

CONSTITUTION OF THE WAGNER STUDENT ASSOCIATION AT THE ROBERT F. WAGNER GRADUATE SCHOOL OF PUBLIC SERVICE AT NEW YORK UNIVERSITY

As Amended May 3rd, 2012
(Last Full Revision Completed on May 3rd, 2012)

Section 1: WSA CHARTER

Article I – Name

The name of the organization will be the New York University Robert F. Wagner Graduate School of Public Service Student Association, commonly referred to as the Wagner Student Association (WSA).

Article II – Purpose

The Wagner Student Association (WSA) is the student government and council of New York University's Robert F. Wagner Graduate School of Public Service.

The mission of the Wagner Student Association is to foster community and to promote leadership and professional development opportunities for the Wagner student body. In order to achieve this mission, WSA performs the following activities:

- Establishes forums for communication within the student body,
- Advocates for students by acting as liaison between the student body and the faculty, school administration, and university,
- Oversees the management and funding of student groups.

Article III – Principal Office

The principal office of the WSA is located on the third floor of the Puck Building.

Article IV – Membership

All registered students at the New York University Robert F. Wagner Graduate School of Public Service are hereby declared members of this organization.

Article V – WSA Executive Board

Section 1: The WSA Board consists of seven elected voting members.

Section 2: The Officers of this organization shall be: President, Vice President of Operations, Vice President for Public Affairs, Secretary, Treasurer, Senator and Ombudsperson. This group is also referred to as the Executive Board. Each of these Officers holds voting rights.

Section 3: All Officers shall be elected as provided in the By Laws and continue in office for one academic year or until their successors are elected and inaugurated.

Section 4: No Officer may hold the same office for more than two successive years.

Section 5: No Officer may hold more than one office within the WSA Board at any one time. In addition, no Officer may hold office within any Wagner student organization while serving on the WSA Board.

Section 6: The Executive Board shall have the power to transact the general business of the WSA that does not require a vote using consensus.

Section 7: The Executive Board shall meet as it deems necessary. The President has the authority to call all meetings of the Executive Board.

Section 8: Officers are also required to attend Executive Board meetings as called by the President. Executive Board meetings will be used as preparation for general meetings and to handle routine business items. Non-voting matters should be discussed using consensus at an Executive Board meeting or handled at the discretion of the responsible Officer.

Article VI – Duties of Officers

Section 1: General Duty of Good Faith. An Officer shall perform his/her duties in good faith, in a matter the Officer believes to be in the best interest of the WSA. WSA Officers should act and with such care, including reasonable inquiry.

Section 2: The **President** serves as the official voice of the Wagner Student Association. The President presides over and conducts general and board meetings; appoints all committees and is an ex-officio member thereof. The President makes all appointments of committee members and student representatives to university committees, school and programs committees and appropriate councils. The President nominates the chair people of ad hoc committees subject to approval by a majority vote of the Executive Board. The President also will appoint a webmaster annually. The President will stay informed of issues in the Wagner community by meeting regularly with the Vice President of Operations and the Ombudsperson.

Section 3: The **Vice President of Operations** acts as primary WSA liaison with Wagner student groups in their creation, development, and management. The Vice President of Operations is responsible for making sure the WSA and student groups adheres to the Constitution, and initiates revisions of said document by convening a committee and drafting recommendations. The Vice President of Operations will work with the administration on the execution of the Wagner Leadership Academy (WLA).

Section 4: The **Vice President of Public Affairs** provides publicity for all meetings and special events of the Association. The Vice President for Public Affairs shall oversee all communication functions of the Association. The Vice President of Public Affairs also oversees many of the community building events that the WSA hosts over the year.

Section 5: The **Treasurer** will develop, keep and maintain the financial records of the organization. The Treasurer will provide the Executive Board and student organizations with “as-needed” discretionary and contingency fund balance updates. The Treasurer will develop and chair the Appropriations Committee, which makes decisions on student group funding allocations. The Treasurer will also meet quarterly with student club treasurers and members of the administration to reconcile spending and budgets.

Section 6: The **Secretary** records attendance at all general meetings; take minutes of all meetings, sends out general meeting notes and maintain records. The Secretary is also responsible for maintaining Quorum at general meetings. The Secretary provides correspondence when requested by the Executive Board. In addition, the Secretary serves as a member of the Elections Committee, if not running for office in the next year.

Section 7: The **Ombudsperson** is a resource for Wagner students serving as a liaison to faculty and administration regarding student and academic affairs. The Ombudsperson will liaise with student groups, handle programmatic issues, and coordinate feedback mechanisms with relevant members of the faculty and administration. The Ombudsperson will coordinate fall and spring Town Halls.

Section 8: The **Senator** shall serve as the liaison to the University Senate, Student Senators Council (SSC) and the University Committee on Student Life (UCSL). The Senator shall be responsible for keeping the Association informed of all matters before the councils on which s/he serves. The Senator is also responsible for communicating the wishes of the Wagner students to the above policy-making councils.

Section 9: Once a week a WSA Board member will hold office hours for student inquiries.

Article VII – WSA General Meetings

There shall be at least one general meeting per month during scheduled classes during the fall and spring academic year. This business meeting shall be held to conduct all matters pertaining to the functioning of the WSA. All meetings held during the academic year will be open to the general membership of the Association.

Article VIII – Student Group Representatives

Each student group must send one student representative as a proxy for their vote at the general meeting. On voting matters pertaining to budget this student is required to vote. This student group representative may only represent a single student group, be defined as a board member of said group and vote only once per measure.

Article IX – WSA Advisors

The Associate Dean for Student Affairs and Administration will serve as the advisor to the WSA.

Article X – Amendments

Any proposed amendment(s) to the Constitution must be submitted in writing to the WSA Executive Board. The WSA Executive Board will provide the proposed amendment(s) to the members at the general meeting a minimum of four weeks before a vote can be called. The proposed amendment(s) shall be voted upon four weeks after the initial presentation, at a WSA general meeting. The Constitution can be amended with the approval of the majority of all general members who are present at the time the vote is called.

Section 2: CONSTITUTION BYLAWS

Article I – Elections

Section 1: The election of the WSA Board shall be held every spring semester beginning with a call for self-nominations to occur no later than the first week of March. Candidates shall announce their candidacy to the Election Committee Chair within three weeks. Once candidates are presented to the student body by the Board, they will have one week to campaign. Voting will take place online over a minimum of three days to occur by the last week of March. Newly elected board members shall be announced by the end of the first week in April and officially inaugurated at the May general meeting.

Section 2: Voting Eligibility; The WSA Board is selected by a vote of all matriculated Wagner students.

Section 3: By the February meeting, the President shall appoint a chairperson of the Elections Committee.

Section 4: By the March meeting, the Elections Committee shall announce all rules and regulations governing the elections process.

Section 5: Each candidate shall be given a copy of the election rules at least one week before the election.

Section 6: The ballot will include space for write-in candidates for each office. A write-in candidate must receive a total vote of at least 10% of the total number of people voting to be elected.

Section 7: The results of the elections will be posted within three days of the last day of the election.

Section 8: Any person who wishes to raise an appeal to the Elections Committee must contact the Chairperson of the Committee in writing within five school days following the date of the posting. Election results become official after the appeal period.

Section 9: The Elections Committee shall rule on all appeals involving the election.

Section 10: In the event that there is a tie between two candidates, the incumbent Board shall call a general meeting for the purpose of breaking the tie. The election will be decided by a majority vote of those present.

Section 11: For each office, a plurality of votes is needed to elect each Officer.

Section 12: If any position remains unfilled after the first call for elections, the Elections Committee will put out a second call for the vacant seats only. At this time, students who have submitted their application for a position will be informed of the other candidates running and for what positions. Students who have already submitted their application can switch to an open position at this time.

Article II – Quorum

Section 1: In order to hold a general board meeting and/or a vote of any kind, two-thirds of the WSA Executive Board and two-thirds of the representatives from full-status Wagner student groups must be present for quorum.

Section 2: One representative from every student group is required to be at each general meeting, this provision ensures that WSA business may commence with enough representatives present.

Article III – WSA Board Authority

Section 1: Establishing policies and parameters for the affairs, finances and activities of WSA.

Section 2: Developing the annual budget allocations of the WSA and student groups.

Section 3: Advising and managing WSA elections in conjunction with the Elections Committee Chair.

Section 4: Developing and enforcing guidelines for Wagner student groups.

Section 5: Making recommendations to the New York University, the Student Senators Council (SSC) and the University Committee on Student Life (UCSL).

Section 6: Managing the WSA listserv and enforcing NYU listserv policies.

Section 7: Ad-hoc discretion over additional matters as the board sees fit.

Article IV – Voting items

All voting items will take place at the general meeting. Voting items include, but are not limited to: formal expression of WSA's opinion, proposed resolutions, changes to the Executive Board, and approval of new student groups. Changes to the WSA Constitution or Bylaws are also voting items and are to be voted on by the general membership. Budget allocations and changes to the budget are also considered voting items and are to be voted on by both the WSA Board and one representative from each of the student organizations.

Article V - Parliamentary Authority

The Parliamentary Authority of WSA shall be *Robert's Rules of Order* which will be used at the discretion of the President.

Article VI - Meetings

Section 1: Public Posting; At least 48 hours before a regular meeting, the agenda containing a brief general description of each item of business to be discussed at the meeting will be posted. Closed Session discussions will be posted at the Executive Board's discretion. The agenda shall specify the time and location of the regular meeting and shall be posted on the WSA website or shared electronically. Minutes of each general meeting should be posted 48 hours after approval at the next general meeting.

Section 2: No action or discussion shall be undertaken on an item that does not appear on the posted agenda. However an Officer may briefly respond to statements or questions posed by a person exercising his or her public testimony rights during the meeting.

(Refer to Education Code Section 89305.5.(2) for detailed requirements).

Article VII – Budget

Section 1: The Executive Board shall prepare and negotiate a proposed budget. The Treasurer will then prepare the final budget. The WSA acts as a steward of funds from the University to all of the Wagner student groups. For funding purposes, each student organization is considered a subcommittee of the Wagner Student Association. The Executive Board shall establish a Budget Appropriations Committee to review budget proposals from all student groups, including the WSA itself. This Committee shall propose allocations for each student group to the WSA Board. These recommendations will be voted on by both the WSA Board and general assembly.

Section 2: Each student group shall be allocated a base discretionary fund as determined by the WSA Board. Each student group shall receive funding through the WSA if it completes a budget request to the Treasurer on a timely basis while fulfilling the requirements as defined in Section 5.

Section 3: Any student group that requests funds shall submit to the Treasurer an "activities budget", which should be itemized. Each activity shall coincide with the established goals of their respective group.

Section 4: Each student group shall have at least a chairperson and eight active members. In addition each student organization should be registered with the Office of Student Activities of the University. Each student group shall send a board member to the WSA general meeting each month. This individual should be prepared to briefly report to the WSA on the activities of the group, and serve to convey information on the WSA back to the student group. This attendance at WSA meetings is considered a requirement of the funding process, as outlined in Section 3.

Section 5: First the Appropriations Committee will conduct a review of the Budget before the start of the school year. Then this appropriations budget will be presented to the Student Body. Student groups will then need to submit an individualized budget to the WSA, for review by the Budget Appropriations Committee on a date to be determined by the Executive Board. The WSA Board and general assembly will vote on the budget at a general meeting in the first two weeks of October or earlier in the academic year. The proposed budget for all student groups shall be made available electronically to the general membership before the general meeting at which voting will take place.

Section 6: The Executive Board shall prepare and negotiate a proposed budget for WSA activities and events. The Executive Board shall meet within two weeks of the fall semester to set priorities for the budget. The Treasurer shall prepare the final budget, which shall be reviewed by the Budget Appropriations Committee and adopted at the general meeting in the first two weeks of October or earlier in the academic year. Copies of the proposed budget shall be made available to the general membership before the general meeting at which voting will take place.

Section 7: This WSA activity budget once determined shall be in line with the goals of the Association.

Section 8: Part of the funding will be in the form of a WSA contingency budget.

Section 9: Some portion of the total funds allocated to student groups should be used to provide incentive for collaboration through co-sponsorship of events. Student group proposed activity budgets should include information regarding co-sponsoring committees. These efforts will be considered by the Executive Board and discretionary funds will be fairly allocated to those student groups.

Article VIII – Resignations

If the President of the WSA resigns or is removed from office, the Vice President for Operations shall become President. If any Officer other than the President resigns or is removed, the President shall immediately nominate a candidate to fulfill the vacant office. This candidate will then be subject to a majority vote by the Executive Board.

Article IX – Impeachment

The Officers of the WSA can be removed from their positions for: misconduct in office, gross incompetence and/or violations of University regulations. Impeachment proceedings are to be initiated by a member of the WSA Board in writing at least four weeks before the Executive Board examines the matter and presents it at a general meeting. The WSA Board shall carefully examine all available facts and information, and render decisions on such matters. A two-thirds vote of the WSA Board is necessary to remove an Officer.

Article X– Review of ByLaws

These Bylaws shall be reviewed annually and amended or revised as necessary.

Article XI– Amendments

Any proposed amendment(s) to the Bylaws must be submitted in writing to the WSA Executive Board. The Executive Board will provide the proposed amendment(s) to the members at the general meeting of the Association a minimum of four weeks before a vote can be called. The proposed amendment(s) shall be voted upon four weeks after the initial presentation, at a WSA general meeting. The Constitution can be amended with the approval of the majority of all general members of the Association who are present at the time the vote is called.

Article XII – Ratification

The Bylaws shall be distributed electronically for the members at least four weeks before they are to be voted on. A majority vote at a general meeting shall ratify this document.

Article XIII – Committees and Appointments

Section 1: The President shall appoint interested individuals to fulfill the responsibilities of the following committees. Committees and appointed positions are not limited to these and may be expanded as deemed necessary by the Executive Board.

- **Appropriations Committee;** chaired by the Treasurer. The membership of this committee shall include the Treasurer, VP of Operations, and one student not currently an Officer of the WSA, appointed by the President.

- **Elections Committee;** membership should include the Secretary, who acts as chair of the committee. The committee will be composed of two people, and the remaining member will be a student who is not currently a member of the WSA Executive Board, and is not running for office. The President will appoint this person. The duties of the committee are to (a) approve the rules for the election (b) to certify that voting participants in the election are all eligible to vote (c) to independently approve the results of the elections and (d) to oversee and respond to any appeals that may occur.
- **Wagner Cares;** (formerly the Wagner Volunteer Corps) is a committee of the WSA. Wagner Cares is responsible for facilitating direct public service activities within the Wagner community as well as supporting student organizations in their civic endeavors. The leadership of the WC is responsible for managing their own election process and reports to the President and Vice President of Operations.

Section 2: WSA standing committees can include but are not limited to:

- **Year-End Party Committee,** chaired by a non-board member appointed by the President.
- **All University Games Committee,** chaired by a non-board member appointed by the President.
- **Wagner-In Committee,** chaired by a non-board member appointed by the Vice President of Communication.
- **Intramural Sports Committee,** chaired by a non-board member appointed by the Secretary.

Section 3: WAGNER STUDENT GROUP BYLAWS

Article I - Student Group Guidelines

Wagner Student groups are reflective of the broad range of policy and community interests that concern our students. To incorporate the wide breadth of interest and diversity within the public sphere, Wagner students are encouraged to participate in student groups. In the event that an issue or topic cannot be found under the purview of a current student group, discussion, event, etc, then students may begin the process of creating a new student organization by performing the following tasks:

Section 1: Becoming a New Student Group

The proposed new group must submit all of the following:

- A completed WSA New Student Group Proposal Form
- A detailed Charter for the organization that includes but is not limited to; the mission, organizational structure, membership requirements, and election procedures.
- A letter from a current Wagner faculty member stating support and intent to serve as a faculty advisor to the proposed student group.
- A petition with signatures representing 5% of the enrolled Wagner student population supporting the formation of the organization. Individuals signing should be doing so as members, with the intent to attend meetings and participate in group events by such time as the group is granted probationary status.
- The completed Program Overlap Evaluation form.

Completed paperwork should be submitted to the Vice President of Operations. Upon the receipt of these required deliverables, the WSA Board will review proposals and will approve or deny the new student group for initial membership. This decision will be at the discretion of the WSA Executive Board, as is the timeline process of the application. An Executive Board vote will occur at a general meeting at

least one month after all paperwork is submitted to the Vice President of Operations. Each new group(s) approved by the WSA Board, will automatically take on probationary status.

Section 2: Probationary Status

Student organizations in probationary status, whether a new group or an existing group that has been downgraded, will remain on probationary status for a minimum of one semester. During the probationary period, the WSA Board requires:

- Hosting one (non co-sponsored) event per semester or two per academic year, which may include but are not limited to: panel discussions, formal conversations with experts (i.e., brown bag lunches), or volunteer programs; holding regular executive board meetings and general meetings;
- Sending a student representative to all WSA general meetings. The student representative should be prepared to report the probationary student group's progress. The student group representative shall be defined as an executive board member of said group;
- Attending regular meetings with the WSA Vice President of Operations as requested by that Officer.

Section 3: Request for Full Group Status

Upon completing one semester of probationary status, a student group may formally request in writing, at any time that the WSA Executive Board vote in relation to its full group status. This request should include a memo from the probationary status group outlining its activities and accomplishments in the past semester that support their request. The WSA Executive board will vote on the request at a WSA general meeting to be determined by the WSA Executive Board. The WSA Executive Board will consider the activities and events conducted during the probationary period, including but not limited to; the exhibition of strong membership, interest from the Wagner community, and clear demonstration of programmatic distinction from existing Wagner groups.

Student groups that transition between probationary status to full status during the academic year will be allocated discretionary funds from the WSA budget the following academic year. Discretionary funding is only allocated to full status groups on a full academic year basis, at the beginning of each academic year.

If the student organization holds probationary status at the beginning of the academic year the organization will automatically receive discretionary funding of \$150. Additional funding is available to probationary student groups on a contingency basis.

The full status decision and the amount of funding will be determined at the discretion of the WSA Executive Board.

Sub-Group Guidelines to becoming Full Status: Sub-groups that have met the general student group requirements and maintain good standing for two full academic semesters may make a formal written request for full-status without going through a period of probationary status. This is to be treated in the same manner as other full-status requests.

Section 4: Maintaining Full Status

1. Student groups are required to sponsor or co-sponsor a minimum of four events per academic year, two events per semester.
 - a. A WSA Event Summary must be submitted to the VP of Operations within one week of the event occurring. (Used to be two weeks)
2. A board representative from each student group is required to attend every general meeting. To allow flexibility, groups may attend only 75% (six out of eight) of the WSA general meetings throughout the academic year without threat of penalty.
 - a. Arriving more than five minutes late or leaving prior to adjournment will constitute half of an absence.
3. The Treasurer or President of every student group is required to attend the annual WSA budget training. Two sessions will be offered prior to the academic year.
4. Each academic year student organizations are required to complete a direct service activity that benefits a community external to NYU, as related to group mission. The Vice President of Operations will work with the leadership of Wagner Cares at the beginning of the academic year on establishing guidelines and expectations from student organizations in completing a direct service activity. These expectations will be communicated to the student leadership at the first WSA general meeting of the year. If WSA and WC fail to do so, the direct service activities requirement will be met by having at least one event per year.
 - a. This requirement may be negotiated with the Vice President of Operations dependent on extenuating circumstances such as size or status of the group in question.
5. To ensure up-to-date records are being kept by the WSA and student organizations, the Treasurer shall hold semester reconciliation meetings with each student group treasurer which will include a reconciliation of registers.
 - a. The First Semester mandatory meeting requirement shall be held by the end of November
 - b. The Second Semester meeting, shall be held by the end of March
 - c. An additional mandatory meeting will be held at the end of the academic year (in May) and shall be attended by the incoming and outgoing Treasurers of the WSA as well as both the incoming and outgoing treasurers of each student group. At this time the proposed budget preparation and reconciliation process will be discussed with the incoming treasurers for the next academic year.
6. Student groups are prohibited from scheduling events during the Student-Faculty Mixer, Welcome Reception, Town Halls, and the first and last WSA general meetings of each semester.
7. The service requirement may be fulfilled if the student group creates a “sustainable and on-going” relationship with an organization that provides volunteer opportunities for its members in a collaborative partnership. Acceptable relationships are those where the student group and the external organization share a similar interest, mission or serve the needs of a similar demographic with a “long-term” or “consistent” volunteer opportunity. These partnerships will be monitored by the Vice President of Operations.
8. The executive board of each student organization is required to attend an annual meeting with the VP of Operations. This meeting will occur within the first two months of the spring semester.
9. Student organizations are responsible for maintaining the groups’ charter and ensuring that the WSA VP of Operations has a current copy of the document if requested.
10. Amendments made to the student organization’s charter must be submitted to the Vice President of Operations within two weeks of said changes.
11. **Wagner Review Status:** Due to the unique purpose and status of the Wagner Review, the student organization shall be considered an independent student entity not a student group. It

is therefore exempt from the “maintaining full status” requirements. Funding for the Wagner Review will be reviewed each year by the executive board at the Board’s discretion.

Section 5: Downgrading Status

Groups may be placed on probation or dissolved at the discretion of the WSA Executive Board if the student organization fails to meet the requirements for maintaining status outlined in Part 4 above. The WSA Board may move to freeze all the student organization’s funds. This vote requires a quorum, consisting of two thirds of the WSA Executive Board and can occur at either an internal meeting of the WSA Executive Board or a WSA general meeting. The student group will be informed of the vote prior to its occurrence. Probationary status will last no less than one semester and no more than a full year.

Following one semester of probation, the WSA Executive Board can vote to dissolve the group or remove its status as a group under the Association. If the WSA Executive Board decides to dissolve a probationary group, it will be up to their discretion. Groups that are dissolved may be disbanded or placed under an existing full-status group as a sub-committee. At the culmination of a full year on probation, the WSA Board must vote to either dissolve the group or remove it from probationary status.

Section 6: Contingency Funding

Contingency funding is available to every student organization regardless of full or probationary status. The treasurer of the student organization must complete the contingency request to the specifications set forth by the Appropriations Committee. The request should be submitted to the WSA Treasurer four weeks prior to the date of the event; however for up to 2 weeks in advance of the event, this may be subject to negotiation with the WSA Treasurer. Any request not submitted within the approved time frame may not be considered by the Appropriations Committee. Reimbursement of funds will only occur if the expenditures were pre-approved by the Appropriations Committee.

Section 7: Student Group Affairs

Part 1: The role of Student Groups includes but is not limited to:

- Represent and enhance Wagner students within a particular program, issue-area, or special community and cultivate community within that specific cohort.
- Provide professional training and development services.
- Offer an opportunity for students to experience personal growth and develop leadership skills.
- As outlined in Article IV, Section V, student groups will be prepared to report on their activities at WSA general meetings.

Part 2: Student Group Board Members

- The role of the board is to support the group’s mission and interact with the Wagner community through various educational, professional, and/or community-building activities and events.
- The group president or chair is generally responsible for managing meetings and overseeing the general functioning of the group. While the president or chair may guide the board and make suggestions, he or she is not in the position to make demands on or otherwise impede the other board members.
- "First-year" Representative Recommendation: It is recommended for each student group or sub-group to have a minimum of one “first-year” or continuing part-time student/full-time worker as a member of their board.

- This representative may be elected or appointed to either the board itself or a sub-committee.
- All student groups should include this position into their respective group charters.
- The responsibilities for this position will be determined by the student groups
- The post shall be filled no later than the end of the second semester of a new academic year.
- This representative must be planning to enroll at Wagner for the following academic year.

Part 3: Broader Student Involvement

- Board members should perform outreach to students to facilitate involvement, cultivate community and identify future board members.
- Student groups are expected to announce their events over the WSA listserv, so that all students are aware of the event and have the opportunity to participate.
- Committees are utilized by various student groups to instigate broader student involvement and delegate group work.

Part 4: Role of Faculty Advisor

- Faculty advisers must be asked by the group to fulfill this role. Wagner does not require or compensate faculty for group involvement, so it is entirely optional and voluntary on the part of the faculty member.
- The faculty adviser's role is to offer advice, guidance, and facilitation with university resources for groups.
- The faculty member is not in the position to run the student group or override the group's decision-making ability

Part 5: Elections

The following rules only apply to those student groups that conduct elections;

Board elections must be open and transparent. It is important to announce election information (time, date, etc.) on the WSA listserv to alert the broader student body and ensure general awareness of the upcoming election.

- Although many groups do not have specific rules for conducting elections, the following are recommended approaches for board elections:
- To include new group members and maintain a greater continuity of group knowledge, groups should consider staggering elections.
- Candidates should have attended a minimum of one meeting.
- Candidates should demonstrate knowledge of the group, its mission and activities.

At the first WSA general meeting of the Spring semester, WSA will outline a timeline and process requirements for student group selection/election. This process must be complete before April 15th to allow time for effective transitioning between boards.

Open board positions may be reserved for incoming students (e.g., Fall-start first year students) on the condition that this position has been identified in the group's charter and has been revised and forwarded to the Vice President of Operations in advance of the selection/election process. WSA reserves the authority to place student groups on probationary status that fail to meet these requirements for transition.

Section 8: Transitions

Student organization boards must effectively transition between academic years. To that end student organizations are expected to do the following:

- Provide each incoming executive board member with a memo on how to prepare for and perform in their assigned role,
- Participate in WLA activities that relate to transitioning,
- Review and/or revise the organization's charter before the end of the spring semester,
- Thoroughly review the WSA constitution and the responsibilities contained in the document with the new board before the end of the spring semester.

Transition Memo Requirement: Each student group or sub-group is required to develop and update a transition memo each year. This memo is to be submitted to the Vice President of Operations by the end of April. This memo should outline the transition process, describe the responsibilities of each position on the board, contact information for external and internal partners, provided instruction for key functions and list other significant information as it pertains to each group.

Section 9: Conflict Resolution

- When disputes cannot be resolved within the group, board members are greatly encouraged to contact the WSA Ombudsperson first and then the Dean of Students and/or other appropriate administrators.
- Students who violate or disregard these general codes may be brought before a panel of administrators.