

**THE BYLAWS
OF THE
STUDENT GOVERNMENT ASSOCIATION
OF
MISSOURI STATE UNIVERSITY**



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STUDENT GOVERNMENT ASSOCIATION
LAST UPDATED MAY 12, 2014

ARTICLE I: LEGISLATIVE PROCESS

Section 1: Agenda

- A. The Senate Secretary will be responsible for formulating the Senate agenda.
- B. The resolutions, reports, and other material to be placed on the agenda or to be distributed with the agenda must be presented to the Senate Secretary no later than 4:00 p.m. one day prior to the Senate meeting.
- C. The Senate agenda will be organized within the following components:
 1. Open Forum
 - a. Any person in attendance will be allowed to speak when recognized by the Speaker of the Senate.
 - b. Each speaker will have a maximum of ten minutes to speak, followed by a five-minute question period.
 - c. At the discretion of the chair the question period may be extended by five minutes, up to four times, if no senators object to the extension.
 2. Approval of Minutes
 3. Executive Reports
 - a. The President, and Vice President, and Speaker Pro Tempore shall have the power to speak during Executive Reports.
 - b. Executive officers will have the ability to give oral committee reports and answer any questions senators might have about said reports. These reports should not exceed two-minutes including questions.
 4. Cabinet Reports
 - a. Committee Reports will be typed and distributed at meetings.
 - b. Committee chairs, the Sergeant at Arms, and the Secretary of the Senate will have the ability to give oral reports and answer any questions senators might have about said reports. These reports should not exceed two-minutes excluding questions.
 5. Old Business
 - a. A resolution appearing as General Business shall only be considered for final disposition if it appears on the agenda under Old Business.
 - b. Before appearing in Old Business, a motion must be submitted in New Business.
 6. New Business
 - a. Resolutions appearing as Senate Business shall be considered upon their first appearance during New Business.
 - b. Items in New Business shall be submitted by either oral or written report.
 7. Announcements

Agenda items may not be discussed in Announcements.
 8. Adjournment

Section 2: Minutes

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- A. Copies of the minutes of the previous meetings must be made available in the Senate offices and on the SGA website no later than 5:00 p.m. one day prior to the next meeting.
 - B. Minutes shall be composed of the same components contained within the agenda and shall include the names of senators making and seconding approval, disapproval, or tabling of motions, reports of all votes other than voice votes, and summaries of all Reports, Open Forum speeches, and Announcements.

Section 3: Attendance Policy

- A. An unexcused absence from more than three regularly scheduled Senate meetings during an academic semester is grounds for removal from the Senate. An excused absence will be determined at the discretion of the Sergeant at Arms.
 - 1. After a senator accumulates three unexcused absences, he/she will be removed from SGA by the Sergeant at Arms.
 - 2. During the Senate session subsequent to the third absence, the Sergeant at Arms will present a resolution dismissing the senator from SGA.
- B. Senators are required to serve one office or committee work hour per week. This office hour can be made up if missed. Two consecutive missed office hours will equal one Senate absence. Senators are required to serve on a standing committee and will be required to attend regular meetings of that committee. An unexcused absence from a committee meeting will constitute one absence for attendance purposes. An excused absence will be determined at the discretion of the committee director.
- C. Senators are required to attend a training session within the first four weeks of being sworn in. This training session will be led by the Vice President, Speaker Pro Tempore or their designee.

Section 4: Oath of Office

I, (state your name), do solemnly affirm that I will faithfully execute the office of (name of office) and will, to the best of my ability, uphold the Constitution of the Student Government Association of Missouri State University.

Section 5: Limitation of Debate

- A. The length of time a person is allowed to speak at any given time during debate will be limited to five minutes.
- B. A person will be able to debate twice per debatable motion.
- C. Deferring to a person is considered the use of one speaking turn.

Section 6: Absentee Ballots

- A. A senator may cast an absentee ballot on any resolution put before the Senate.
- B. Absentee ballots will be made available.
- C. Motions that are amended, except for stylistic changes, shall invalidate all absentee ballots.
- D. Absentee ballots must be cast before the vote takes place.
- E. Eligible absentee ballots will maintain quorum on the issue for which they are cast.

Section 7: Senate Resignations

- A. Senators wishing to resign must tender resignations in writing and shall address letters of resignation to the Sergeant at Arms.
- B. The Sergeant at Arms shall keep letters of resignation on file.

Section 8: Parliamentary Procedure

- A. All meetings will be conducted according to the rules set forth in the current edition of *Robert's Rules of Order Newly Revised* unless otherwise regulated by these Bylaws.
- B. Members of the Executive Branch, with the exclusion of the President, shall be given speaking rights. These members shall not be given voting rights.
- C. A motion for a roll call vote will require:
 - 1. Two senators in agreement to confirm if there is a vote requiring a two-thirds vote of Senate seats filled.
 - 2. Four senators in agreement to confirm if there is a vote requiring a two-thirds vote of senators present.
 - 3. Six senators in agreement to confirm if there is a vote requiring a majority.
 - 4. All votes requiring a three-fourths majority will require a roll call vote.

Section 9: Recess Appointments

When the Senate is adjourned and no meeting of the Senate is scheduled for a period of not less than two (2) months, the President and the Vice President will be allowed to enter executive orders appointing officers of the executive and legislative branches (except the Sergeant-at-Arms), as allowed by the Constitution. Officers appointed by executive order under this bylaw may serve as if they had been confirmed by the meeting of the Senate. The President will publicly post the orders immediately upon their signing. The President and Vice President are required to report their orders to the Senate in its next regular meeting. Upon the report of the President and Vice President, any member of the Senate may demand a vote upon the issue of senatorial consent and the procedures followed should be those laid out in the Constitution. If, at the end of the first meeting after the meeting in which notice is given of the executive orders, the issue of consent has not been raised, the issue will be moot and consent will be implied.

Section 10: Rules Supplement

- A. The intentions of creating rules are to clarify existing policy or procedures written within the Constitution or Bylaws or to provide rules adopted for the functioning of Senate. The purpose of governing rules is to clarify administrative and language ambiguity that may occur in the implementation of these documents. The purpose of standing rules is to create and enact rules that allow, provide for, and expedite functions of Senate. Neither of these types of rules will negate nor alter the intentions of existing articles and subsections of the Constitution or Bylaws in any manner.
- B. Creation of Rules:
 - 1. Governing rules will be enacted by a two-thirds vote of senators present.
 - 2. Standing rules will be enacted by a majority vote of senators present.

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3. Rules may also be created by precedent from previous administrations or Senate sessions through governing documents passed by Senate as well as CJB decisions sought in the proper manner.
 4. If a rule appears to be contradictory to the Constitution or Bylaws, an advisory opinion must be sought from the CJB prior to the enactment of such rules and their opinion of said rule may be considered precedent in regards to the establishment of the rule.
 5. Rules may be stricken by a two-thirds vote of senators present with previous notice or suspended by a two-thirds vote of senators present. A rule may also be stricken or suspended if the rule has exceeded the time provided for it or if the portion of the governing document it refers to or clarifies is altered or eliminated thus rendering it void.

C. Documenting Rules

1. A supplement to the Constitution and Bylaws will be added as an independent document containing these rules and will be maintained and updated by the Chief of Staff, Speaker Pro Tempore, and Internal Affairs Committee.
2. This document will also contain any enacted policy or procedure manuals passed or maintained by SGA. Including but not limited to the elections manual. Policy or procedure manuals will be reviewed and updated annually by the Speaker Pro Tempore, his or her designees, or other appropriate official as determined by the senate.
3. The resolutions that created said rules, policies, and manuals will be kept on file in the SGA archive but will not be included with the document. This is to allow for reference to the resolution or precedence in the document should source material ever be needed for further clarification or alteration.

Section 11: Call for Censure

- A. Call for censure may be made by any senator and requires a second. The censure is merely a condemnation of actions with no repercussion or further formal action to be taken.
- B. A non-debatable majority vote will be taken immediately after the censure is called as to whether to consider. If the motion passes, the senate will go directly into a closed session to debate the censure. At the discretion of the chair, the person being considered for censure will be asked to leave the chamber if they are a member of the senate. If the person being censured is the chair then they shall relinquish those duties to the next in the line of succession until after the final vote. Debate will begin on whether to consider the censure and reasons for calling for the censure.
- C. Upon conclusion of the debate, a vote will be taken. A majority is required for censure.
- D. If a censure is placed into effect, a public announcement will be made in a manner deemed appropriate by the Senate in the text of the censure
- E. Censure will not require a judicial or executive branch actions and will be acknowledged as a purely legislative action

Section 12: Enactment of Resolutions

- A. If a resolution passed by Senate stipulates that copies are to be sent to an organization or individual outside of Senate the Vice President or his/her designee will be charged with that prerogative.
- B. The Chief of Staff may make stylistic changes to resolutions. Stylistic changes must be reported to the Vice President.

ARTICLE II: EXECUTIVE AND LEGISLATIVE SUB-DIVISIONS

Section 1: Standing Legislative Committees

A: Academic Affairs

The Academic Affairs committee will address issues concerning the teaching, research, and service functions of Missouri State University by providing educational and service programs—undergraduate, graduate, outreach, credit and non-credit—to meet the needs and interests of our students and citizens.

B: Administrative and Information Services

The Administrative and Information Services committee will address issues that deal with constructing and maintaining a safe, secure, well-maintained, competently-staffed, efficient, functional environment conducive to, and for the purpose of, developing educated persons.

C: Public Affairs

The Public Affairs committee will address issues promoting the general welfare of students at the university, community, state, and federal levels as well as promote all political affairs related to the welfare of higher education.

D: Diversity and Inclusion

The Diversity and Inclusion committee will work to promote equity and diversity within the university community as well as the local community. The committee will be charged with advancing the understanding of equity of diversity and researching the needs and concerns of students.

E: Internal Affairs

The Internal Affairs committee will address issues concerning the internal functioning of Senate including executive appointments, removal of Senators, and student organization petition and constitutions.

F: Research and Development

The Research and Development committee will focus on the advancement, implementation, and maintenance of university-wide technology.

G: Student Affairs

The Student Affairs committee will focus on the advancement and welfare of the student body especially regarding student services and rights.

H: Sustainability

The Sustainability committee will address the promotion and advancement of sustainable practices and behaviors on the Missouri State campus. This will include researching proposals to submit to the Sustainability Commission as well as proposing university policies that uphold the commitment to sustainability.

I: University Advancement

The University Advancement committee will work to promote the university throughout the community, state, and national levels as well as research any means of improving Missouri State athletics, student pride, and other aspects of our university.

J. Wyrick Commission

Students submit proposals to the commission for capital improvements to campus. The commission reviews these proposals and votes on them. If they are approved, the ideas will go to the student body for a vote.

Section 2: Subcommittees

- A. Each committee will be permitted to form subcommittees at its discretion.
- B. The titles and the chairs of each subcommittee are to be appointed by the standing committee chair.

Section 3: Ad Hoc Committees

- A. Ad hoc committees may be formed by a simple majority vote of Senate seats filled.
- B. No more than two ad hoc committees may exist at any one time.
- C. Ad hoc committees will be under the supervision of the Vice President. The Vice President will disband ad hoc committees upon their completion of their assigned duties or tasks. The Vice President must report the disbandment of an ad hoc committee to Senate.
- D. Ad hoc committee chairs will have the same responsibilities as standing committee chairs.

Section 4: Committee Membership

- A. All senators must serve on at least one committee.
- B. Senators may attend meetings for any number of committees, but may not vote on any committee with which they do not keep regular attendance and work duties.

Section 5: Committee Guidelines

All committees will meet weekly while the Senate is in session.

Section 6: Standing Executive Commissions

- A. Wyrick Student Project Fund Commission
This commission administers the Wyrick Student Project Funds for the good of the student body in accordance with the Wyrick Commission guidelines.
- B. Elections Commission
This commission will oversee all regular and special elections of the SGA. This commission must also monitor the behavior of the candidates in campaigns to ensure adherence to the SGA Constitution, Bylaws, and city, state, and federal statutes. The Chief Elections Commissioner must be submitted for Senate approval by the President (or his/her designee) no later than the last SGA meeting of October.
- C. Sustainability Commission

This commission will administer the Sustainability Fund for the good of the student body in accordance with the Sustainability Commission Guidelines.

D. Senior Class Gift Commission

This commission will be overseen by the Senior Class President. This commission will be responsible for the acquisition of the senior class gift on behalf of the class.

E. Senators may not serve on commissions except for the Senior Class Commission.

Section 7: Ad Hoc Commissions

The President will have the power to form ad hoc commissions by executive order.

Section 8: Faculty Senate Liaison

The Executive Committee of the Faculty Senate may designate a Faculty Liaison to the SGA. The purpose of this position will be to provide Faculty insight on relevant issues and serve as a communication link between the Faculty and Student Senates. The Faculty Liaison will have speaking rights at all SGA Senate meetings, with priority of recognition at the discretion of the chair. The Faculty Liaison may not vote or make any motion. This Senate liaison will be considered a faculty advisor and shall be appointed and removed in accordance with Article IV, Section 10, Subsection H of the Constitution of the Student Government Association of Missouri State University.

ARTICLE III: EXECUTIVE ELECTIONS

Section 1: Ethics Statement

- A. The elections will be impartial and non-partisan, and no member of the Elections Commission may endorse any candidate, ticket, proposal, or issue in any way.
- B. No member of the Elections Commission will serve concurrently in any other office of the SGA or as President or Vice President of any club or organization on campus.
- C. No member of the Elections Commission will be permitted to run for any post in any sanctioned election during an academic year in which they served on the Elections Commission. Any member of the Elections Commission must resign his/her post in the event that any conflict of interest arises as determined by the Campus Judicial Board upon request of two or more senators.
- D. Members of the Elections Commission will not place themselves in a situation which would cause conflict and should by all means avoid any situation which could cause such a conflict to be perceived.

Section 2: Elections Commission, Powers and Duties

- A. The Chief Elections Commissioner will choose no less than two students to serve as Elections Commissioners within the first two weeks of his/her appointment. These appointments will be subject to approval by a simple majority of Senate seats filled.
- B. The Elections Commissioner, under the direction of the Chief Elections Commissioner, will organize and publish all constitutional provisions, bylaws, and resolutions concerning student voting and the qualifications and procedures of the voting area.
 - 1. The Elections Commission will review, revise and publish annually a guide pertaining to election campaigning for all SGA elections and work the appropriate authorities for elections concerning Wyrick proposals.
 - 2. The Elections Commission will continually revise and update a guide for operation of elections by which all elections will be run in accordance with the Constitution and Bylaws.
- C. The Elections Commission will review annually all constitutional provisions, bylaws, operating procedures, resolutions and issues concerning student voting and candidates or issues in accordance with all relevant sections of this Article. Recommendations will be forwarded to the incoming administration prior to the end of the academic year.

Section 3: Polling Sites

- A. Polling will be conducted online at a secure website that requires a student's BearPass Login to be entered before voting can occur.
- B. The website will begin functioning at 12:01 a.m. on the first day of elections and will cease to accept votes at 5:00 p.m. on the last day of elections.
- C. The polling website will contain clear instructions in written and visual form indicating to the voters how to use the online voting system.
- D. An official display of all issues and candidates shall be posted online.

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- E. All voting will be done online with no paper ballots.

Section 4: Ballots

- A. The candidates' names will be listed on the ballot in the order that their petitions were received and validated by the Elections Commission. Wyrick ballots will be prepared in accordance with corresponding guidelines.
- B. Ballots will be partitioned in such a way that no ballot shall be distributed which contains an office or issue for which the voter is ineligible to vote.
- C. All categories on a ballot will have an option for abstention and voters shall be instructed to mark that if they do not wish to make a choice.
- D. In the election, a plurality of votes cast is needed to win. If only a single presidential ticket is present on the ballot and abstentions receive the plurality of votes, then the candidate will not be elected and new elections will be called. These elections must be held by the third week of the fall semester. The Senate will be convened by the outgoing Vice President and will elect a Speaker Pro Tempore who will serve as President until such elections are held. The elected Speaker Pro Tempore will remain in his/her office after the special elections.

Section 5: Voting

- A. Any person enrolled at Missouri State University will be allowed to vote in the executive and Wyrick elections, referendums, recalls, and all other elections as specified in these Bylaws and in the SGA Constitution.
- B. Students must login with their BearPass Login to vote.
- C. If a computer, computers, or voting program becomes inoperable, voting at all sites must cease until the problem is corrected.

Section 6: Validation of Elections

- A. The ballots will be tallied online and verified by the Elections Commission. If the election contains Wyrick proposals, the Wyrick Commissioner or his/her designee will be present. If the election contains a referendum, recall, and/or other elections called by senate then the Speaker Pro Tempore or his/her designee will be present.
- B. Immediately following the ballot count for any election, the Chief Elections Commissioner must submit a written statement to the Campus Judicial Board (CJB), suggesting that the election be declared valid or invalid. This statement will carry with it the citations of specific infractions and violations of elections bylaws that may have changed the outcome of the election. The Campus Judicial Board will meet immediately upon receiving this statement to confer with the Chief Elections Commissioner.
- C. The decision of the CJB and reasons for said decision will be posted on the SGA bulletin board and posted on the Missouri State webpage.
- D. The Elections Commission, in consultation with members of the CJB, will forward a report of all sufficiently documented campaign violations to the Dean of Students.