

**BYLAWS
OF THE
STUDENT SUSTAINABILITY GRANT ALLOCATIONS COMMISSION**

Preamble

As a standing commission of the Student Sustainability Grant (SSG), the Student Sustainability Grant Allocations Commission (SSGAC) allocates a portion of the funds collected through the Student Sustainability Fee to students. SSGAC is charged with the responsibility of reviewing and making decisions regarding funding proposals submitted by students.

Guiding Principles - Expectations & Considerations

1. SSGAC is only intended to provide funding for sustainable student research, activities, or initiatives on campus by evaluating and selecting the proposals that most closely align with the goals of the SSG.
2. Any SSGAC funding provided to an individual or RSO will have explicit and express purposes.
3. Any SSGAC-funded research, activity, or initiative must make the WMU campus or WMU student body more sustainable and eco-friendly.
4. Each research, activity, or initiative must foster a campus culture of sustainability at Western Michigan University and have the potential to benefit all students.
5. It is expected that SSGAC funded initiatives will attempt to use local sustainable vendors in an effort to reduce costs, give back to the local community, and have sustainability as the forefront of the initiative.
6. All SSF funds entrusted to the use of an RSO must remain within the University (on-campus) accounting systems, as assigned by the Office of Student Engagement (OSE), and may not be transferred into a different fund and cost center, or into an off-campus account, unless approved by the Western Student Association Director of Sustainability (chair) and the OSE.
7. In accordance with the University Policy on Discrimination, funding shall not be determined on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, protected disability, veteran status, height, weight, or marital status.

- a. Being a recipient of Student Sustainability Fee (SSF) funds should not be interpreted as meaning that SSF funded individuals or organizations are associated with or controlled by Western Michigan University;
 - b. The University is not responsible for the individual's or organization's contracts, acts, or omissions.
- 8. SSF funds will not be awarded for the personal benefit of individuals or private corporations, charitable organizations or programs, financing political candidates and/or campaigns, religious purposes (i.e. worship, devotional exercises, proselytizing), or to finance any activity contrary to the laws of the State of Michigan and/or the Federal Government. Proposal for fundraising purposes will be denied.

Article 1

Name

Section 1.01: Name

The name of the commission will be the Student Sustainability Grant Allocations Commission (SSGAC).

Article 2

Purposes, Objectives, and Governing Instruments

Section 2.01: Allocations Purposes

The purpose of the SSGAC is to:

- a. Fairly and appropriately allocate grants according to student fees guidelines, university guidelines, and guidelines related to OSE financial processing requirements.
- b. Develop an allocation request spreadsheet that is used by each requesting group or individual which details the approved expenditure categories and amounts, and SSGAC approvals.

Section 2.02: Governing Instruments

The Commission shall be governed by its Bylaws and the Western Student Association (WSA) Constitution.

Section 2.03: Nondiscrimination Policy

The Commission will not practice or permit any unlawful discrimination on the basis of sex, age, race, ethnicity, color, national origin, religion, physical and mental handicap or disability, or any other basis prohibited by law.

Article 3

Membership, Officers, and Responsibilities

Section 3.01: Membership

The Commission shall consist of eleven Western Michigan University (WMU) students that:

- a. Possess a valid Western Identification Number (WIN).
- b. Possess a valid Western email account (wmich).
- c. Are enrolled in no less than one credit hour per semester for the duration of their tenure.
- d. Possess and maintain a minimum Cumulative Grade Point Average (CGPA) of 2.50, qualifying as 0.50 GPA points higher than “in good standing”, per University standards. Grades are to be checked by the Office of Student Engagement upon registration and at the beginning of each semester. In the event that a student does not possess an established GPA, they shall be given one semester on conditional membership until their GPA may be assessed.
- e. Uphold University standards, as described in the University Student Code of Conduct. Any student found in violation is subject to review by the Western Student Association Judicial Council and removal from office.

Section 3.02: Administration

The operations of the commission shall be managed by or under the direction of its Western Student Association Director of Sustainability (chair) as outlined in Section 3.05.

Section 3.03: Composition

The Commission members shall be a chair, a secretary, and 11 members at large. Members will consist of

- a. 2 people from the College of Arts and Sciences
- b. 1 person from the College of Aviation
- c. 1 person from the Haworth College of Business
- d. 1 person from the College of Education & Human Development
- e. 1 person from the College of Engineering & Applied Sciences
- f. 1 person from the College of Fine Arts
- g. 1 person from the College of Health and Human Services
- h. 1 person from the Honors College
- i. 2 graduate students

Section 3.04: Appointment

The members of the Commission shall be appointed by the following means:

- a. The Western Student Association Director of Sustainability (chair) shall be the Western Student Association Director of Sustainability. The Western Student Association Director of Sustainability shall be appointed by the Western Student Association (WSA) President and approved by a majority vote of the Western Student Association Assembly.
- b. An Office of Sustainability representative shall be the Secretary of the SSGAC. The representative shall be appointed by the Office of Sustainability.
- c. Nine undergraduate commission members shall be appointed by the Western Student Association Director of Sustainability (chair) from the SSGAC nomination form open to the University at large. In addition, commission members must be approved by a majority vote of the Western Student Association Assembly. The eleven will serve as voting participants during deliberations.
 - i. Any nominations can be sent to the Western Student Association Director of Sustainability at wsa-directorsustainability@wmich.edu
 - ii. Any WMU student may be nominated by themselves or another student, staff person, or faculty member to be a member of the SSGAC (excluding the chair) using the standardized SSGAC nomination form.
 - iii. The Western Student Association Director of Sustainability (chair) will evaluate nominees and make appointments from each college in accordance with the structure outlined in Section 3.03.
- d. Two graduate commission members shall be appointed by the Graduate Student Association. If Graduate Student Association representatives are not appointed to the SSGAC by September 30th, the Western Student Association Director of Sustainability (chair) will appoint graduate students following the same process used for undergraduate allocations commission appointments.
- e. In the event that a deliberation must be held when the Graduate Student Association Representative cannot be present, the Western Student Association Director of Sustainability (chair) has the interim power to appoint members at large.

Section 3.05: Responsibilities

The responsibilities of the commission members are as follows:

- a. The Western Student Association Director of Sustainability (chair) shall have the following responsibilities:
 - i. Be on the Western Student Association executive cabinet as Director of Sustainability.
 - ii. Be a non-voting member of the SSGAC, unless in the event of a tie.

- iii. Determine the time, date, and agenda for all SSGAC meetings.
 - iv. Preside over all meetings of the SSGAC.
 - v. Serve as the chief spokesperson for the SSGAC.
 - vi. Represent the SSGAC in all appeal matters.
 - vii. Create and maintain an updated list of all SSGAC members.
 - viii. Prepare documents for meetings.
 - ix. Send notifications to applicants.
 - x. Maintain a record of disbursements for each proposal in cooperation with the OSE Financial Advisor.
 - xi. Handle all matters not specifically outlined in these bylaws in coordination with OSE and the OfS.
- b. The Secretary shall have the following responsibilities:
- i. Record the business of the SSGAC and provide minutes to the OfS for posting on the WMU Sustainability website.
 - ii. Reasonably assist the Western Student Association Director of Sustainability (chair) in other functions of the commission.
- c. SSGAC members shall have the following responsibilities:
- i. Attend all SSGAC meetings.
 - ii. Inform the commission of conflicts of interest or biases throughout the review process. A member may be forced to abstain by quorum vote or Western Student Association Director of Sustainability (chair) decision if he/she fails to abstain when conflicts of interest or bias occur.
 - iii. File a list of all past or present student organization affiliations with the Western Student Association Director of Sustainability (chair) before they receive voting rights.
 - i. Assist the Western Student Association Director of Sustainability in other functions of the Commission.

Section 3.06: Tenure

The tenure of each SSGAC member will end after whichever of the following comes first: their appointment expires at the end of the Summer I semester, they submit their resignation in writing to the Western Student Association Director of Sustainability (chair), they graduate from WMU, or they violate the Rules of Conduct outlined in the SSGAC Commission Bylaws.

Section 3.07: Vacancies

- a. Any vacancy occurring on the Commission at any time and from any cause may be filled by the discretion of the Western Student Association Director of Sustainability (chair).
- b. If quorum cannot be reached due to vacancies, the Western Student Association Director of Sustainability (chair) will select temporary student representatives. Simultaneously,

Western Student Association, Graduate Student Association, the OfS, and OSE will recruit students for appointment.

Section 3.08: Removal

Any member may be removed from office at any time, with or without cause, by the discretion of the Western Student Association Director of Sustainability (chair). SSGAC members shall be removed if:

- a. Any member misses two meetings per semester without prior approval from the Western Student Association Director of Sustainability (chair).
- b. Any member violates rules of conduct outlined in the SSGAC bylaws.

Section 3.09: Resignation

Any member may resign from the Commission by delivering a resignation, in writing, to the Western Student Association Director of Sustainability (chair). All resignations must occur within the 72 hours prior to an assignment or duty, such as a deliberation.

Section 3.10: Dissolution of Student Associations

- a. Should either of the student associations of Western Michigan University (Western Student Association, Graduate Student Association) be dissolved, the other student association may appoint two student representatives with the assistance of the Office for Sustainability.
- b. Should both these associations be dissolved, the Office for Sustainability will appoint with the assistance of the Office of Student Engagement.

Article 4

Allocation Qualifications

Section 4.01. Qualifications

To be eligible for funding, individuals must:

- a. Have zero or positive balance in Western Michigan University (WMU) accounts at the time of application for Student Sustainability Fee (SSF) funds.
- b. Not have pending documentation from a past SSGAC-funded event or activity.

Article 5

Deliberation Requirements

Section 5.01: Dates

The deliberation date shall be determined by the Western Student Association Director of Sustainability (chair) and posted on the Office of Sustainability's webpage by the first week of the semester. Each semester must have at least one deliberation.

Section 5.02: Allocations Year

Allocation caps may reset every semester.

Section 5.03 Pre-Deliberation Duties of the Commission

The Commission has the responsibilities of the following before the deliberation:

- a. The Western Student Association Director of Sustainability (chair) must inform the Commission on the deliberation details at least three university business days before the deliberation.
- b. The Western Student Association Director of Sustainability (chair) and the Secretary are tasked to review budget proposals of RSOs if there are any fabricated or self-created documents.
- c. "The Committee Chair must work with the WSA Director for Marketing and Outreach to approve the marketing materials suggested by the Office for Sustainability. The office for sustainability must work to create and print flyers and posters, as well as a slide for the Student Center by XYZ date."
- d. The Western Student Association Director of Sustainability (chair) must feature the SSG on the Western Student Association website and social media accounts by Labor Day through the proposal deadline for the fall semester and MLK Day through the proposal deadline for the spring semester.
- e. The Western Student Association Director of Sustainability (chair) must announce deadlines during Western Student Association's weekly meetings.
- f. The Western Student Association Director of Sustainability (chair) must forward the SSG press release to WIDR and the Western Herald upon receiving it from the OfS.
- g. The Western Student Association Director of Sustainability (chair) must draft and send a press release to University Relations for syndication to WMU News and GoWMU by the second Monday in September for the fall semester and Martin Luther King Jr. Day (MLK Day) for the spring semester.
- h. The Western Student Association Director of Sustainability (chair) must email the deans for communication to faculty by the second Monday in September for the fall semester and Martin Luther King Jr. Day for the spring semester.
- i. The Western Student Association Director of Sustainability (chair) must feature the SSG on www.wmich.edu/sustainability and OfS social media accounts by the second Monday in September through the proposal deadline for the fall semester and Martin Luther King Jr. Day through the proposal deadline for the spring semester.
- j. The Western Student Association Director of Sustainability (chair) must email promotional material to the Graduate Student Association promotions team.

- k. Commission members must submit RSOs with which they are affiliated to the Western Student Association Director of Sustainability (chair).
- l. The Western Student Association Director of Sustainability (chair) must forward the SSG press release to the chairs of the academic colleges within Western Student Association Assembly.
- m. The commission members must assist with the promotion of the SSG.
- n. The Western Student Association Director of Sustainability (chair) will produce electronic proposals for review by 5:00 p.m. on the Friday before Thanksgiving (fall allocations) and 5:00 p.m. the Monday following Spring Break (spring allocations). The Western Student Association Director of Sustainability (chair) is responsible for assisting with distribution to the members of the SSGAC.
- o. The Western Student Association Director of Sustainability (chair) must distribute proposal packets no later than seven days before deliberations for read-only review.

Section 5.04: Pre-Deliberation Duties of Applicants

The student has the responsibilities of the following before the deliberation:

- a. Applicants must submit their budget request form and the proposal to the Office of Sustainability by 11:59pm on the Thursday before Thanksgiving (fall allocations) and 11:59pm on the Thursday before Spring Break (spring allocations).
- b. Applicants are required to submit an abstract to the OfS by the first Monday in October for fall allocations and first Monday in February for spring allocations.
- c. Applicants are encouraged to utilize the SSGAC bylaws as well as the SSG powerpoint for their informational needs. Should they have any questions, reach out to the Western Student Association Director of Sustainability (chair).
- d. Proposals must be submitted using the Student Sustainability Grant Application, which can be found at www.wmich.edu/sustainability/grants.
- e. Proposals should be saved as a single PDF document and sent via email to ssg-sustainability@wmich.edu and wsa-directorsustainability@wmich.edu with the subject line: lastnameSSGproposal. Hard copies and other file formats may be rejected.
- f. Any proposal that seeks to make physical changes to WMU grounds of property must include written approval from all necessary WMU stakeholders.
- g. Proposals intending to make physical changes must take place on properties owned by WMU.
- h. Applicants may combine funding from the SSG with additional funding sources.
- i. Applicants are encouraged but not required to attend the SSGAC review meeting in order to answer any questions that the commission might have with regards to their proposal face to face.
- j. Students requesting \$1,499.99 or less must:
 - i. Submit an application. This includes:

1. A proposal narrative.
 2. Advisor approval.
 3. Department head approval.
 4. A budget.
 5. A timeline for the project.
 6. A space assessment.
- k. Applicants requesting \$1,500-\$4,999.99 must:
- i. Meet all conditions for the \$1 to \$1,499.99 range.
 - ii. Have two or more students author the proposal.
 - iii. Students must support the proposal. Support is presented in the form of a letter written by a student not named as an author in the proposal. Letters must include the student's name, program of study, a brief statement of support, and their signature.
- l. Applicants requesting \$5,000-\$9,999.99 must:
- i. Meet all conditions for the \$1,500 to \$4,999.99 range.
 - ii. The Western Student Association Director of Sustainability must endorse the proposal with a letter of support, or the authors must collect ≥ 500 verifiable student signatures with WIN numbers. The Western Student Association Director of Sustainability can be reached at wsa-directorsustainability@wmich.edu, and signatures must be submitted to the OfS at least 14 days before the application deadline for verification.
- m. Applicants requesting \$10,000 or more must:
- i. Meet all conditions for the \$5,000 to \$9,999.99 range.
 - ii. The proposal must be supported by formal resolutions by both the Western Student Association assembly and Graduate Student Association (unless dissolved), or the authors must collect ≥ 1000 verifiable student signatures with WIN numbers. The signatures must be submitted to the OfS at least 14 days before the application deadline for verification. Instructions for passing a Western Student Association resolution can be found in the Western Student Association Constitution at <https://wmuwsa.org/> or by contacting the Director of Sustainability at wsa-directorsustainability@wmich.edu. Instructions for passing a Graduate Student Association resolution can be found by emailing gsa@wmich.edu.
 - iii. The proposal must include a detailed letter of support from the author's advisor.
 - iv. The proposal must include at least one detailed letter of support from an additional WMU faculty or staff member.
- n. Applicants whose proposals involve changing campus infrastructure must:
- i. Complete a space assessment (form included in SSG application) and schedule a consultation appointment at least six weeks prior to the application deadline with the OfS. Any proposed physical infrastructure changes must take place on properties owned by WMU.

- ii. They may apply the following semester if the stakeholders have not been identified. Anyone can apply the following semester if they are able to amend the concerns the SSG identifies.

Article 6

Guidelines and Restrictions

Section 6.01: General Information

The Commission shall provide funding opportunities based on proposals that closely align with the goals of the SSG.

Section 6.02: General Restrictions

- a. The Commission shall not allocate funds to recover from bad debt or to erase pre-existing debt, nor will the Commission provide funds to cover expenses already incurred prior to the deliberations.
- b. The Commission shall not allocate funds if the SSGAC determines that the primary purpose of an activity is to make a charitable donation.
- c. Multiple applications may not be submitted to cover separate parts of an activity in any given funding period.
- d. The Office for Sustainability, in cooperation with the Western Student Association Director of Sustainability will evaluate whether proposals are safe, adequately budgeted, and possible within existing university infrastructure. Applicants who submit proposals that do not meet these criteria will be rejected.
- e. Proposals that do not include all required supplemental materials (i.e. budget, timeline, letters of support, space assessment, etc.) will be rejected.

Article 7

Deliberation Process

Section 7.01: Quorum

- a. The deliberation must have a quorum of six to proceed with the deliberation. The quorum must at least comprise the Western Student Association Director of Sustainability (chair)
- b. and commission members.
- c. All ties must be resolved. The Western Student Association Director of Sustainability (chair) will cast a tiebreaker vote if necessary.

- d. All votes are by simple majority. With an even quorum this means 50% plus one vote. With an odd quorum this means any majority over 50%.
- e. If quorum cannot be reached due to absences, the Western Student Association Director of Sustainability (chair) will arrange an alternate meeting time at the earliest possible convenience.

Section 7.02: Voting

Each Commission member, excluding the Western Student Association Director of Sustainability (chair), will have one vote. A majority is needed to pass a budget proposal.

Section 7.03: Conflict of interest

Any Commission member who is a member of the RSO proposing their budget must abstain from voting.

Section 7.04: Deliberation Duties of Commission

- a. The SSGAC will have deliberations the week following Thanksgiving (fall allocations) and within two weeks after Spring Break (spring allocations).
- b. If the SSGAC is unable to make a decision during the first deliberation, they may request clarification and request that the proposal's authors come in and present their proposal and answer questions. The Western Student Association Director of Sustainability (chair) will handle these requests from the SSGAC, while communicating about the process with the OfS.
- c. If necessary, the SSGAC may deliberate a second time during the week before fall semester finals week or during the third or fourth weeks of March.
- d. The SSGAC must make their final allocations decisions by finals week for the fall allocations and by April 1st for the spring allocations.
- e. The Western Student Association Director of Sustainability (chair) decides the format of deliberations and must include time for all members to speak.
- f. Voting follows Robert's Rules of Order.
- g. The SSGAC may choose to deny all funding, fully, partially, or conditionally fund proposals, and may veto line items of a budget. If the SSGAC conditionally funds a proposal, they may award additional funding to cover the costs of those conditions.
- h. The SSGAC must use the approved funding guidelines outlined in this document when deliberating budgets.
- i. The SSGAC may not allocate funds that, in their judgment, could result in a violation of University regulations.

Article 8

Deliberation Results

Section 8.01: Post-Deliberation Duties of the Commission

- a. The OfS will provide the SALP Financial Advisor with a copy of all proposals and acceptance/rejection letters within seven days of notifying applicants.
- b. If a proposal is funded, the Western Student Association Director of Sustainability (chair) and OfS will email an acceptance letter to the proposal author(s). Results of the deliberation will be explained in the acceptance letter, including any budget modifications.
- c. A rejection letter will be sent to applicants whose proposals are denied, including a detailed explanation of the denial. Rejection letters must include a record of the vote and the basis and timeline for appeals.
- d. The OfS will inform the OSE Financial Advisor if individuals miss their end of semester evaluation deadline for grants spanning multiple semesters. The OSE Financial Advisor may freeze the fund in question until an evaluation is submitted.
- e. The OfS will inform the OSE Financial Advisor if individuals submit their final evaluations late and they may be audited by OSE to determine if a misuse of funds has occurred.
- f. The OSE will have fiscal oversight of the SSGAC account and funds. These funds will be managed by OSE in the same manner as is done for the SAF Agencies (Western Student Association, Campus Activities Board, Graduate Student Association). OSE will move allocated amounts to individual SSG fund 52's and will manage all transactions and sweeps in the same manner as is done for the Agencies. Any balance in the account at the fiscal year end will close to 23-0018280. This money within 6 months rolls back to the Office for Sustainability in a project program initiative pool for strategic campus sustainability investments consistent with student priorities.

Section 8.02: Post-Deliberation duties of Selected Applicants

Each Applicant must:

- a. Use funds for the intended purposes within twelve months of being awarded. The accounts should never end the twelve months in a deficit.
- b. Ensure funds remain within the University accounting system (GLOW) as assigned by the OSE Financial Advisor.
- c. Attend a Financial Manager's Training with the OSE Financial Advisor before purchasing anything in their budget. All other students associated with an SSG are strongly encouraged to attend this training.
- d. Use funds only for purposes specified in an applicant's budget. In other words, surplus funds may not be used for unapproved items or services.

- e. Stay within the timeline included in their proposal. The OSE Financial Advisor may freeze the accounts of groups or individuals whose projects exceed the timeline included with their proposal.
- f. Submit a detailed letter of explanation to the Western Student Association Director of Sustainability (chair) and the OfS if they wish for grant extensions and minor budget modifications or budget changes may be considered. The Western Student Association Director of Sustainability (chair) and OfS will review these requests in cooperation with the OSE Financial Advisor.
 - i. The letter should include a new budget with changes noted, an explanation of why the budget needs to be changed, what they will be using the money for, and if any ramifications will occur due to adjusting the budget.
 - ii. The Western Student Association Director of Sustainability (chair) will review the letter, and, if necessary, convene a meeting of the SSGAC. The SSGAC will review the letter and conduct a vote to approve or deny the changes to the grant author's budget.
- g. Fill out a new SSG application if they wish to renew a grant that extended past the original twelve-month deadline.
 - i. The new application will follow the same rules and funding guidelines as outlined in this document.
- h. Submit a written evaluation to the OfS no later than 30 days after the end of their approved timeline or approved extension.
 - i. The primary proposal author is responsible for submitting a written evaluation by the end of each semester or at the end of Summer II if a grant spans multiple semesters. This does not include the semester when the funds were allocated (for example, an individual who is awarded a grant during the fall semester must submit their first evaluation at the end of the spring semester or 30 days after the grant is completed, whichever occurs first).

Section 8.02: Advertising and Promotions

- a. All advertising for SSG supported activities must adhere to OSE guidelines and include the SSG logo or the words "funded through a WMU Student Sustainability Grant."
- b. All electronic forms of advertising (i.e. Facebook) and group emails must also follow this guideline.
- c. If this guideline is not followed, a hold may be placed on the SSG account in question and the offending individuals may be barred from future allocations.
- d. The SSG logo must be used with the color scheme of green (HEX code 7fc241) and teal (HEX code 0a7e81) or grayscale (including black and white) if a design, material, or application requires an alternative to the color logo. The color scheme may not be altered from what is shown and the font, logo design, and proportions may not be altered in any

way. A high-resolution digital logo will be available upon request if needed for promotional purposes by the recipients.

Section 8.03: Blacklisting

- a. The Commission and OSE can jointly maintain the right to blacklist students or groups if found to violate the terms set during deliberation either verbally or written or both.
- b. Students or groups that violate university policy and/or criminal offenses are subject to being blacklisted and reported to all relevant authorities, including but not limited to WMU Public Safety, OSE, and the OfS.
- c. The Commission and OSE can jointly maintain the right to blacklist vendors if malicious or otherwise unethical behavior is believed to occur.
- d. Individuals who fail to submit their final evaluations within 60 days of the end of their approved timeline may be blacklisted and audited by OSE to determine if a misuse of funds has occurred.
- e. OSE and the OfS may blacklist or suspend disbursements from any account under investigation.

Section 8.04: Appeals

- a. Applicants who have been rejected during the OfS screening process can schedule a meeting with the Western Student Association Director of Sustainability (chair) to argue their case.
- b. Applicants who have been rejected by the SSGAC can schedule a meeting with the Western Student Association Director of Sustainability (chair) to argue their case.
- c. If the Western Student Association Director of Sustainability (chair) discovers new information about the application or that an applicant was rejected in error, the Western Student Association Director of Sustainability (chair) may call an emergency meeting of the SSGAC for a re-vote.
- d. Any RSO may appeal an allocation or blacklisting decision to the WSA Judicial Council by submitting a letter detailing the cause for appeal, in writing, to the WSA Chief Justice within ten university business days of the delivery of the Commission decision letter. The WSA Judicial Council will consider appeals according to guideline specifications. If appeals are granted, a separate judicial process will apply. The council may seek advice from the SSGAC.

Section 8.05: Unused Funds

- a. If it is determined that SSG funding previously awarded will no longer be able to be used for its intended purpose, a letter must be immediately sent to the Western Student Association Director of Sustainability (chair) and the OfS.

- b. All unused SSG funds will be transferred to fund 23-0018910 at the end of the fiscal year unless projects have been approved with timelines extending into the next fiscal year. In this case, the OSE Financial Advisor will ensure that funds roll over into the appropriate SSG account.

Article 9

Amendments

Section 9.01: Amendments

- a. These Bylaws may be altered, amended, added to, or repealed at any meeting of the Commission for the purpose by the vote of a majority of the Commission and majority approval by the Western Student Association Assembly.
- b. These Bylaws are subjected to renewal at the beginning of an academic year.

Article 10

Dissolution

The Commission may be dissolved only upon adoption of a plan of dissolution by the Western Student Association (WSA) Executive Board and Cabinet that is consistent with the Western Student Association Constitution, and by majority approval of the Western Student Association Assembly.