** Secretary page 22

**Article VI:** Board of Elections Chair page 22

**Article VII:** SenateArchivist page 23

**Article VIII:** Senior Advisor page 24

**Article IX:** Quorum and Voting page 24

**Article X:** Formalities page 24

**Article XI:** Amendments to the Bylaws page 25

**Article XII:** Appendix page 26

**Article I: The Senate**

*Section 1.* As per the Constitution of the Westhampton College Government Association, the Senate shall serve as the legislative branch of the Association.

A. The Senate shall be comprised of seven Senators from each class, the Chair of the Senate and the Dean or Associate Dean of Westhampton College.

1. The six elected members must win the majority vote from their class election.
2. The appointed members must complete an application given by the President, Chair of Senate, and Board of Elections Chair.
3. The President, Chair of Senate, Board of Elections Chair will meet with the Dean of Westhampton College to choose the appointed members to their discretion.
4. The appointed members will be subject to approval by the existing Senate.
5. The appointed seat may be left vacant in the absence of applications, or as circumstances warrant.
6. In the circumstance of an unfulfilled appointed position, the Senate may still vote upon constitutional changes.
7. Each Senator shall be entitled to one vote on all pieces of legislation.
8. The WCGA President and Chair of the Senate shall serve as non-voting members of the Senate.
9. The Dean of Westhampton College or their designee shall serve as non-voting advisors of the Senate.

**Article II: Agenda and Senate Procedures**

*Section 1.* The Chair of the Senate shall set the agenda for weekly Senate meetings.

1. All Senate meetings shall follow the official Robert’s Rules of Order.
2. The agenda shall be formatted in the following order: Roll Call, I. Approval of the Minutes, II. Visitors, III. Collegian Article of the Week, IV. WCGA Council, V. Urgent Action, VI. Old Business VII. New Business VIII. Officer Reports, IX. Committee Reports, X. Dean’s Office Report, XI. Discussion, XI. Caucus Reports, XIII. Student Concerns, XIV. Announcements, XV. Snaps and XVI. Adjournment.
3. Amendments to the agenda may be proposed by any Senator and must be approved by the Senate.

**Article III: Chair of the Senate**

*Section 1.* The responsibilities of the Chair of the Senate shall be to:

1. Appoint Chairs of the Academic, Legislative, Student and External Affairs Committees, subject to approval by the President and the Dean of Westhampton College or their designee;
2. Appoint the Treasurer and Chair of the Financial Affairs Committee once nominated by the outgoing Treasurer, subject to approval by the President and the Dean of Westhampton College or their designee;
3. Appoint a Secretary, Board of Elections Chair, Senior Advisor, and Archivist, subject to approval by the President and Dean of Westhampton College or their designee;
4. Chair the Administrative Affairs Committee;
5. Set the agenda for weekly Senate meetings;
6. This includes scheduling visitors, collecting weekly reports, compiling announcements and listing pending student concerns.
7. Preside over all meetings of the Senate;
8. If the Chair of Senate is unable to attend a Senate meeting, they shall appoint the WCGA President or a member of the Executive Council to preside over the meeting for that week.
9. Review and administrate the attendance policy for the Senate;
10. Serve as a voting member of the WCGA Executive Council;
11. Lead Senate training for all new and returning members of the Senate, including a training session for the new first-year members;
12. Instruction on parliamentary procedure, expectations and goal setting for the Senate, review of the WCGA Constitution and Bylaws, and review of expectations with the Dean’s Office shall all be included in training.
13. Training shall emphasize the history of Westhampton College and its traditions.
14. Represent the Senate in an official capacity and serve as spokesperson for the Senate; and
15. Commission caucuses when appropriate.
16. Caucuses address specific issues or responsibilities not directly covered by the five standing committees.

**Article IV: Standing Committees**

*Section 1.* The Senate shall be divided into five standing committees that effectively uphold the purpose of the Association.

1. Committee Chairs shall be appointed through an application process conducted by the Chair of the Senate.
2. Senators applying for a Committee Chair position must have previously served at least one term on WCGA or at the reasonable discretion of the WCGA President and Chair of Senate.
3. In the case that the Chair of the Senate does not receive five applications for the Committee Chair positions, Senators who do not meet the above qualifications may apply.

B. The duties and powers of the each Committee Chair shall be to:

1. Lead their committee in the duties for which they are responsible;
2. Organize and preside over committee meetings as deemed necessary;
3. Report on their committee’s activities at weekly Senate meetings; and
4. Maintain records of all projects and relevant documents to pass on to the next Committee Chair.

C. Committee Membership

1. Each Senator shall be appointed to one standing committee by the Chair of the Senate.
2. There shall be no more than two members of each academic class on each standing Senate committee.
3. Reasonable effort shall be made to ensure that each standing committee except the Administrative Affairs Committee shall have an evenly distributed number of senators after the Executive Council has been elected.

*Section 2.* The five standing committees shall be Academic Affairs, Administrative Affairs, External Affairs, Financial Affairs, and Student Affairs.

1. The responsibilities of the Academic Affairs Committee shall include:
	* 1. Organizing and creating programs that enhance the intellectual development of the student body;
		2. Maintaining active communication with the Academic Deans, Provost and other academic administrators;
		3. Working to develop and maintain positive student-faculty relations;
		4. Addressing academic concerns brought to the Senate’s attention;
		5. Leading initiatives and projects that promote improvements to the academic experience on campus; and
		6. Promoting equality and inclusion through academics.

The Chair of the Academic Affairs Committee shall have the following additional responsibilities:

* + 1. Serving as a liaison with academically focused administrators and departments on campus;
		2. Appointing student liaisons to any academically-related University committees or serving themselves;
		3. Appointing a member of the Academic Affairs Committee to act as the Student Faculty Senate Liaison. Liaison must make a reasonable effort to attend all Faculty Senate meetings and may be appointed from the general Senate body at the reasonable discretion of the Chair;
		4. Communicating with the Faculty Senate Liaison and campus academic leaders to understand the state of affairs on campus; and
		5. Coordinating with the RCSGA Vice President of Academic Affairs to enact change for the betterment of all constituents, as well as RSBSGA and JSGA.

B. The responsibilities of the External Affairs Committee shall include:

1. Promoting WCGA in the University community;
2. Represent WCGA in a positive light to the student body and other external sources by creating transparency and public relations;
3. Promote WCGA on social media platforms including but not limited to Instagram and Facebook;
4. Managing, updating, and developing the WCGA Website while maintaining an active subscribers list comprised of University of Richmond students; and
5. Working with student and university organizations to support or sponsor events deemed relevant to the agenda of the Association.

The Chair of the External Affairs Committee shall have the following additional responsibilities:

1. Overseeing the development and execution of all external affairs events;
2. Ensuring that the creation of graphics for any WCGA and WCGA-affiliated events are developed in a timely manner; and
3. Serve as a liaison to other campus resources to create transparency between the Senate and the student body.

C. The responsibilities of the Financial Affairs Committee shall include:

1. Overseeing and participating in the Student Organization Budget and Appropriations Committee (SOBAC) along with the Richmond College Student Government Association (RCSGA) and University Administration;
2. Serving as liaisons to student organizations that are funded by SOBAC;
3. Reviewing student organizations for effectiveness and accountability in accordance with SOBAC guidelines;
4. Ensuring that funding requests shall only be considered if they directly benefit the student body; and
5. Assisting the Treasurer with any of their responsibilities.

The Treasurer as Chair of the Financial Affairs Committee shall have the following additional responsibilities:

1. Generating the internal annual budget for the Westhampton College Government Association;
2. Compensating all salaried positions in one payment at the end of their term;
3. Overseeing the financial wellbeing of the WCGA;
4. Monitoring the contingency to evaluate its effectiveness and recommend to the Senate improvements in policy;
5. Speaking directly after every contingency presentation to provide an overview and make recommendations, based on prior knowledge;
6. Ensuring that weekly funding requests meet the mandatory funding request requirements; and
7. Handling all reimbursement forms on behalf of members of the Senate.

D. The responsibilities of the Administrative Affairs Committee shall include:

1. Serving as the primary internal regulatory body for the WCGA;
2. Monitoring the compliance of all Senators and Committees with the Constitution and Governing Bylaws, including the issue of attendance and participation;
3. Aiding the Chair of Senate in planning and implementing the Senate training before the start of the Fall Semester; and
4. Organizing and coordinating extracurricular Senate bonding events.

The Administrative Affairs Committee shall be led by the Chair of the Senate and consist of the following members:

1. The Secretary of the Senate;
2. The Board of Elections Chair;
3. The Senior Advisor; and
4. Other senators, if deemed necessary by the Chair of the Senate.

E. The responsibilities of the Student Affairs Committee shall include:

1. Actively represent the interests of the Westhampton College student body to the best of their abilities;
2. Serve as the liaisons between the interests of the Westhampton College students and the administration or University departments;
3. Organize outreach for student concerns; and
4. Assist the Chair of the Student Affairs Committee with any of their responsibilities.

The Chair of the Student Affairs Committee shall have the following additional responsibilities:

1. Actively collect student concerns via survey, social media, tabling, or other methods to ensure the student’s concerns are gathered and brought to the committee and Senate;
2. Communicate and collaborate with the counterpoint in RCSGA on Student Affairs issues;
3. Provide weekly reports to the Senate on comments, suggestions and concerns collected from the student body; and
4. Review reports from the Deans and Faculty Senate related to student concerns and areas for improvement.

**Article V: Secretary**

*Section 1.* The Secretary of the Senate Shall be appointed by the Chair of Senate.

1. To be considered for the position of Secretary of the Senate, the Senator must first be elected as a class senator during the second ballot elections;
2. The Senator must also have served as a Senator for at least one term.

*Section 2.* The responsibilities of the Secretary shall include:

1. Serving from the time of their appointment until the end of their term;
2. Keeping an organized record of attendance;
3. Recording and distributing detailed minutes of Senate and Executive Council meetings;
4. Sending weekly minutes to their RCSGA counterpart, and sending the RCSGA minutes to the WCGA Senate on a weekly basis;
5. Sending out a weekly email as a reminder for that week’s Senate meeting;
6. Managing the electronic agenda for weekly Senate meetings; and
7. Serving as a member of:
	1. The Senate;
	2. The Administrative Affairs Committee; and
	3. The Executive Council.

**Article VI:**  **Board of Elections Chair**

*Section 1.* The Board of Elections Chair shall be appointed by the Chair of Senate:

1. To be considered for the position of Board of Elections Chair, the Senator must first be elected as a class senator during the second ballot elections;
2. The Senator must also have served on the body for at least one term;
3. The Senator must also be a senior. If no applicants are members of the senior class, they must exempt themselves from any election while serving as Chair.

*Section 2.* The responsibilities of the Board of Elections Chair shall include:

1. Overseeing all WCGA student body elections;
2. Organize the student body election process in accordance with Election Guidelines as approved by the Senate;
	1. Election Guidelines shall determine the timeline for elections and campaigning rules by which candidates must abide.
3. To supervise and enforce election guidelines and to report any election guideline violations to the WCGA President and the Chair of Senate;
4. To personally review violations of the Election Guidelines immediately following the candidate’s twelve hour window for removing violations;
5. To tabulate, reveal and publish election results;
6. To arrange special elections when necessary.

**Article VII:**  **Senate Archivist**

*Section 1.* The Archivist shall be a standing member of WCGA and must not hold another Executive council position unless serving as a Class President.

1. They shall be appointed by the Chair of Senate subject to approval by the WCGA President and the Dean of Westhampton College or their designee.

B. They shall submit an application in the same manner to other Executive positions.

C. They shall not serve on the Executive Council.

*Section 2.* The responsibilities of the Senate Archivist shall include:

A. Keeping detailed records of the membership, demographics, and actions of the current organization;

B. Creating and curating an archive;

C. Presenting on WCGA and WC history at Senate orientation, Senate meetings, and any appropriate campus events;

D. Ensuring that every representative understands WCGA and WC history and ensuring a connection between the current organization and its historical values;

E. Researching historical WCGA and WC documents and organizing the information gleaned from these documents; and

F. Aiding the Executive Council with yearly reports.

**Article VIII: Senior Advisor**

*Section 1.* The Senior Advisor shall be a senior senator in WCGA and must not hold another Executive council position.

1. They shall be appointed by the Chair of Senate and subject to approval by the WCGA President and the Dean of Westhampton College or their designee.
2. They shall serve on the Executive Council.
3. They must have served at least one term on the WCGA Senate or as Class President to be eligible.

*Section 2.* The responsibilities of the Senior Advisor shall include:

1. Serving as a member of the Executive Council; and
2. Carrying out special projects and other matters at the request of the WCGA President.

**Article IX:**  **Quorum and Voting**

*Section 1.* Two-thirds of the voting members of the Senate must be present to constitute quorum.

A. If quorum is not established, the Senate shall not pass legislation.

*Section 2.* Two-thirds of the votes cast must be in favor of the proposed motion in order for it to pass the Senate.

1. An item of legislation may be amended no more than twice.

**Article X: Formalities**

*Section 1.* The Association dress expectations for all members shall be to dress in a way that shows respect for the Association and oneself, including wearing the WCGA gold pin on meeting days that is provided to all members upon election.

A. The Association dress expectations for all members shall be to dress in a way that shows respect for the Association and oneself, including the WCGA gold pin that is provided to all members upon election.

*Section 2.* The physical structure of the Senate meetings shall be in an enclosed circle or rectangular table.

A. Only the Chair of the Senate, Senators, a representative from the Dean’s office and invited WCGA Executive Council members shall be seated at the front table.

* + - 1. These members shall have placards stating their name, class year and position at their seats.

B. Alternate seating shall be provided for other members of WCGA and visitors from the University of Richmond community.

*Section 3.* Any member of the Senate may call for a closed Senate meeting if seconded and brought to a vote by the full Senate.

A. In the case that a member of the Senate closes a meeting, all visitors are required to leave until a motion is made and approved to open the meeting.

B. If an individual who is not a member of the Senate requests a closed meeting, they may remain in Senate Chambers to address their concerns.

C. Any minutes recorded during a closed session may only be shared with the current WCGA Executive Council and Senators.

**Article XI:**  **Amendments to the Bylaws**

*Section 1.* Any member of the Senate may propose an amendment to the WCGA Senate Bylaws.

A. Proposed amendments to the Bylaws must be presented to the Senate in writing.

B. Consideration and approval of an amendment to the Bylaws shall be handled in the same manner as all other Senate legislation.

**Article XII:**  **Appendix**

*Section 1.* The following consists of guidelines for delineating what qualify as sponsoring versus supporting in regard to contingency requests:

1. Sponsorship shall be characterized as committed involvement from the Senate as it pertains to financial assistance, event preparation, and engagement.
2. Support shall be characterized as engagement assistance without financial commitment or logistical aid.

**Purpose of Sponsorship Versus Support Guidelines**

*Westhampton College Government Association*

*February 14th, 2018*

*Sponsoring vs Supporting Guidelines*

This topic has been brought to the attention of the Westhampton College Government Association due to recent requests to sponsor organizations and their events. WCGA serves Westhampton Students and believes that it is our responsibility to participate in events and support organizations on campus. These organizations bring great programs, events, and new ideas to campus that enrich the Westhampton Student experience. We feel that it is important to identify and describe the criteria for sponsoring vs supporting an organization. WCGA needs to have guidelines to follow when deciding whether or not we will sponsor or support an organization, not only for ourselves, but for those that seek our support.

Sponsorship, according to our body, involves a heavier involvement from WCGA as it usually involves assisting financially, logistically, and in matters of attendance. Support entails no financial commitment from WCGA or logistical support but requires effort of the body in matters of attendance and social media advertising. We hope this document will serve as guideline for future members and organizations. The WCGA Senate will vote on matter of sponsorship and support on a proposal basis.

*Guidelines are included on the next page for reference.*

**Sponsorship**

*Criteria for* ***sponsoring*** *an organization:*

* Must still be in the “conceptual” or planning phase
	+ WCGA by sponsoring the organization will have input and weight regarding the event
* Aligns with WCGA’s values, mission, vision, and plan for the year
* Partnering organization shows a record of success, responsibility, and commitment
* Organization reaches the population we serve (Westhampton Students) with special attention to diverse and underserved organizations
* Opportunity for visibility for WCGA
* Fosters community and inclusion at University of Richmond
* All sponsorship possibilities will be assessed and voted on by the general body
* Where possible, sponsorships will deliver opportunities for senator to participate and be a part of the leadership/planning team
* SOBAC-eligible and/or eligible for contingency requests
* Involvement and WCGA sponsorship will positively help and support the event the event

*Presentation guidelines:*

* For the presentation, there must be at least one member who is not on the body presenting for the organization.
* Should you meet these criteria and would like WCGA to consider sponsoring your event, you will need to come a present to our body a short presentation describing:
	+ What is the event?
	+ Who is involved?
	+ What is the timeline? Including when you need our decision by.
	+ What specifically are you asking for from WCGA?
	+ How would this benefit WCGA?
	+ How would this benefit your organization?

*Responsibilities of WCGA:*

* Promotion of the event social media, social media support or creation, website posting
* Attendance of the event in some capacity; this can be discussed with the partnering organization(s) as to whether WCGA should be in attendance and how many
* Consider the venue, level of involvement, appropriate funding from WCGA

*Items we cannot sponsor:*

* Greek events
* Serious risk-taking events
* Activities where the audience isn’t relevant to our goal mission
* Events that are inconsistent with our message and image
* Individual people
* Political candidates
* Items that do not follow [SOBAC Guidelines](https://docs.google.com/document/d/1ekV2m5RcQyZ_NprVPq2NLKUOZXDTpyjUIxbZ-zZoA4s/edit?usp=sharing)

**Support**

*Criteria for* ***supporting*** *an organization:*

* Aligns with WCGA’s overall goals, mission, vision, and plan for the year
* Partnering organization shows a record of success, responsibility, and commitment
* Organization reaches the population we serve (Westhampton Students) with special attention to diverse and underserved organizations
* Fosters community and inclusion at University of Richmond
* Requires the agreement of External Affairs, President and Chair of Senate
* Must be discussed with all Executive Council members

*Presentation guidelines:*

* Should you meet the above criteria, please email the president of WCGA explaining:
	+ What is the event?
	+ Who is involved?
	+ What specifically are you asking for from WCGA?

*Responsibilities of WCGA:*

* Social media distribution through official WCGA platforms (Facebook, Instagram, Website); WCGA will not create the social media
* Attendance of the event can be requested

*Items we cannot support:*

* Activities where the audience isn’t relevant to our goal mission
* Events that are inconsistent with our message and image
* Political candidates

**Contingency Request, Solely Financial Support**

*Criteria for funding a* ***contingency request*** *for an organization:*

* SOBAC-eligible club and follows SOBAC guidelines
* Must present request to the body
* New SOBAC-eligible clubs are limited to $1,500 in contingency funding

*Presentation guidelines:*

* Brief overview of organization and contingency request
* Thorough budget that includes:
	+ Revenues (if applicable)
	+ Expenses
	+ Quantity
	+ Unit prices
	+ Vendors

*Section 2.* Those eligible to run for WCGA must possess the following qualifications:

1. All students enrolled in Westhampton College are eligible to run for an elected office with the *exception* of those who have been found guilty of an Honor Code violation and/or have been placed on conduct probation for disciplinary reasons;
2. Sophomore, Junior, and Senior candidates, with the exception of transfer students, must have a cumulative GPA of 2.5 or higher;
3. Allcandidates must attend an election interest session and a WCGA Senate meeting depending on the position for which they are running; and

These meetings are required. Pending approval of the Board of Elections Chair, excused absences are permitted. Excused absences include a class conflict, a family emergency, or otherwise unanticipated situation at the reasonable discretion of the Board of Elections Chair.

1. All candidates must be available to attend WCGA weekly senate meetings on Wednesdays from 5:25-7:00 PM. Exceptions deemed necessary by the President and Chair of Senate.

*Guidelines are included on the next page for reference.*

**Campaign and Election Timelines**

*Example from Spring 2020:*

* Sunday, March 1st, 4:30 PM, Tuesday, March 3rd, 8:00 PM & Sunday, March 15th, 9:00 PM in the Gottwald Conference Room: Class President info sessions
* Wednesday, March 4th OR March 18th, 5:25pm, Westhampton Center Living Room: Class President candidates must attend the WCGA meeting
* Wednesday, March 18th, 10:00PM: Deadline to declare candidacy for Class President
	+ No campaigning is permitted prior to this
	+ All candidates must formally declare their candidacy by filling out the relevant Candidacy Declaration Google form by 10 pm and uploading your campaign flier on that form. (The steps on how to do this will be emailed to everyone interested in running)
	+ Your campaign flier should contain information describing your goals for WCGA, why you would like to hold the position sought after, etc.
	+ These may be up to one 8½”x11” page –computer paper
* Thursday, March 19th - Tuesday, March 24th: Class President campaigning
	+ Campaigning permitted in adherence to the Guidelines & Regulations
* Thursday, March 24th: Class President elections
	+ Voting occurs online at [https://richmond.presence.io](https://richmond.presence.io/) from 8:00 AM - 8:00 PM
* Tuesday, March 17th, 8:00 PM, Friday, March 20th, 3:00 PM & Sunday, March 22nd, 5:00 PM in the Gottwald Conference Room: Senator info sessions
	+ Not necessary if you’ve already attended the class president interest session
* Wednesday, March 18th OR March 25th, 5:25pm, Westhampton Center Living Room: Senatorial candidates must attend the WCGA meeting
* Not necessary if you’ve already attended the September 4th meeting
* Wednesday, March 25th, 10:00PM: Deadline to declare candidacy for Senator
	+ No campaigning is permitted prior to this
	+ All candidates must formally declare their candidacy by filling out the relevant Candidacy Declaration Google form by 10 pm and uploading your campaign flier on that form. Steps on what to do will be emailed to all interested individuals.
	+ Your campaign flier should contain a paragraph describing your goals for WCGA, why you would like to hold the position sought after, etc.
	+ These may be up to one 81⁄2”x11” page – the size of computer paper (picture included)
* Thursday, March 26th - Tuesday, March 31st: Senator campaigning
	+ Campaigning permitted in adherence to the Guidelines & Regulations
* Thursday, March 31st: Senator elections
	+ Voting occurs online at [https://richmond.presence.io](https://richmond.presence.io/) from 8:00 AM - 8:00 PM
* Wednesday, April 15th, 5:25-7:00pm, Westhampton Center Living Room: The elected Class Presidents and Senators must attend the new WCGA body’s first meeting.

**Campaigning Guidelines**

*General:*

* No campaigning is permitted until the WCGA Election Contract is signed.
* All campaigning may only occur between 8:00 AM on the day campaigning starts and 8:00 PM (the time voting closes) on election day.
* On election day, candidates may remind people to vote by sharing the times the voting opens and closes, as well as the link for voting, via social media, texting or personal communication. They may also ask people to vote for them or send out candidate-specific endorsements via any form of communication.
* Each candidate is permitted to spend a maximum of $75.00 on campaigning materials.
	+ A receipt must be shown to the Board of Elections Chair. No reimbursements.
* Each candidate must provide the Board of Elections Chair with a phone number at which you can be reached after 8:00 PM on the day of the Election. The Chair will begin calling the candidates with results after 8:00 PM.

*Means of Campaigning:*

* Flyers, posters and staked campaign signs
	+ Candidates are permitted to use flyers, posters, and staked campaign signs to inform their peers that they are running.
	+ Posters (maximum of 8 1⁄2”x11”) may be placed in areas in accordance with fire and university regulations: <http://safety.richmond.edu/fire/regulations.html>. Examples of permitted locations include but are not limited to:
		- Bathrooms (one per bathroom)
		- Laundry Rooms (walls and doors only; machines are prohibited)
		- On the walls inside Study Rooms and Lounges
		- Bathroom Doors (inside and out)
		- Students' Doors (with the student's permission; Resident Assistants are considered students for this purpose)
		- Heilman Dining Center (only on the bulletin boards by the entrance doors)
		- Tyler Haynes Commons (only on the bulletin boards on the 2nd-floor hallway. All postings will be removed EVERY Sunday. If candidates would like to save their flyer or re-post for a longer duration, they are responsible for removing it before Sunday/re-posting on Monday.)
	+ Candidates are not allowed to use digital flyers (d-flyers) at any point.
	+ Candidates are permitted to place 5 two-sided staked campaign signs (maximum of 8 1⁄2”x11”) along the campus walkway areas with all voting information displayed clearly for election day.
	+ All flyers, posters, and staked campaign signs must display the date, time of voting, and online voting address.
	+ Any poster in violation with these guidelines may be taken down without the candidate’s notification.
* Social media
	+ Candidates are permitted to use social media platforms, such as Facebook, Instagram, Twitter, etc. to share their approved flyers, inform their peers that they are running and remind people to vote by sharing the times the voting opens and closes, as well as the link for voting.
* Mass emails and group chats
	+ Candidates are permitted to use mass email chains and group chats to share their approved flyers, inform their peers that they are running and remind people to vote by sharing the times the voting opens and closes, as well as the link for voting.
	+ When using such means, we recommend candidates to be mindful of the privacy rights of the people they reach out to and not to share other people’s personal information (e.g. name, email, phone number etc.) in such emails and group chats.
* Phone-texting
	+ Candidates are permitted to use phone-texting to share their approved flyers, inform their peers that they are running and remind people to vote by sharing the times the voting opens and closes, as well as the link for voting.
	+ When using such means, we recommend candidates to be mindful of the privacy rights of the people they reach out to and not to share other people’s personal information (e.g. name, email, phone number etc.).
* Personal solicitation of voters
	+ Door-to-door campaigning is permitted only between the hours of 12:00 PM and 10:00 PM. On election day, door-to-door campaigning is not permitted.
	+ Candidates may ask voters to vote for them, but they are not allowed to provide them with an electronic device (e.g. phone, computer, tablet, iPad etc.) to access the voting link.
	+ While campaigning, candidates are permitted to distribute flyers but not drop them under doors or lay them in hallways.
	+ No flyers or information may be placed on, under, or near doors of a Westhampton student unless placed on the door by the resident of the room themselves.
* Food and favors
	+ The distribution of candy and other favors is banned.
* Collaborations
	+ No collaboration may be done with another candidate, whether it be through Westhampton College Government Association, Richmond College Student Government Association, Robins School of Business Government Association, and/or Jepson Student Government Student Association.

*Language and Information:*

* Candidates are not allowed to use comparative, inappropriate or insulting language!
* Candidates are not allowed to state or imply that their peers should not vote for someone else.
* Candidates can write: “Vote for me...” but with appropriate language.

*Campaign Supporters:*

* Supporters of candidates may wear pins or labels on election day. These may be distributed during the active campaigning period, including on election day.
* Should a student choose to support a candidate, they may do so by placing the candidate’s flyer on their door.
* Candidates shall be held responsible for any campaigning done on their behalf.
* No endorsement from any individual or group affiliated with the University of Richmond shall be allowed.

**Violations of Guidelines**

*Types and Consequences:*

* If a candidate is notified that any of their campaign materials are in violation of the guidelines, they have 12 hours from the time of notification to remove the material(s) in question. Immediately following the 12-hour window, the Board of Elections Chair will personally check to see if the violation has been removed. If the material(s) have not been removed, further sanctions will occur.
* Any suspected violation on behalf of a candidate must be brought before the Board of Elections Chair by email, phone call or text message, and will be reviewed by the Board of Elections Committee within 12 hours of being notified of the violation.
	+ The Board of Elections Committee includes the WCGA President, the Chair of Senate, and the Board of Elections Chair.
* If found guilty of a violation, the candidate will incur sanctions which may include removal from the election.
	+ Upon approval of the Board of Elections Chair and the Dean of Westhampton College, you may be asked to remove yourself from the election at any time.

**Creativity Clause**

These guidelines set forth the rules that all candidates must abide by, but do not account for the creativity of each candidate. Therefore, any ideas regarding campaigning other than those listed within these guidelines must be approved by the Board of Elections Chair.

*Candidates must remember that they are responsible for the actions of their supporters. Please abide by these guidelines and respect others while campaigning.*

*Good luck and have fun!*

*Section 3.* The following events shall constitute moments in time which merit the campus crisis response procedure:

1. Large impact events on campus which alienate, discriminate against, or are hostile towards a large portion of the student body;
2. Local events which make students feel unsafe, threatened, or fearful about their rightful existence and participation in on or off campus activities;
3. Other situations at the discretion of the President where a swift response to recent events is needed and students require strong leadership from the WCGA.

*Section 4.* Senators of WCGA and members of Westhampton College may petition WCGA in order to require the President to recognize a campus crisis and trigger the response procedure.

* + 1. A two-thirds vote of the members present at an WCGA meeting or in a digital vote in favor of recognizing a specific campus crisis and triggering the response procedure will require the President to trigger the campus crisis response procedure immediately following the vote.

*Section 5.* The Campus Crisis Response Procedure shall consist of the following stipulations.

1. A preliminary statement on the campus crisis should be made within twenty-four hours of the response procedure being triggered, released to appropriate WCGA outlets immediately, and may consist of:
2. A condemnation of actions which may have led to the campus crisis event;
3. An announcement that WCGA has triggered campus crisis response procedure;
4. An affirmation that WCGA is looking into ways to best support the campus community;
5. An invitation to attend the next WCGA meeting, if feasible or applicable;
6. The date, time, and location of the next WCGA meeting; and
7. Contact information for the WCGA President and Chair of Senate for further inquiries, comments, or concerns.
8. The President shall place the campus crisis on the agenda for the next WCGA meeting.
9. The Chair of Senate shall ensure time to discuss the campus crisis is reserved in the meeting agenda.
10. WCGA shall create an action plan regarding the campus crisis within one week of the preliminary statement being released, which may include but is not limited to:
11. Planned forums or events regarding the campus crisis; and
12. Planned paths of inquiry to change institutional structures which would have impacted the campus crisis, which must include:
13. Specific offices or people that a representative of WCGA will be setting up meetings with, in order to address the campus crisis;
14. Dates of past and already planned meetings; and
15. Other action items which WCGA shall commit to pursuing, complete with a preliminary timetable.
16. If necessary, a formal statement on the campus crisis should be drafted within one week of the preliminary statement being released.
	1. The formal statement shall be drafted by the Executive Council, when possible collaborating with groups including:
17. On campus groups particularly affected by the campus crisis;
18. The Dean’s Office; and
19. The Richmond College Student Government Association.
	1. The formal statement may include the following:
20. A short description of the campus crisis event;
21. A condemnation of actions which may have led to the campus crisis event;
22. An expanded affirmation that WCGA is and will continue to look into ways to best support the campus community;
23. A list of meetings which have been held regarding the campus crisis event, both public and private, whether from the whole WCGA body or individuals working in WCGA capacity;
24. The action plan of WCGA regarding the campus crisis; and
25. Contact information for the President for questions, comments, and concerns.
26. The formal statement may be approved by the Executive Council and signed on behalf of the WCGA body.
27. The formal statement may be released on all WCGA outlets following approval by the Executive Council.
28. If necessary, two months from the release of the formal statement, the Executive Council may draft an after-crisis report, which may include:
29. Recognition of campus leaders outside WCGA who have been vocal and instrumental in wake of the campus crisis;
30. A complete list of the meetings and events the WCGA, or individual Senators acting in WCGA capacity, have held in regard to the campus crisis event;
31. Successes, failures, and roadblocks to successful handling of the campus crisis;
32. An announcement that campus crisis response procedure has concluded, but WCGA continues to take action on the underlying causes of the campus crisis;
33. A short note about where WCGA could have improved in their response to the campus crisis, and a promise to use this experience to mitigate future campus crisis events; and
34. Contact information for the President for questions and concerns.
35. The after-crisis report may be released on all WCGA outlets once completed to the satisfaction of the Executive Council.

*Section 6.* The following reference list consists of events that are typically hosted or sponsored by WCGA annually:

1. Finals Week Tabling: Support and Snacks;
2. History Week;
3. Life Raft Debate;
4. Random Acts of Kindness;
5. Westhampton Week, which shall consist of the following daily events:

Decompress in the Deanery;

Pizza Over the Patriarchy;

Accomplice Day; and

Promotion of University of Richmond Women’s Athletic Teams.

1. Compliments and Concerns;
2. Farmer’s Market for Homecoming;
3. Dinner with the Crutchers;
4. Ring Dance;
5. Senior Toga Social; and
6. Mental Health Week.