

## **Constitutional Bylaws**

### **Article I**

#### **Budget**

##### Section A

###### Fiscal Periods

1. The fiscal period for the Fall semester shall begin in the 12<sup>th</sup> day of classes of the Fall semester and shall extend to the 11<sup>th</sup> day of classes of the Spring semester.
2. The fiscal period for the Spring semester shall begin on the 12<sup>th</sup> day of classes of the Spring semester and shall be extended to the last day of the second week before the end of the Spring semester classes.
3. The fiscal period for the summer shall begin on the first day of classes of the last week in the Spring semester and shall extend to the 12<sup>th</sup> day of classes of the Fall semester.

##### Section B

###### Automatic Allocations

1. LSM shall automatically receive 9.35% of the total amount of funds allocated to Student Government.
2. YAC shall automatically receive 18.75% of the total amount of funds allocated to Student Government.
3. The Executive Branch shall automatically receive 2.35% of the total amount of funds allocated to Student Government.
4. 6.25% of the total amount of funds allocated to Student Government shall automatically be transferred to the Senate Newspaper Readership Program Fund.

##### Section C

###### Automatic Carryover

1. No funds shall be automatically allocated for use during Christmas break.
2. The Executive Branch shall allocate \$500 of its budget for use during the summer fiscal period.
3. Senate shall allocate \$500 of its budget for use during the summer fiscal period.
4. LSM shall allocate \$1000 of its budget for use during the summer fiscal period.
5. YAC shall allocate \$2000 of its budget for use during the summer fiscal period.
6. Senate shall allocate \$800 of its budget as Fall Senate Training Funds for use during the summer fiscal period by the Vice President for Senate training and start-up costs.

##### Section D

Scholarships

1. All compensation shall be in the form of a participatory merit scholarship.
2. The Executive Officers shall receive the following amounts per semester:
  - a. President: \$2,700
  - b. Vice President: \$2,250
  - c. Treasurer: \$1,000
  
3. Senate officers shall receive the following amounts per semester:
  - a. President Pro Tempore: \$1,700
  - b. Secretary: \$1,000
4. LSM officers shall receive the following amounts per semester:
  - a. President: \$2,100
  - b. Secretary-Treasurer: \$1,000
5. YAC officers shall receive the following amounts per semester:
  - a. President: \$2,100
  - b. Secretary-Treasurer: \$1,000
6. In the event that the total amount of compensation exceeds 40% of the funds allocated to Student Government, then, for that semester, the amount of compensation given to each officer shall be scaled so that the total amount is 40% of the funds allocated to Student Government for that semester.

**Article II**

Student Web Directory

Section A

1. The Executive Branch shall be responsible for gathering information during each semester consisting of personal information that students want withheld from the student web directory.
2. The Executive Branch shall publish a notification of the impending web page directory publication.
3. The Executive Branch shall wait one week after the 12<sup>th</sup> day of classes before implementing the student web directory.

**Article III**

Attendance

Section A

Requirements

1. Each Senator shall be absent no more than a combined total of four (4) absences for both Senate General Session and Committee Meetings each semester.
2. Each Senator shall have no more than four (4) substitutions in Senate General Session each semester.
3. Senators not assigned to a committee shall not miss more than three (3) General Session meetings per semester.
4. Committee Chairs shall take attendance in all official committee meetings and report attendance to the President Pro Tempore.
5. When a Senator violates parts 1, 2, or 3 the President Pro Tempore shall notify the Senator and the Resident Assistant of the Senator's district of the Senator's removal from Senate.

## **Article IV**

### **Membership in Activities and Ministries Branches**

#### **Section A**

##### **LSM**

1. To be members of LSM, students shall submit the following to LSM:
  - a. a completed application as specified by the LSM Bylaws;
  - b. a signed statement that they will abide by the LSM Bylaws and meet the requirements outlined in the Constitution.
2. The Secretary-Treasurer of LSM shall submit the names of applicants to the Vice President of Student Affairs or his/her designee for verification of the Constitutional requirements as found in the Constitution Article III, Section C, Number 1.
3. Upon receipt of notification by the Vice President of Student Affairs or his/her designee, the Secretary-treasurer shall send a letter to the member indicating acceptance or rejection.
4. Members may be dismissed with a majority vote of the membership of LSM for failure to meet attendance requirements as describe in the LSM Bylaws.

#### **Section B**

##### **YAC**

1. To be members of YAC, students shall submit the following to YAC:
  - a. a completed application as specified by the YAC Bylaws;
  - b. a signed statement that they will abide by the YAC Bylaws and meet the requirements outlined in the Constitution.
2. The Secretary-Treasurer of YAC shall submit the names of applicants to the Vice President of Student Affairs or his/her designee for verification of the Constitutional requirements as found in the Constitution Article III, Section C, Number 1.

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3. Upon receipt of notification by the Vice President of Student Affairs or his/her designee, the Secretary-Treasurer shall send a letter to the member indicating acceptance or rejection.
4. Members may be dismissed with a majority vote of the membership of YAC for failure to meet attendance requirements as describe in the YAC Bylaws.

## **Article V**

### **Clubs, Organizations, and Non-residential Societies**

#### **Section A**

1. All previously recognized clubs, organizations, and non-residential societies shall be required to submit the following to the Constitution Committee to be officially recognized each year:
  - a. a copy of their constitution;
  - b. the names of advisors;
  - c. the names, phone numbers, and CPO's of the current officers;
  - d. a paragraph of at least six sentences describing their function and purpose;
  - e. http address (if available) of current Web page;
  - f. list of off-campus affiliations.
2. The Constitution Committee shall respond to each group with an official letter of recognition.
3. The names and descriptions of official groups shall be placed on a Web page under the Senate section.

## **Article VI**

### **Oath of Office**

#### **Section A**

##### **Administering the Oath of Office**

1. The members of the Executive Committee and Senate must take the oath of office in chapel during the last month of the semester preceding their term of office.
2. The oath of office shall be administered to the Student Body President-elect by the President of the University. The newly elected Student Body President shall administer the oath of office to the other newly elected members of the Executive Committee and to the newly elected Senators.
3. If an office is vacated during the year or not filled during the general election, the person filling that office must take the oath of office within ten class days of appointment or election.
  - a. Those who replace members of the Executive Committee must take the oath of office during chapel.
  - b. Senator replacements may take the oath of office either:
    - i. during chapel;
    - ii. during a voting district meeting at which:
      1. the Student Body President must be present to administer the oath and;
      2. at least one half of the voting district's constituency must be present to witness the swearing in.

## **Article VII**

### **Secretary Selection**

#### Section A Selection

The presiding officer of Senate shall oversee the secretary selection process.

1. The candidates shall speak before Senate if called upon.
2. The Secretary shall be selected from among the candidates by a majority of Senate
  - a. if one candidate does not receive a majority vote, the candidate with the least number of votes shall be dropped from the ballot, and a vote taken from the remaining candidates;
  - b. in the case of a tie, the Presiding Officer of Senate shall determine the process for resolving the selection of Secretary.

## **Article VIII**

### **General Election**

#### Section A Announcement of Election

1. Notice of the upcoming General Election and information concerning existing positions shall be given to the students in conjunction with IMPACT.
2. Applications shall be available at the IMPACT informational meeting.
3. Other publicity concerning the General Election shall be the responsibility of the Nominating Committee.

#### Section B Nominating Committee

1. The Nominating Committee shall consist of the following members:
  - a) Vice President of Student Affairs (Co-Chair, non-voting);
  - b) Assistant Dean of Spiritual Life (Co-Chair, non-voting);
  - c) Present Executive Branch officeholders not running again;
  - d) A minimum of five senators nominated from Senate as a whole.
2. The Vice President shall be responsible for contacting committee members and initiating the nomination process.
3. The Nominating Committee shall draft and maintain applications in cooperation with YAC and LSM, including questions to establish eligibility (according to candidate requirements outlined in the Constitution) and determine competency for the following positions:
  - a) President of YAC;

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- b) President of LSM;
- c) Treasurer;
- d) Vice President;
- e) President.

4. Nominees shall submit the applications no later than two (2) weeks following their distribution. The Nominating Committee shall review the applications, and conduct individual interviews the following week.
5. If the committee perceives that a nominee has more potential in a position other than the one applied for, they shall make this recommendation to the nominee, and re-evaluate the nominee's standing (upon approval of the nominee).
6. A maximum of two candidates shall be selected for each position by majority vote of the committee.
7. The results of the Nominating Committee's decisions shall be announced in the next available Chapel.

### Section C

#### Independent Candidates

1. An independent candidate shall be defined as one who has completed the application for candidacy, did not become nominated by the Nominating Committee, and has submitted a petition containing signatures of one-third of the electorate.
2. Independent candidates shall be placed on the ballot, shall be given campaigning privileges, and shall be given speaking time during campaign speeches.

### Section D

#### Write-in Candidates

1. A write-in candidate is defined as one who has completed the application for candidacy, did not become nominated by the Nominating Committee, and has not obtained the signatures of one-third of the electorate.
2. Write-in candidates shall be written in on the ballot.
3. Write-in candidates shall be given campaigning privileges.

### Section E

#### Campaigning

1. Campaigning shall be allowed only after the Nominating Committee has verified nominee eligibility.
2. Campaign material shall be displayed according to the guidelines set by the Student Affairs Office.

### Section F

#### General Election

1. The nominated and independent candidates shall be given the opportunity to make speeches in chapel.
2. The General Election shall begin no later than one day after speeches are made in chapel.



3. Voting shall not begin until the candidates have completed their speeches in chapel.
4. Voting shall be available for at least 6 hours per day on two separate days.
5. Candidates shall be listed on the ballot in alphabetical order grouped by position.
6. The results of the election shall be announced publicly.
7. The results shall be placed in the public record and posted on the Student Government web pages.

## **Article IX**

### **Election Committee**

#### Section A

##### Duties

1. The Election Committee shall be responsible for the following aspects of the General Election, including, but not limited to:
  - a. counting all ballots;
  - b. making election announcements;
  - c. organizing the Nominating Convention
2. Election Committee shall organize and perform all aspects of any Special Election.
3. The Election Committee shall schedule all Student Government Elections in accordance with the Constitution.

#### Section B

##### Membership

1. The Election Committee shall consist of five members of Student Government who are not candidates in that election.
  - a. the Executive branch shall appoint one representative to the committee by majority vote;
  - b. the President Pro Tempore shall nominate four members of Senate for membership on the committee, to be approved by a majority vote of the entire Senate.
2. Members shall serve a term beginning the second session of Senate after classes begin, and ending the last regular session of Senate during the Spring semester.
2. Members of the committee shall elect a chairman.

#### Section C

##### Removal

1. In the event that a member does not meet the requirements of Section B, subsection 1, he shall be removed. His successor shall be chosen in accordance with Section B, subsection 1.

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2. The Executive Branch may, upon majority vote, replace their representative at any time.
3. Senate's representatives may be replaced in the same manner that Senate Committee members are replaced.

## **Article X**

### President Pro Tempore

#### Section A

1. The Presiding Officer of Senate shall oversee the President Pro Tempore election.
2. Candidates shall be nominated by their colleagues.
3. All candidates shall speak to Senate before the election.
4. If one candidate if one candidate does not receive a majority vote, the candidate with the least number of votes shall be dropped from the ballot, and a vote taken from the remaining candidates.
5. The Presiding Officer of Senate shall determine the method for resolving any ties.

#### Section B

1. Should the position become vacant the Presiding Officer of Senate shall hold a special election, within 6 class days, in accordance with Section A.
2. The Secretary shall inform all eligible candidates of the vacancy at least 72 hours before the special election.

## **Article XI**

### Allocation Bills

#### Section A

1. Senate must pass a general allocation bill by the second session after Student Government receives funds from the University in excess of \$5000.

## **Article XII**

### Agency Spending Approval

#### Section A

1. Events funded by either or both agencies whose total cost will exceed \$2000 shall be approved by a resolution in Senate.
2. Senate shall vote on the resolution within 12 class days of introduction.

## **Article XIII**

### Electorate

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Section A

General Electorate

1. The General Electorate shall consist of all LeTourneau students whom the University requires to pay a Student Government fee.
2. Members of the General Electorate shall have the right to participate in Student Government sponsored events.

Section B

Student Government Positions

1. Any student who holds a position in Student Government must be a member of the General Electorate.
2. Any student who holds a position in Student Government must meet University criteria for participation in Student Government.
3. No student may simultaneously hold both a non-senator position that receives a scholarship and a senator position.
4. Any student who holds a position in Student Government shall comply with the Constitution, Constitutional Articles, and enacted legislation.
5. Consistent failure to meet these requirements shall be grounds for removal.

## **Article XIV**

### **Agency Secretary-Treasurer Election**

Section A

Election

1. The President of the Agency shall oversee the Secretary-Treasurer Election.
2. Candidates shall be nominated by their colleagues.
3. All candidates shall address the Agency before the election.
4. A majority of all active members of the Agency will elect the Secretary-Treasurer
5. If no candidate receives a majority vote, the candidate with the least number of votes shall be dropped from the ballot, and a vote taken from the remaining candidates.
6. The President of the Agency shall determine the method for resolving any ties.

Section B

Vacancy

1. Should the position become vacant the President of the Agency shall hold a special election, within ten class days, in accordance with Section A.

2. The President of the Agency shall call a meeting of the Agency to occur within four class days to determine:
  - a) candidates who the agency will recommend to Senate for waiving of officer requirements
  - b) when the Secretary-Treasurer special election will take place.
3. If the Agency recommends waiving the requirements, the vote will occur at the next session of Senate.
4. If the President of the Agency fails to fill the position of Secretary-Treasurer, the Executive Branch shall take appropriate action.