

**#121775A - ACADEMIC AFFAIRS COMMITTEE**

1. The shall be a standing committee of the Senate and shall:

- review any and all proposals referred to it by the Senate on any matters concerning the academic policies and procedures at MWSC and make recommendations to the Senate on these matters,
- review and discuss any suggestions, complaints, and problems from the members of the Association concerning any academic matters brought to the attention of the Senate,
- initiate research on any academic matters when necessary and make recommendations to the Senate on their findings.

2. The Academic Affairs Committee shall consist of:

- A chairperson, which shall be a Senator selected by a majority of a quorum of the Senate, and,
- at least four members of the Association appointed by the chairperson.

3. The chairperson or any members of the Academic Affairs Committee may be removed from the committee by a majority vote of a quorum of the Senate.

**#121775B - FINANCIAL AFFAIRS COMMITTEE**

1. The Financial Affairs Committee shall be a standing committee of the Senate and shall:

- review any and all proposals referred to it by the Senate on any matters concerning the expenditures of any monies from the budget of the Association and shall make recommendations to the Senate as to whether the expenditure is worthwhile or not,
- review any and all requests from any person(s) or group(s) from the Association or from any of the campus organizations and make such a recommendation to the Senate.

2. The Financial Affairs Committee shall consist of:

- a chairperson, which shall be a Senator selected by a majority of a quorum of the Senate, and,
- at least four other members of the Association, appointed by the chairperson.

3. The chairperson or any member of the Financial Affairs Committee may be removed from the committee by a majority vote of a quorum of the Senate.

4. Resolutions of the Senate concerning the expenditures of any monies from the budget of the Association to any campus organization or any other person(s) or group(s) from the Association shall automatically be referred to the Financial Affairs Committee for further study and recommendation before the resolution is passed by the Senate unless the Senate decides by a three-fourths (3/4) vote of a quorum of the Senate to pass the resolution granting the request for monies.

**#121775C - LEGISLATIVE AFFAIRS COMMITTEE**

1. The Legislative Affairs Committee shall be a standing committee of the Senate and shall:

- review any and all proposals referred to it by the Senate on any matters concerning any proposed legislation, and shall make recommendations to the Senate on these matters.

2. The Legislative Affairs Committee shall consist of:

- a chairperson, which shall be a Senator selected by a majority of a quorum of the Senate, and,

- four (4) members of the Association; all four members of the committee shall be appointed by the chairperson.

3. The chairperson or any of the four members of the Legislative Affairs Committee may be removed from the committee by a majority vote of a quorum of the Senate.

**#121775D - STUDENT AFFAIRS COMMITTEE**

1. The Student Affairs Committee shall be a standing committee of the Senate and shall:

- review any and all proposals referred to it by the Senate on matters concerning any problems of the members of the Association or any proposed programs and projects to benefit all members of the Association and make recommendations to the Senate on such matters,
- initiate research on ways to improve the campus life of all MWSC students and make recommendations to the Senate on their findings,
- review any proposals as the said committee deem necessary in order to carry out the functions of the Student Affairs Committee.

2. The Student Affairs Committee shall consist of:

- a chairperson, which shall be a Senator selected by a majority vote of a quorum of the Senate, and,
- at least four members of the Association as appointed by the chairperson.

3. The chairperson or any member of the Student Affairs Committee may be removed from the committee by a majority vote of a quorum of the Senate.

**#091084A - MISSOURI COLLEGIATE GOVERNMENT ASSOCIATION COMMITTEE**

The Missouri Collegiate Government Association (hereafter shall be referred to as MCGA) Committee shall be a standing committee of the Senate.

**#121775E - SERVING ON STANDING COMMITTEES OF THE SENATE**

All Senators shall be required to serve on one of the standing committees of the Senate, as attendance at the meetings of the standing committees of the Association counts on each Senator's records keeping track of how many meetings each Senator attends.

**#121774 - EXECUTIVE COUNCIL MEMBER**

No executive council member shall be a member on any branch of the SGA.

**#121875A - ATTENDANCE AT SENATE MEETINGS AND STANDING COMMITTEE MEETINGS**

1. A record of the attendance of each Senator shall be kept by the Secretary/Treasurer to determine which Senators remain eligible due to attendance at Senate meetings (as noted in the constitution ARTICLE III., Section 7c).

2. A Senator shall be counted as absent from a meeting of the Senate if:

- the senator arrives to the meeting after fifteen (15) minutes past the appointed hour for the meeting to begin, or,
- the senator leaves the meeting before sixty (60) minutes have elapsed after the appointed hour for the meeting to begin.

3. A Senator shall not be considered as absent from a meeting of the Senate if the senator is representing the SGA on official business elsewhere (the Senate shall determine by a majority of a quorum of the Senate if the business is valid or not for the Senator to be attending).

4. A SGA member shall not request his/her absences to be excused until after the third absence. At this time any or all absences may be requested to be excused.

5. When any member of the S.G.A. is absent from a meeting, they shall submit in writing to the presiding officer of their branch, the reason for absence. If this is not done within one week of the absence, then the absence shall be unexcused regardless of the reason. Upon receipt of the third

absence notice, the presiding officer shall make his/her recommendations to the respective branch.

6. When any member of the Senate does not attend a committee meeting, the absence shall count as 1/2 of an absence towards their regular attendance record.

#### **#121875B - WRITING LEGISLATION OF THE ASSOCIATION**

1. All legislation introduced in any meeting of any branch of the SGA shall be presented, along with the name of the author of the legislation, to the presiding officer of the meeting unless the said presiding officer deems it not necessary to have the legislation in writing (due to the simplicity of the legislation, such as nomination, refer to committee, etc.).

All legislation, when presented to the presiding officer, shall be noted as to its type:

- amendment to the constitution,
- by-law or amendment to an existing by-law,
- policy or an amendment to an existing policy,
- resolution

2. The Senate shall be the only branch of the SGA allowed to propose legislation that is considered as an amendment to the constitution or a by-law or an amendment to an existing by-law with the exception of amendments to ARTICLE VI by the Dormitory Association.

All legislation, after passed by the branch of SGA proposing the legislation, shall:

- be signed by the president of either the Campus Activities Board or Dormitory Association, depending on whether either of these branches proposed the legislation,
- be signed by the SGA President,
- forwarded to the Dean of Student Affairs for his signature and for further action.

#### **#121875C - POLICIES OF THE SGA**

1. A policy shall be defined: as legislation that is designed to serve as the guidelines of procedure for a specific project of any branch of the SGA: that are to be followed to insure fairness and equal treatment to all persons involved.

2. A policy of the SGA shall not take precedence over any provision of the constitution or its by-laws, but shall have precedence over any resolution by any branch of the SGA. Any and all branches of the SGA may pass legislation that is considered as a policy.

3. A policy, for approval, shall require only a majority vote of a quorum of the branch of the SGA proposing the policy.

#### **#121875D - RESOLUTIONS OF THE SGA**

1. A resolution shall be considered as all legislation introduced in a meeting of any branch of the SGA that is not considered to be an amendment to the constitution, a by-law or amendment to a by-law, or a policy or an amendment to a policy.

2. A resolution of any branch of the SGA shall not take precedence over any provision of the constitution or amendments to it, a by-law or the constitution, or any policy of any branch of the SGA. Any and all branches of the SGA may pass legislation that is considered as a resolution.

3. A resolution, for approval, shall require only a majority vote of a quorum of the branch of the SGA proposing the resolution, unless another margin of vote is stipulated for its approval.

#### **#902677E - MEETINGS OF THE SENATE (revised 4/27/92)**

1. The Presiding Officer of the Senate shall designate the time and day of Senate meetings for the ensuing year of his/her term of office. This shall be done in the spring preceding his/her term.

2. The first meeting of the Senate of each semester shall be a regular meeting. The second meeting of the Senate of each semester shall be a committee meeting day. Thereafter the two shall alternate.

3. The committee meetings shall be preceded by a meeting of all Senators for roll call, approval of the minutes, and any emergency legislation (as determined by the presiding officer, however, the Senate may override the decision of the presiding officer by a two-thirds vote of a quorum of the Senate.)

4. The Senate of the SGA will not meet during the week of finals at MWSC or when MWSC is closed.

#### **#121875F - COMMITTEES OF THE SENATE**

1. Any special committee of the Senate may be formed by the Senate or by the presiding officer to perform a specific function. The presiding officer shall also appoint the chairperson and the other members of the special committee. It shall be the duty and responsibility of the members of this committee to meet on its own time outside of the appointed time for the Senate meetings to carry out its function and to make recommendations to the Senate on its findings.

2. Any standing committees of the Senate may decide by a majority vote of a quorum of its members to meet at some time other than the appointed time for the Senate meetings of committees, but attendance at this committee meeting will not be counted on the record of each Senator's attendance by the Secretary/Treasurer.

3. It shall be the duty of the chairperson of all standing committees and special committees of the Senate to file a report of the minutes of the meeting of the committee and any recommendations of the committee to the Senate shall be included in this report. The report shall be filed with the SGA vice-president.

#### **#121875G - ELECTION RULES AND REGULATIONS FOR ALL ELECTIONS OF THE BRANCHES OF THE ASSOCIATION**

All elections held by any branch of the Association shall be under the jurisdiction of the Election Commission, and the following rules and regulations, in addition to the ones outlined in the constitution (ARTICLE VII), shall govern the elections:

1. Each candidate running for election for any elected position on any branch of the SGA shall be limited to thirty (30) posters (each poster shall not exceed two (2) feet by three (3) feet in size), also announcing his/her running for a position and to three (3) banners (each banner shall not exceed five (5) feet by twelve (12) feet in size), also announcing his/her running for the position,

2. There shall be no writing on any wall, sidewalk, driveway, street, or parking lot on campus,

3. No campaigning literature shall be placed within ten (10) feet of any polling table or polling box where the ballots are being cast unless the Projects/Campus Organizations Director places the literature there,

4. Candidates shall not campaign in any building that voting is being held during the hours of the elections,

5. Any alleged violations of any rules and regulations of any election shall be reported to the Projects/Campus Organizations Director, and the Election Commission shall investigate the alleged violation and shall determine how to correct the situation,

6. The times for voting shall be from 8:00 a.m. to 2:00 p.m. and from 4:30 p.m. to 6:30 p.m. for two consecutive days during the week as set by the Election Commission. The Senate may override the decision of the Election Commission as to what days the election shall be held by a majority of a quorum of the Senate, providing that such a decision by the Senate is made at least two (2) weeks prior to the time and dates as set by the Election Commission, and this new time shall be

announced to the members of the Association,

7. The polling places for the voting for each election shall be set by the Election Commission, however, the Senate may override the decision of the Election Commission by a majority vote of a quorum of the Senate as to the places for the voting to take place, providing that the decision by the Senate is

made at least two (2) weeks prior to the dates set by the Election Commission.

8. Anyone working at the polling places for any election shall not wear any clothing bearing any emblems or insignias, etc. affiliating them with any campus club or organization other than the SGA.

9. An I.D. with a picture and social security number is required to vote in an election.

#### **#121875H - BUDGET OF THE ASSOCIATION (SGA BUDGET) GUIDELINES**

This by-law shall serve as a guideline for creating the SGA budget by the Executive Council each fall semester before presented to the Senate.

1. The accounts of the budget shall be the following:

1.0 LEGISLATIVE BRANCH

- 1.1 Special Projects
- 1.2 Campus Organizations
- 1.3 SGA Scholarships

2.0 EXECUTIVE BRANCH

- 2.1 SGA President salary
- 2.2 SGA Vice-President salary
- 2.3 Projects/Campus Activities Director salary
- 2.4 Work study personnel
- 2.5 Travel
- 2.6 Operational
- 2.7 Contingency
- 2.8 SGA Secretary

3.0 CAMPUS ACTIVITIES BOARD BRANCH

- 3.1 CAB Chairperson salary
- 3.2 Travel
- 3.3 Operational
- 3.4 Contingency
- 3.5 Cultural Events
- 3.6 Activity Fund
- 3.7 Intramural/SGA Cooperative Program

4.0 RESIDENCE ASSOCIATION BRANCH

- 4.1 Residence Council President salary
- 4.2 Council Appropriation

5.0 BUDGET CARRYOVER

- 5.1 Budget carryover from previous spring
- 5.2 4% hold back of current budget

2) The following accounts shall have the following set amounts (revised 5/92):

- 2.1 SGA President salary (full current tuition and fees for an in-state 12 credit hour schedule)
- 2.2 SGA Vice-President salary (one-half (1/2) current tuition and fees for an in-state 12 credit hour schedule)
- 2.3 Projects/Activities Director salary (one-half (1/2) current tuition and fees for an in-state 12 credit hour schedule)
- 2.8 SGA Secretary Internship (\$1250 per fall and and spring semesters) \$2500
- 3.1 CAB Chairperson salary (three-fourths (3/4) current tuition and fees for an in-state 12 credit hour schedule)
- 4.1 Dorm Association President salary (two-thirds (2/3) current tuition and fees for an in-state 12 credit hour schedule)
- Prorate stipend for any paid SGA officer leaving office during period of stipend.
- 5.2 4% excluding Nolan B. Morrison stipends and SGA secretary, shall be held back from previous budget to be used in conjunction with budget carryover from previous spring (5.1) until budget for current year is approved.
- Should any total budget carryover (5.0) be left over, it is automatically figured into the current budget.

The aforementioned salaries shall be made available to the recipients during registration at the fall and spring semesters and shall be named the Dr. Nolen B. Morrison Memorial Fund. The

salaries of any of these positions may be withheld by a vote of two-thirds (2/3) of a quorum of the Senate if the Senate deems that the person in the position is not properly executing the duties of the position.

3. The following accounts shall have the following minimum amounts:

- The SGA Scholarships shall amount to a minimum of \$2,000 per year consisting of a minimum of ten scholarships equalling no less than \$200 per award. Each award shall be divided equally between the fall and spring semesters, no less than \$100 per semester.

Applicants for the SGA Scholarships must meet the following criteria:

- Must maintain a cumulative GPA of 2.0 or higher.
- Must be a returning student enrolled in 12 or more hours.
- Must be involved in at least one recognized college club or organization.

4. The Intramural/SGA Cooperative Program account (3.7) shall also be a set amount of \$2,000 and will be transferred at the beginning of each fall semester.

5. The remaining accounts of the budget shall be set by the members of the SGA Executive Council each fall semester before the budget is presented to the Senate for approval. The Executive Council shall also include with the budget and the amounts for each account a statement(s) that determines how the monies of the budget shall be controlled and spent.

6. The following position(s) or branch(es) of the SGA shall be responsible for the spending of the monies in the following accounts of the SGA budget:

- 1.1, 1.2 .....SGA Senate
- 2.1, 2.2, 2.3 .....SGA Senate
- 2.4, 2.5, 2.6, 2.7, 2.8 .....SGA President
- 3.1 .....SGA Senate
- 3.2, 3.3, 3.4, 3.7 .....CAB Chairperson
- 3.5, 3.6 .....CAB Members
- 4.1, 4.2 .....Residence Council

7. Once the Senate has approved the budget in the fall, monies allocated to each account must be spent on materials, projects, events, etc. according to the account description of the budget.

8. Each branch may only spend a percentage of the carryover equal to their percentage of the total budget.

**#110783 - SENATORS WORKING IN SGA OFFICE**

Each voting and associate senator shall be required to serve one hour per week in the SGA office in addition to that amount of time which is required in regularly scheduled legislative sessions and committee meetings. Office hours shall be excused only when they fall on a day when classes are not in session. In the event that

a senator cannot be present for his/her scheduled office hour, he/she may serve an alternate hour prior to his/her next regularly scheduled office hour. Absences from an office hour shall count as 1/2 of one absence towards the regular attendance record and shall be subject to the attendance policy as stated in bylaw #121875A.

**#112282 -FUNDING ACT** (Revised 10/01)

The following criteria shall govern the allotment of all funds from section 1.2 of the SGA Budget to officially recognized campus organizations.

1. Pre-Event Funding Request

Application Procedure

- A recognized organization that wishes to request funds must first fill out a student senate funds application, which can be obtained in the SGA office (SU 217)
- Only those organizations that are recognized and are in good standing with the SGA shall be eligible to receive funding.

- The application must be received by the SGA Treasurer, who shall date and initial it.
- Applications must be received by the close of the SGA office at least one month (21 classroom days) prior to the event for which the organization is requesting funds

#### Committee Hearing Procedure

- Upon receiving the application from the treasurer, the Financial Affairs Committee shall hold a hearing to gather information, which will determine the amount that may be granted to the club.
- The President and the Treasurer of the requesting organization shall be required to attend the Financial Affairs hearing. If the President or Treasurer cannot attend, prior arrangements must be made with the Financial Affairs Chairperson.
- The Financial Affairs Committee reserves the right to refuse to recommend any request for funding to Student Senate, while retaining the right to recommend only partial or full funding.
- Financial Affairs Committee reserves the right to veto money allocated if the organization does not comply with the guidelines set at the hearing.

#### Senate Hearing Procedure

- The members that represented their organization at the committee hearing shall also be present at the Student Senate meeting where the allocation of funds is voted on.
- The Financial Affairs Committee chair or his/her designee shall report on all hearing requests heard by the committee. If the committee is recommending allocation of funds, the report should include a motion to allocate those funds. If the committee is recommending that no allocation be made, no motion should be presented.

#### Follow-up Procedure

- Documentation, such as receipts, bills and a typed follow-up report must be submitted to the SGA Treasurer to account for the money allocated by Student Senate. Failure to comply will result in the termination of reimbursement to the organization.
- Student Senate reserves the right to investigate the use of all funds allocated.
- Any money spent that is not accounted for may be recovered by Student Senate or the organization members may be held liable. If the money is not returned in one after the investigation, the organization will lose its recognition.
- Student Senate may cancel a portion or all the allocation at any time.

#### Post-Event Funding

##### Application Procedure

- A recognized organization that wishes to request funds must first fill out a student senate funds application, which can be obtained in the SGA office (SU 217).
- Only those organizations that are recognized and are in good standing with the SGA shall be eligible to receive funding.
- The application must be received by the SGA Treasurer, who shall date and initial it.
- Applications must be received by the close of the SGA office at least one month (21 classroom days) prior to the event for which the organization is requesting funds.

#### Committee Hearing Procedure

- Upon receiving the application from the treasurer, the Financial Affairs Committee shall hold a hearing to gather information, which will determine the amount that may be granted to the club.
- The President and the Treasurer of the requesting organization shall be required to attend the Financial Affairs hearing. If the President or Treasurer cannot attend, prior arrangements must be made with the Financial Affairs Chairperson.
- The Financial Affairs Committee reserves the right to refuse to recommend any request for funding to Student Senate, while retaining the right to recommend only partial or full funding.
- Financial Affairs Committee reserves the right to veto money allocated if the organization does not comply with the guidelines set at the hearing.

#### Senate Hearing Procedure

- The members that represented their organization at the committee hearing shall also be present at the Student Senate meeting where the allocation of funds is voted on.
- The Financial Affairs Committee chair or his/her designee shall report on all hearing request heard by the committee. If the committee is recommending allocation of funds, the report should include a motion to allocate those funds. If the committee is recommending that no allocation be made, no motion should be presented.

#### Follow-up Procedure

- Documentation, such as receipts, bills and a typed follow-up report must be submitted to the SGA Treasurer to account for the money allocated by Student Senate. Failure to comply will result in the termination of reimbursement to the organization.
- Student Senate reserves the right to investigate the use of all funds allocated.
- Any money spent that is not accounted for may be recovered by Student Senate or the organization members may be held liable. If the money is not returned in one after the investigation, the organization will lose its recognition.
- Student Senate may cancel a portion or all the allocation at any time.

### **CRITERIA AND RULES FOR RECOGNIZED ORGANIZATIONS ON CAMPUS**

#### 1. Charterization

- Any recognized organization must adhere to the Criteria and Rules for Recognized Organizations on Campus.
- Each organization which is to be officially recognized by Missouri Western State College must be approved and chartered by the Office of Student Affairs and the Student Government Association.
- Semester reports are required of each organization. Fall reports are to be submitted by the third full week of classes in the fall semester and Spring reports are to be submitted by May 1. Completed Fall and Spring Reports must include an official roster of all members. Corrections to this roster can be made up until a week after mid-term grades are reported. (4/98)
- Proposed changes in the constitution of a recognized organization must be approved by the Office of Student Affairs and the Student Government Senate.
- Recognized organizations must have an advisor who is a member of the Missouri Western State College faculty, administration, or staff.

#### 2. Activities (revised 10/96)

- All organization activities and programs held on campus must be approved and scheduled through the Dean of Students.
- Recognized student organizations may engage in five fund raising activities per semester that are held on campus with the approval of the Dean of Student Affairs and under the following conditions:
  - That such activities do not conflict with the educational purposes of the college.
  - That such activity does not conflict with any activity already approved.
- All guest speakers must be cleared through the Dean of Student Affairs.
- If an organization, which is acting as an organization-- not individuals--has an activity which brings bad publicity to Missouri Western State College, an investigation into the responsible organization and the activity shall be made. This investigation shall be performed by the Student Government Association Judicial Board. If the cause of the bad publicity could have clearly been avoided by the organization, disciplinary action shall be taken.
- Disciplinary action against any organization not adhering to the Criteria and Rules for Recognized Organizations on Campus shall be determined by the Student Government Association Judicial Board. The prior conduct of the organization and the severity of the incident shall be considered before establishing the penalty against the organization.



- Recruitment by any club or organization is required to be alcohol free. All clubs must submit recruitment agendas to the Dean of Student Affairs office prior to the beginning of recruitment. Enforcement will be the responsibility of each club or organization and the Senate Judiciary Board. (4/98)

### 3. Advertising

- Eligibility for Advertising
  - Non-college agencies, individuals, and activities for student participation are subject to approval.
  - All advertising on campus must be approved by the Dean of Student Affairs Office.
  - The name of the organization or individual doing the advertising must be contained somewhere on the advertisement. The expiration date must also be placed visibly on the advertisement. Within two days following the expiration date, the advertisement must be removed.
  - Advertisements must not overlap other advertisements. No advertisements shall be chalked on sidewalks.
  - Failure to adhere to these guidelines regarding advertising shall result in:
    - punishment determined by the Student Government Association Judiciary Board with the first offense,
    - loss of advertising privileges for a period of the remainder of the semester with the second offense,
    - possible probation, loss of charter, or other action to be determined by the Dean of Student Affairs and/or Student Government Association Judiciary Board for each offense after the second offense.
- Contents of advertising materials  
Advertising shall be defined as any method or device used to publicize information on the Missouri Western State College campus. The following rules shall govern the approval or disapproval of advertising materials:
  - Advertising which may encourage the violation of a law will not be approved.
  - Advertising which, in any way, unfairly ridicules any race, sex, religion, organization, business, or profession will not be approved.
  - Advertising which is obscene or profane will be left to the discretion of the Office of Student Affairs.

#### #102977 - **STUDENT ORGANIZATION RECOGNITION AWARDS** (revised 10/02)

- Nomination forms will be available in SGA office (SU 217).
- The Director of Clubs and Organizations shall be in charge of the Student Organization Recognition Awards.
  - Student Affairs Committee as well as Dean of Student Affairs Office shall assist the Director.
  - The judging and selection of the awards will be determined by a committee of college professors/staff and community members who have no bias opinions, membership, or personal connection with any of the student organizations.
    - The Student Affairs Committee will take recommendations of college professors, staff and community individuals that will assist in the judging of the packets.
- To participate, organizations must be a recognized by Student Government Association and in good standing with the college.
  - Student organizations may apply for as many categories as they are qualified.
  - Student organizations may only list activities that have taken place during the fall and spring semester of that current academic year.

- Application packets must be no larger than twenty (20) pages per award category front and back on standard paper.
- Awards will be presented at the SGA banquet at the end of the year. Packets are to be due by the first (1) Friday in April.
- Any organizational discrepancies concerning the recognition awards must be submitted in writing to the Student Affairs Chairman and President of the Student Government Association.
- The award categories are as follows
  - Most Active Organization Award
    - Awarded to a student organization that is the overall best student organization.
    - List activities your organization has planned or organized
    - List honors organization has received
    - List campus activities and programs organization has participated in
    - Include organization constitution
  - Glen Marion Community Service Award
    - Awarded to a student organization that is most active in community service
    - List service activities your organization has planned or organized
    - List honors organization has received
  - Most Spirited Organization
    - Awarded to the student organization exhibiting and encouraging school spirit on campus
    - List programs and activities organization has participated in that promotes school spirit
    - List campus activities and programs organization has participated in
  - Most Outstanding Fraternity
    - Decided by Inter-Greek Council and recognized by SGA
  - Most Outstanding Sorority
    - Decided by Inter-Greek Council and recognized by SGA
  - Most Outstanding Religious Organization
    - Awarded to a student organization that is classified as a religious organization
    - List activities organization has planned or organized
    - List honors organization has received
    - List campus activities and programs organization has participated in
    - Include organization constitution
  - Most Outstanding Departmental Organization
    - Awarded to a student organization that is classified as a departmental organization
    - List activities organization has planned or organized
    - List honors organization has received
    - List campus activities and programs organization has participated in
    - Include organization constitution
  - Most Outstanding Special Interest Organization
    - Awarded to a student organization that is classified as a special interest organization
    - List activities organization has planned or organized
    - List honors organization has received

- List campus activities and programs organization has participated in
  - Include organization constitution
- Best New Organization
  - Awarded to a new student organization that was chartered within the current academic year.
  - List activities organization has planned or organized
  - List honors organization has received
  - List campus activities and programs organization has participated in
  - Include organization constitution
- Dean Hoff Outstanding Achievement Award
  - To be nominated for Dean Hoff Outstanding Achievement Awards, a student must be enrolled full time with at least twelve (12) credit hours for both fall and spring semesters that current academic year.
  - One award will be given to a student in each category.
  - Freshmen
    - To be eligible for award must have 1-29 hours of academic credit earned
    - Involvement and accomplishments for the year of nomination
    - Contributions given to programs and activities on campus
  - Sophomore
    - To be eligible for award must have 30-59 hours of academic credit earned
    - Involvement and accomplishments for the year of nomination
    - Contributions given to programs and activities on campus
  - Junior
    - To be eligible for award must have 60-89 hours of academic credit earned
    - Involvement and accomplishments for the year of nomination
    - Contributions given to programs and activities on campus
  - Senior
    - To be eligible for award must have 90 and above hours of academic credit earned
    - Involvement and accomplishments for the entire time spent at MWSC
    - Contributions given to programs and activities on campus
- Student Organization Advisor of the Year
  - Advisor must be on the college payroll to be nominated for the award.
  - Contributions given to the organization of nomination
- The Director of Clubs and Organizations will announce the winners. The Student organization award winners will receive a plaque/trophy and each member in those organizations will receive a certificate commemorating the award. The overall Most Active Organization will receive a traveling trophy for one (1) year.

#### **#12068201 MEETINGS OF THE CAB**

1. The Chairperson of the CAB shall preside over the meetings of the CAB. In the case of his/her absence, the Vice-Chairperson shall preside.
2. The presiding officer of the CAB shall designate the time and day of the CAB meetings for the ensuing year of his/her term of office. This shall be done in the Spring preceding his/her term.
3. Meetings of the CAB shall be held at the designated time and day every week of each month except on holidays, the week of final exams, and during summer sessions.
4. The CAB Chairperson reserves the power to call an emergency meeting at any given time for a designated purpose provided that a simple majority of CAB members are present.

- An emergency meeting is defined to be a meeting where an important decision must be made immediately and all CAB members may not have been notified.
- The meeting may be called to order immediately upon the arrival of the majority of CAB members.

5. The CAB Chairperson reserves the power to call a special meeting at any given time for a designated purpose, with notification to all current CAB members stating the time, place, and purpose of the meeting.

- Notification to CAB members may be through the use of verbal or written communication.
- Notification shall be communicated to the CAB members at least two days prior to the special meeting.

Approved Dec. 9, 1982

#### **#12068202 - COMMITTEES OF THE CAMPUS ACTIVITIES BOARD**

1. Each member of the Campus Activities Board (CAB) shall be required to chair a standing committee of the CAB with the exception of the Chairperson and the Vice-Chairperson of the CAB.
2. Any special committees of the CAB may be formed by the presiding officer of the CAB to perform a specific function.

- The chairperson of the committee shall be appointed by the chairperson of the CAB.
- The members of the special committee may be appointed by the CAB chairperson or the committee chairperson.
- The chairperson of the special committee shall report its findings to the CAB.

3. Each standing committee of the CAB shall be required to meet outside of the regular meeting time of the CAB to carry out its duties and responsibilities.
4. The meetings of all standing and special committees of the CAB shall be at the designated time and day each week as determined by the particular chairperson of that committee, except on holidays and during the week of final exams.
5. Each chairperson of a standing or special committee of the CAB may be removed from the committee by a majority vote of the members present and voting of the CAB or by a two-thirds vote of the members present and voting of the Senate.
6. Each chairperson of a standing or special committee of the CAB shall be required to file a report of the minutes of the committee meetings. This report shall be filed with the CAB Vice-Chairperson.

#### **#12068203 - THE CHAIRPERSON OF THE CAB**

1. The chairperson of the CAB shall have all the powers as prescribed by the SGA constitution and its by-laws.
2. The chairperson shall preside over all CAB meetings unless an emergency or other school business detains him/her from the meeting. At that time, the vice-chairperson shall act as the presiding officer.
3. The chairperson shall be a member of all the committees of the CAB.

4. The chairperson shall be selected as prescribed in Article II, Section 4A of the SGA Constitution.

**#12068204 - THE VICE-CHAIRPERSON OF THE CAB**

1. The vice-chairperson shall act as the presiding officer of the CAB in the event that the chairperson is unable.
2. The vice-chairperson shall preside over any special or standing committee of the CAB that relates to a large portion of the association.
3. The vice-chairperson shall be a member of all the committees of the CAB and shall maintain a record of all committee action.
4. The vice-chairperson shall be selected from the CAB members at the close of each spring semester and shall then serve for one full year.

Revised 5/86

**#12068205 - MEMBERS OF THE CAB**

1. Each member of the CAB shall be required to chair a standing committee of the CAB with the exception of the chairperson and the vice-chairperson of the CAB.
2. Each member shall reserve such power as their committee allows as prescribed elsewhere in these by-laws.
3. Twelve members shall be selected to the CAB at the close of each semester as described elsewhere in these by-laws.
4. Each member shall be required to have office hours as deemed necessary by the chairperson, vice-chairperson, and member concerned.
5. There shall be twenty-four (24) members selected by a selection committee to serve on the CAB.

Revised 5/86

**#12068206 - THE ACTIVITY FUND OF THE CAMPUS ACTIVITIES BOARD**

1. The chairperson of the Campus Activities Board shall be responsible for the reviewing and developing of a tentative budget for the Activity Fund of the Campus Activities Board.
2. The budget shall contain allocations to each of the standing committees of the Campus Activities Board as established elsewhere in these by-laws.
3. The budget shall contain allocations to each of the special committees of the Campus Activities Board as established elsewhere in these by-laws.
4. The budget shall contain a Reserve fund that any special or standing committee of the CAB may use upon approval by a majority vote of the CAB members present and voting.
5. The budget shall be presented to the SGA Senate during the fall semester of each school year.

**#120682A - STUDENT SERVICES AND SPEAKERS COMMITTEE**

1. The Student Services and Speakers Committee shall be a standing Committee of the Campus Activities Board and shall:
  - Conduct surveys of the student association in order to stimulate student participation as well as to inform the CAB committees of desired activities.
  - Promote and develop educational sessions beneficial to the student association.
  - Select and promote a speaker and lecture series, alone or in conjunction with other groups or departments, with a minimum of one per semester.
  - Be involved with any other activity as deemed necessary by the CAB Chairperson or the majority of CAB members.
2. The Student Services and Educational Committee shall consist of:
  - A chairperson, which shall be selected from the CAB by a majority vote of those CAB members present and voting.
  - At least four members of the association appointed by the committee chairperson.
  - At least one other member from the CAB.

**#120682B - SPECIAL EVENTS COMMITTEE**

1. The Special Events Committee shall be a standing committee of the Campus Activities Board and shall:

- Help organize and promote activities that involve a significant number of the student association.
- Review, develop, promote, and be responsible for a series of live entertainment around the noontime and in the evening.
- Review, develop, and organize concerts for the association.
- Be involved with any activity deemed necessary by CAB Chairperson or the majority of the CAB.

2. The Special Events Committee shall consist of:

- a chairperson, which shall be selected from the CAB by a majority vote of those CAB members present and voting
- at least six members of the student association appointed by that committee chairperson.
- at least one other member from the CAB.

**#120682C - DANCE COMMITTEE**

1. The Dance Committee shall be a standing committee of the Campus Activities Board and shall:

- be responsible for planning, organizing, and promoting all phases of any all-school dance as deemed appropriate by the committee.
- be involved with any activity as deemed necessary by the CAB chairperson or the majority of the CAB members.

2. The Dance Committee shall consist of:

- a chairperson, which shall be selected from the CAB by a majority vote of those CAB members present