

# STUDENT GOVERNMENT ASSOCIATION

## BYLAWS

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**BYLAWS OF THE STUDENT GOVERNMENT ASSOCIATION  
THE UNIVERSITY OF MISSOURI-KANSAS CITY  
April 2010**

**Title I – MEMBERSHIP**

Section 1: General Membership

- A. Any student enrolled at the University of Missouri Kansas City—regardless of race, sex, national origin, color, or creed—who is interested in improving human relations in general, and the quality of life for students in particular, on the campus of the University of Missouri-Kansas City.

**Title II - EXECUTIVE**

Section 1: The executive powers of the SGA shall be vested in one (1) body—the Executive Board (hereafter referred to as the Executive Council). The Executive Council shall consist of the following officers: President, Executive Vice President, Administrative Vice President, and Comptroller. These officers shall perform the duties prescribed in the by-laws and by the parliamentary authority adopted by the organization.

Section 2: The Executive Council shall ensure that all members are aware of the purpose and direction of the constitution and bylaws, and act in accordance with the constitution and bylaws.

Section 3: The Executive Council shall meet in addition to regular organization meetings.

Section 4: No Executive Council Officer shall hold more than one officer position at a time, serve as a Senator of the Student Senate, a committee member of the SAFC, or as an officer within his/her respective Divisional or Secondary Council(s).

Section 5: All newly elected officers shall assume full duties of office on May 1 of the elected year.

Section 6: Executive Council Meetings

- A. The Executive Council shall meet bi-weekly from May 1 through April 30 each academic year. The agenda shall be determined by the President, with input from the Board, and published by the Administrative Vice President.

Section 7: Executive Council Quorum

- A. Quorum shall consist of three-fourths (3/4) of the SGA Executive Board and change to four-fifths (4/5) once the President Pro-Tempore has been elected from the Student Senate as stated in Article IV, Section 6 of the SGA Constitution.

Section 8: Executive Council Transition

- A. Outgoing Executive Board Officers must hold an orientation retreat with the Incoming Executive Board Officers during the first month following the election of the Executive Board. This orientation period shall consist of the outgoing officers assisting the newly elected officers as they become acclimated to their new duties. The outgoing officers of the Executive Board shall participate in the orientation process without monetary remuneration. The newly elected officers of the Executive Board shall have full jurisdiction over all decisions made from the time they take office.

Section 9: Salaries of the Executive Council

- A. The President shall receive a stipend of \$5,250.00 for the completion of his/her duties as outlined in Title II, Sections 10 & 11, of the SGA Bylaws.
- B. The Executive Vice President shall receive a stipend of \$4,250.00 for the completion of his/her duties as outlined in Title II, Sections 10 & 12, of the SGA Bylaws.
- C. The Administrative Vice President shall receive a stipend of \$3,750.00 for the completion of his/her duties as outlined in Title II, Sections 10 & 13, of the SGA Bylaws.
- D. The Comptroller shall receive a stipend of \$3,750.00 for the completion of his/her duties as outlined in Title II, Sections 10 & 14, of the SGA Bylaws.

Section 10: Duties of the Executive Council

- A. To represent the SGA in matters of general concern and to serve as the official representative of the University of Missouri-Kansas City student community in expressing opinion and interest to faculty, administration and student organizations.
- B. To act upon and enforce provisions voted by the Student Senate.
- C. To advise the Student Senate on Legislation.
- D. To represent the student body in campus affairs.
- E. To serve as a liaison between the student body and the University of Missouri-Kansas City administration, faculty, and staff.
- F. To act according to the duties of each separate office as outlined in this Constitution.
- G. To provide a certified transcription of minutes from regularly scheduled meetings for public review at least one (1) week prior to the regularly scheduled meeting at which said minutes will be voted upon for approval.

- H. To make available—upon request and at no charge—a copy of the certified transcription of minutes of any regularly scheduled meeting.
- I. To act on procedural duties not specifically enumerated.
- J. To attend all SGA Executive Board Meetings.
  - 1. Failure to attend Board meetings without just cause may result in impeachment and removal from office.
- K. To maintain confidentiality of all SGA Executive Board meetings.
- L. To serve at least seven (7) office hours per week, Monday through Friday, 7:00 a.m. to 7:00 p.m. and an additional six (6) hours of logged time spent in or out of the Office working on SGA related matters.
  - 1. Meetings of the Student Senate, SAFC, and Constitution Committee (as well as any other committees in which an Executive Council member has been appointed to serve as a representative) shall not count towards work hours.
  - 2. All required hours must be served and logged in order for the Executive Board members to receive their monthly stipend. Stipends will be withheld until office hours and additional hours are made up.
  - 3. The Senate shall be provided—on a monthly basis—with a copy of all Executive Council’s logged worked hours for review.
  - 4. An Executive Board member who fails (on a continuous basis) to fulfill the office hour requirement shall be subject to the provisions outlined in Article XII of the SGA Constitution.

Section 11: Duties of the President

- A. The President is the chief executive officer of the organization and shall be the official representative of SGA.
- B. The President is responsible for developing, implementing, and monitoring a course of action for SGA.
- C. The President shall be responsible for insuring that the organization’s actions are consistent with the rules and regulations of the University.
- D. The President shall determine an agenda for and preside over all Executive Board meetings.
- E. The President is responsible for enforcing Student Senate legislation, the SGA Constitution and its Bylaws.



- F. The President is responsible for preparing and submitting SGA legislation to the Student Senate.
- G. The President shall prepare and make available (annually) all operating budget recommendations to the Student Senate.
- H. The President has sole responsibility of appointing senators from the Student Senate to faculty, administrative, student and SGA standing or special committees when requested and as needed.
- I. The President shall be responsible for approving or vetoing Student Senate legislation.
- J. The President shall serve as a member of the Intercampus Student Council.

Section 12: Duties of the Executive Vice President

- A. The Executive Vice President is responsible for performing the duties of the President if the President is unable to carry them out.
- B. The Executive Vice President shall be responsible for serving as Chair of the Student Senate and the Constitution Committee.
- C. The Executive Vice is responsible each Senator with copies of all legislation to be reviewed at least (3) days prior to the regularly scheduled Student Senate meeting.
- D. The Executive Vice President shall serve as a member of the Intercampus Student Council.

Section 13: Duties of the Administrative Vice President

- A. The Administrative Vice President shall represent the Executive Council at Student Senate meetings.
- B. The Administrative Vice President is responsible for notifying all Senators of regularly scheduled Senate meetings and of any special meetings at least one week in advance.
- C. The Administrative Vice President shall compile and distribute the attendance records of all Senators and SAFC members as outlined in Article III, Section 6b of the SGA Bylaws.
- D. The Administrative Vice President must maintain permanent records of all Student Senate and SAFC proceedings.
- E. The Administrative Vice President must preserve all Divisional and Secondary Councils, and student organization charters and/or constitutions on file for public records.

- F. The Administrative Vice President is responsible for chairing the Personnel Committee when called.

Section 14: Duties of the Comptroller

- A. The Comptroller shall represent the Executive Council at Student Senate meetings.
- B. The Comptroller is responsible for chairing the Student Activity Fee Committee
- C. The Comptroller shall prepare and present to the Student Senate (at least once each semester) all allocation budget recommendations made by the Student Activity Fee Committee.
- D. The Comptroller shall prepare and maintain a detailed record of all funding requests and allocations of organizations that came before the SAFC for funds throughout the academic year.
  - 1. Said documentation is to remain on file with the Student Life Office and to be used as record for funding process for the incoming SAFC Chair.

Section 15: Succession

- A. In the event that a vacancy occurs in the office of the President, the Executive Vice President shall become President. The New President shall appoint a replacement to fill the office of Executive Vice President—subject to approval by a vote of three-fourths (3/4) quorum of the Student Senate.
- B. In the event a vacancy occurs in the office of the Executive Vice President, the President shall appoint a replacement to fill the office of Executive Vice President—subject to approval by a vote of three-fourths (3/4) quorum of the Student Senate.
- C. In the event that a vacancy occurs in the offices of the President and Executive Vice President concurrently, the Administrative Vice President shall serve as acting President until such time that a special election can be held to fill said vacancies.
  - 1. The special election must be held within one month of the occurrence of said vacancies.
- D. In the event that a vacancy occurs in the office of the Administrative Vice President, the President shall appoint a replacement to fill the office of Administrative Vice President—subject to approval by a vote of three-fourths (3/4) quorum of the Student Senate.
- E. In the event that a vacancy occurs in the office of the Comptroller, the President shall appoint a replacement to fill the office of Comptroller—subject to approval by a vote of three-fourths (3/4) quorum of the Student Senate.

## **Title III – LEGISLATIVE**

Section 1: The legislative powers of the SGA shall be vested in one (1) body, the Student Senate.

Section 2: The Student Senate shall consist of two representatives from each Divisional Council (Arts & Science, the Bloch School, School of Education, School of Nursing, School of Medicine, School of Law, School of Computing & Engineering, School of Biological Sciences, Conservatory, School of Dentistry, School of Graduate Studies, and the School of Pharmacy) and one representative from each Secondary Council (Inter-fraternity Council, International Student Council, Minority Student Organization Council, Residential Life, National Pan-Hellenic Council, and the Pan-Hellenic Council).

Section 3: The Administrative Vice President and the Comptroller of the SGA shall represent the Executive Council to the Student Senate as full voting members.

Section 4: The officers of the Student Senate shall consist of the Chair (who shall be the Executive Vice President of the SGA), and the President Pro-Tempore (who shall be elected from the Student Senate during the first summer meeting or no later than the first fall meeting of the academic school term).

### **A. Duties of the President Pro-Tempore:**

1. The President Pro-Tempore shall chair the Student Senate meetings at the request of the Executive Vice President.
2. The President Pro-Tempore must attend the SGA Executive Council meetings.
3. The President Pro-Tempore is responsible for scheduling and overseeing the annual Student Senate Dinner with the Chancellor and the annual Student Senate Retreat.
4. The President Pro-Tempore must keep in regular contact with the Divisional and Secondary Council Presidents and council Senators to discuss any items they have and see if there are ways for the Senate to address them.
5. The President Pro-Tempore shall assist the Senators with developing legislation, resolutions, and letters upon their request.

### **B. The President Pro-Tempore's salary shall be \$900.00 paid in installments:**

- a. \$450.00 at the end of the Fall Semester
- b. \$450.00 at the end of the Winter Semester

### Section 5: Training

- A. All Senators must go through a mandatory training session of appropriate SGA and University policies, as well as Roberts Rules of Order procedures. All training shall be led by the Chair of the Student Senate and a faculty or staff advisor.
  - 1. The Chair shall be responsible for creating and distributing a policy and procedure manual (that contains the appropriate SGA and University Policies, and Roberts Rules of Orders Procedures) to all members of the Student Senate.

### Section 6: Meetings of the Senate

- A. All meetings of the Student Senate shall be public and open to all interested persons. The regular meetings of the Student Senate shall be held bi-weekly during the regular academic year.
- B. Meetings of the Student Senate shall follow the format of parliamentary procedure outlined within Robert's Rules of Order. Robert's Rules of Order shall also be used to address any ambiguity involving parliamentary procedure.
- C. Special meetings of the Student Senate may be called at anytime by the SGA Executive Vice President, or any five members of the Senate provided said five members are representatives from at least two of the Divisional Councils and one from the Secondary Councils.
  - 1. No matter of business may be acted upon unless specified in the call for the special meeting. Every member of the Senate shall be notified in writing at least 24 hours prior to the time of the special meeting. *Special meetings (that constitute as training sessions for Senators representative) are not required to be public and open meetings.*
- D. All appointments or re-appointments of the SGA Senate must be received by the SGA Executive Vice President and Administrative Vice President at least one week in advance of the next regular Student Senate meeting.

### Section 7: Attendance

- A. Members of the Student Senate must maintain adequate attendance throughout his/her term in office. Failure to maintain attendance is grounds for removal by the Chair of the Student Senate.
  - 1. Failure to maintain adequate attendance is defined as: two (2) consecutive unexcused absences or three (3) unexcused absences overall during the course of each semester.

- a. Two (2) consecutive unexcused absences will result in the removal of the Senator's right to vote and the freezing of funds in their Council's student activity fee account.
    - i. The release of the frozen funds and the right to vote will be reinstated if and when the Senator is present at two (2) consecutive Student Senate meetings.
  - b. Three (3) consecutive/total unexcused absences shall be subject to the provisions outlined in Article XII of the SGA Constitution.
- B. The Administrative Vice President shall present a list of all Senators who have failed to maintain adequate attendance (and are eligible for removal) to the Student Senate at the beginning of each regularly scheduled meeting.
1. The Senator's name shall remain on the list for a period of two (2) Senate meetings.
  2. After the two (2) Senate meetings have elapsed, the names shall be removed—providing that there was no additional failure to maintain adequate attendance.
  3. A record of each Senator's attendance, however, shall be supplied to the appropriate Divisional and/or Secondary Council(s) no later than the Friday following the Student Senate meeting.
- C. A Senator will not be deemed absent if he/she has sent an alternate in their place from his/her respective Divisional or Secondary Council.
1. Said alternate will count toward quorum and be awarded full voting privileges.
  2. A Senator will be allowed the use of alternates for no more than three (3) regularly scheduled meetings during the course of his/her term.
  3. The Administrative Vice President must be informed of the alternate (i.e., name) no less than twenty-four (24) hours prior to the regularly scheduled Senate meeting in which the Senator will not be in attendance.
  4. If the Senator exceeds this allowance, the absences will be unexcused and the Senator will be subject to the provisions outlined in Article XII of the SGA Constitution.
- D. After each regularly scheduled meeting (by no later than the Friday following the Student Senate meeting), the attendance records of the absent Senators shall be sent to their respective Divisional and Secondary Council Presidents and made public on the SGA website. Included in these records shall be:

1. The attendance at the most recent Student Senate meeting.
  2. The Senator's overall attendance at the time the report is generated.
  3. The SGA standing of the Senator's Council due to the attendance records.
- E. The Attendance records shall be reset at the beginning of each semester.

Section 8: Duties of the Student Senate *shall consist of, but not be limited to:*

- A. Preparing and voting upon legislation affecting the Student Body.
- B. Reviewing and voting upon Divisional and Secondary Council charters, constitutions, bylaws, or amendments.
- C. Approving or revoking—for just cause—student organization charters or constitutions.
- D. Consulting the Executive Council on matters of student interest.
- E. Examining and approving the minutes from the previous Senate meeting.
- F. Working with the University of Missouri-Kansas City administration, faculty and staff to obtain full information concerning University policies and procedures, or changes to existing policies and procedures which affect student interests or concerns.
- G. Overriding presidential vetoes of Senate legislation.
- H. Acting on duties not specifically enumerated on behalf of the student body.

Section 9: Senators may be designated to serve on any standing or special committee by the President of the SGA. Appointments to such committees shall take place as outlined in Article II, Section 10(h) of the SGA Bylaws. Failure to serve on a committee when called shall constitute as grounds for impeachment by the Student Senate—but only upon motion by a member of the Student Senate, as outlined in Article XII of the SGA Constitution.

Section 10: Divisional and Secondary Councils

- A. Each Divisional and Secondary Council charter or constitution shall provide for a representative form of government. The respective charter or constitution shall provide for initiative, referendum and recall for its members. The Divisional and Secondary Councils must include as members, every student who is required to pay any part of the student activity fee required by the University of Missouri-Kansas City, and is recognized as being registered as a student in the particular divisional/academic unit. A copy of the charter, constitution, and by-laws shall be filed with the Administrative Vice President of the SGA and the Student Life Office.

- B. Each Divisional and Secondary Council may decide its own form of government, as well as, the methods of elections and the qualifications for its elected officers and representatives.
- C. Minimum qualifications shall consist of:
  - 1. Enrollment as a full or part-time student in the respective division.
  - 2. Retention of good academic standing as defined by their respective academic units throughout the term or office.
  - 3. Not at any time during his/her term, be placed on disciplinary probation.
- D. Each Divisional and Secondary Council shall budget its own expenses within the limitations of this document and the SGA Bylaws. Individual Divisional and Secondary Councils shall have sole jurisdiction and control over their own budgetary decisions. Neither the Executive Council, nor the Student Senate shall have any jurisdiction or control over these decisions.
- E. For the purpose of this document, graduate students shall be classified as members of their appropriate academic units with the exception of Interdisciplinary Doctoral students who are represented by the Interdisciplinary Doctoral Students Council.
- F. The Duties of the Divisional and Secondary Councils shall consist of, *but not be limited to*:
  - 1. Providing an orderly form of government for each unit recognized by the university.
  - 2. Acting on behalf of the student population of each unit with respect to matters affecting the individual unit.
  - 3. Preparing and voting on legislation affecting the individual unit.
- G. In order to be considered as an SGA Senate member legally holding office, the Divisional and/or Secondary Council must present an updated officer list to the Administrative Vice President and the Student Life Office before the first SGA Senate meeting of the academic year.
- H. Those Divisional and Secondary Councils represented at the first meeting of the academic year shall be granted full voting rights and be considered legally holding office. The student activity fee account will be frozen and the right to vote will be removed if:
  - 1. A Divisional or Secondary Council lacks representation at two (2) consecutive Student Senate meetings.
- I. The release of the frozen funds and the right to vote will be reinstated if and when the Divisional or Secondary Council representatives are present at two (2) consecutive Student Senate meetings.

- J. The Vice Chancellor of Student Affairs and Enrollment Management may authorize the freezing of said activity fee accounts.

Section 11: Succession

- A. In the event that a vacancy occurs in the Student Senate, a representative appointed by the respective Divisional or Secondary Council shall fill said vacancy.
- B. Said individual's term shall be immediate from the date of appointment until April 30 of that academic school term.

## **Title IV – JUDICIARY**

Section 1: The judicial powers of the SGA shall be vested in one (1) body, the Superior Court.

Section 2: The Superior Court shall exist pursuant to the SGA Superior Court Procedures, the Collected Rules and Regulations of the University of Missouri, all laws of the State of Missouri, and all laws of the United States of America.

Section 3: The Superior Court

- A. The Superior Court shall consist of one (1) Chief Justice and six (6) Associate Justices.
  - 1. The Chief Justice must be a second year law student at the time of his/her appointment.
  - 2. The President shall appoint the Chief Justice and two Associate Justices—subject to consent by a majority vote of the Student Senate.
  - 3. The Student Senate shall appoint the remaining four Associate Justices.
  - 4. No Senator of the Student Senate may concurrently serve as a Superior Court Justice.
- B. All Justices shall be appointed and confirmed by the Student Senate at the first regularly scheduled meeting in April.
- C. All Justices shall serve a one-year term beginning on May 1 and concluding on April 30 of the following year.
- D. If a Justice is not appointed until after May 1—said Justice shall serve from the immediate date of his/her appointment until April 30 of the following year.



- E. All Justices shall be presumed competent to adjudicate all cases brought before the Court. Any Justice may be challenged prior to the hearing of individual cases:
1. All challenges must be written and filed with the Chief Justice of the Court, the SGA President, the Director of Student Life, and the Vice Chancellor for Student Affairs and Enrollment Management. (In the event that the Chief is the challenging party, the challenge shall be filed with all the parties listed above with the exception of the Chief Justice.)
  2. The Chief Justice must schedule a hearing to determine the suitability of the challenged Justice to hear the case within one week of the filing of the challenge.
  3. The challenging party must prove that a reasonable doubt exists as to the propriety of the challenged Justice to hear the case.
  4. The remaining Justices—comprising of the Superior Court and present at the hearing—shall render a decision as to said Justice’s suitability within 24 hours of the conclusion of the hearing.
  5. The decision must be submitted in writing by the Chief Justice to the challenging party, the challenged Justice, the SGA President, the Director of Student Life, and the Vice Chancellor for Student Affairs and Enrollment Management.
  6. If the decision is made that the challenge stands against said Justice—the challenged Justice shall not participate in the hearing.
- F. Any Justice may resign of his/her own will during his/her term. Such resignation must be submitted in writing to the SGA President and the Director of Student Life.
- G. In the event a vacancy occurs on the Court, the President shall immediately appoint a replacement to complete the term of the vacant or removed Justice. This appointee shall be approved by a majority vote of the Student Senate at the next regularly scheduled Student Senate meeting.

#### Section 4: Jurisdiction of the Superior Court

- A. The jurisdiction of the Superior Court shall be original trial jurisdiction and shall extend to all cases and controversies involving one or more of the following matters:
1. Disputes under the SGA Election Code
  2. Questions arising under:
    - a. The SGA Constitution, or

- b. The Divisional and Secondary Council or governing body constitutions or charters.
  3. Questions or disputes presented to the Court by the Vice Chancellor of Student Affairs and Enrollment Management for recommendations or resolution by the Court.
- B. The Vice Chancellor of Student Affairs and Enrollment Management will always have standing and may intervene in any controversy before the Superior Court as an amicus (friend of the court) on behalf of either or no party.

Section 5: Superior Court Procedures—Procedures for Matter Heard by the Superior Court.

A. Contents of a Petition

1. Each petition must contain the following elements for consideration by the Superior Court:
  - a. The mandatory petition form must be obtained from the Student Life Office. The petition will not be reviewed if this form is not used;
  - b. A statement demonstrating that the matter is within the original jurisdiction of the Superior Court in accordance with Article IV, Section 4 of the SGA Bylaws;
  - c. A short and plain statement of the case or controversy, including a statement of the facts alleged to show that petitioner is entitled to relief;
    - i. The statement of facts shall be in numbered paragraphs, limited as far as practicable to a statement of a single set of circumstances.
    - ii. Any allegation of fraud should state (with particularity) the circumstances surrounding the fraud.
  - d. A demand for judgment for the relief to which the petitioner deems himself/herself entitled.

B. Filing of a Petition

1. The filing of a petition with the court commences a case or controversy before the Superior Court.
2. Filing is made by presentation of the petition to the Superior Court and a copy of the petition submitted to the Director of Student Life. The petitioner must also present proof—of personal service—a copy of the petition on the respondent(s) at least seven (7) days prior to filing.

C. Petition Shall be Forwarded to the Superior Court

1. The Director of Student Life or his/her designee shall forward the petition to the Superior Court upon filing. The Director of Student Life shall retain the copy as part of the files of the Student Life Office.
2. The Chief Justice of the Superior Court shall receive the petition on behalf of the Court.

D. Contents of Answer

1. Each answer *must* contain the following elements for consideration by the Superior Court:
  - a. The mandatory answer form must be obtained from the Student Life Office. *The answer will not be reviewed if it is not completed on this form.*
  - b. A short and plain statement in plain terms of the defenses to each claim is asserted.
  - c. The respondent shall admit or deny the allegations of each numbered paragraph of the petition.
  - d. If the respondent is without knowledge or information sufficient to form a belief as to the truth of an allegation, he/she shall state so. *Such statement has the effect of a denial.*

E. Filing of Answer

1. The filing of an answer must occur no later than seven (7) days after the date of service.
2. Filing is made by presentation of the answer and copies for each individual petitioner and the Director of the Student Life to the Director of the Student Life Office.

F. Forwarding of Answer

1. The Director of Student Life or his/her designee shall forward the answer to the petitioner(s) and the Superior Court upon filing.
2. The original answer shall be forwarded to the Chief Justice of the Superior Court.
3. A copy of each answer shall be forwarded by mail to each petitioner to the address provided in the petition.

4. The Director of Student Life shall retain a copy as part of the files of the Student Life Office.

#### G. Duties of the Superior Court

1. It is the duty of the Superior Court to hear and determine the course of proceedings.
2. The Superior Court shall proceed with all reasonable diligence. Within three (3) days of receipt of the answer:
  - a. The Chief Justice shall schedule a hearing and notify the parties, the other justices and the Director of Student Life of the date, time, and location of the hearing.
3. The hearing shall be held as soon as reasonably practicable, and unless good cause is shown, no later than fourteen (14) days after the answer has been filed.

#### H. Pre-Hearing and Hearing Procedures

1. The Federal Rules of Civil Procedure shall be followed unless inconsistent with this section.
2. The Chief Justice has and shall exercise the power to regulate the proceedings in every hearing before the Superior Court and to do all acts and take all measures necessary or proper for the efficient performance of the Superior Court.
3. The Chief Justice may require the production of evidence upon all matters embraced and has the authority to put witnesses under oath or affirmation for questioning.

#### I. Report of the Proceedings

1. The Superior Court shall prepare a report setting forth its decision on the matter and its findings of fact and conclusion.
2. The report must be filed with the Director of Student no later than seven (7) days after the hearing.
3. The Director of Student Life or his/her designee shall then mail a copy of the report to all parties and the Vice Chancellor for Student Affairs and Enrollment Management. The original shall be kept as part of the files of the Student Life Office.

## J. Appeal of the Decision

1. Any party may appeal the decision of the Superior Court to the Vice Chancellor of Student Affairs and Enrollment Management who may—based upon the record—affirm, overturn or remand the decision for further deliberation. If a decision is remanded:
  - a. The Superior Court shall rehear the case in accordance with the instructions contained in the remand order within fourteen (14) days of the notification for remand.
2. To appeal, the aggrieved party must file a notice of appeal and copy, with proof of service on the adverse party and the Chief Justice, in the Student Life Office.
3. To be effective, the notice of appeal must be filed within seven (7) days of the filing of the report of the Court. The Director of Student Life or his/her designee shall transmit the notice of appeal to the Vice Chancellor of Student Affairs and Enrollment Management. The copy of the notice of appeal shall be kept as part of the files of the Student Life Office.

## **Title V – INITIATIVES, REFERENDUMS & RECALLS**

### Section 1: The Student Body

- A. The Student Body is reserved the power to:
  1. Propose any act, measure or motion
  2. Propose and enact amendments to the SGA Constitution and Bylaws by initiative independent of the Student Senate.
  3. Adopt or reject any measure, act or motion passed by the Student Senate by referendum.
  4. Recall any member of the Student Senate or the Executive Council.

### Section 2: Petitions

- A. Signed petitions by qualified electors of the student body shall initiate the initiative, referendum, or recall action process.
  1. A petition for Constitutional Amendments must be signed by at least five (5) percent of the total student body enrollment at the University of Missouri-Kansas City.

2. A petition for initiative or referendum must be signed by at least twenty-five (25) percent of the total votes cast for all SGA Presidential candidates running in the most recent election.
  3. Petitions for recall shall be signed by at least fifty (50) percent of the total number of votes cast for all candidates running for said position in the most recent election.
- B. Each initiative petition must contain an enacting clause and full text of the proposed measure.
1. Petitions may not contain more than one subject.
  2. Each petition must be voted on separately.
  3. Initiative petitions shall be passed by a majority vote of the electorate.
- C. The petition for recall must:
1. State the reasons for the recall.
  2. Not exceed two-hundred (200) words.
  3. Pass by a majority of those voting.
- D. Petitions for Constitutional and Bylaw changes require a student body vote of two-thirds ( $2/3$ ) majority of those voting to pass. All other petitions require a simple majority vote of the student body.
- E. All petitions must be signed by the individual submitting the petition to the Student Life Office and the Student Life Director, and contain a Student Life stamp that visibly shows the date it was submitted to the Student Life Office.
- F. A copy of the signed petition shall be filed with the Director of Student Life, the SGA Executive Vice President, and the SGA President.
2. The SGA President shall verify petitions within two (2) weeks of filing.
    - a. Once verification has been completed, all Senators must be provided a copy of the petition and a brief description of the cause and/or purpose of the petition, as well as, any grounds for which an issue has been raised regarding the validity of the petition.
  3. Petitions shall be voted on by the entire Student Body—unless good cause is shown—no later than one (1) month from the date the petition was filed.
  4. The date of the election(s) shall be determined by the Student Senate.

5. Advertising of *initiatives, referendums, and recalls* shall begin at minimum two (2) full school weeks prior to the date of the election.
- G. Although a member of the Executive Council, Student Senate, Superior Court, Election Board, Constitution Committee, or SAFC may participate as a member of the student body in exercising their right to sign a petition for an initiative, referendum or recall—said individual(s) may not participate in the conception and/or initiation of the petition, collection of signatures for the petition or the submittal of petition(s) to the Student Life Office (as outlined in (B) and (E) of this subsection).
1. If it is found that a member of the Executive Council, Student Senate, or Superior Court has violated this clause, said individual shall be subject to the provisions outlined in Article XII of the SGA Constitution.
  2. If it is found that a member of the Election Board, Constitution Committee, or SAFC has violated this clause, said individual shall be subject to removal from their position on the committee and forfeit their stipend at the time/date that the removal is enforced.
- H. Petitions for initiative(s), referendum(s), or recall(s) may be deemed null and void in the event that:
1. The submitted petition lacks the signature(s) of the individual(s) who submitted the petition to the Student Life Office, regardless of whether the Director of Student Life has signed and date stamped the petition.
  2. The submitted petition lacks the signature of the Director of Student Life or the date stamp is missing from the document.
  3. A member (as outlined above in (F) of this article) of the SGA committees/councils, participated in the conception and/or initiation of the petition, collection of signatures for the petition, or submittal of the petition to the Student Life Office (as outlined in (B) and (E) of this subsection).
- I. If it is found that either of the above has occurred due to evidence presented to the Student Senate—once a full review of all documentation has taken place—the Student Senate shall deem the petition null and void.
- J. In order to deem a petition, legislation, or resolution null and void:
1. A Senator must make a motion to null and void—the motion must be properly second.
  2. Once the motion is presented and discussion has taken place a three-fourths (3/4) vote of the Student Senate is required in order to deem the petition, legislation, or resolution null and void.

3. Roll call voting shall be the procedure for all votes of null and void.
- K. In the event that a petition, legislation, resolution is deemed null and void, the following will occur:
1. The petition, legislation, or resolution shall not be discussed any further.
    - a. If a petition is deemed null and void, that same petition cannot be resubmitted to the Student Life Office.
    - b. If legislation or resolutions
  2. The petition will NOT move forward to a campus-wide student vote.
- L. In the event that a petition, legislation, or resolution is NOT deemed null and void—the following shall occur:
1. The petition will move forward to a campus-wide student vote.
  2. The legislation or resolution shall move forward to discussion and a majority vote of the Student Senate.
  3. The Student Senate shall determine the dates and time of the elections.
- M. An individual may appeal the Student Senate’s decision of null and void to the Vice Chancellor of Student Affairs and Enrollment management.

## **Title VI – THE ELECTION BOARD**

### Section 1: Election Director

- A. The SGA Senate shall employ a duly enrolled student as the SGA Election Director. The Director shall be the Chair of the SGA Election Board. The Director will be charged with the operation of elections as fully set out in the Election Code presented within this article. The Director of the Election Board shall exercise no power not explicitly granted by the Election Code.
- B. The Election Director must meet minimum eligibility requirements, including a cumulative GPA of 2.5 and six credit hours of current enrollment, and must not be on student conduct disciplinary action or honor code probation. The requirement to be enrolled in six credit hours will be waived for Doctoral students who have completed their formal degree course work, have passed their comprehensive or matriculation examination, and are continuously enrolled in at least one hour of research in the Fall and Winter semesters. Potential candidates must have accumulated 12 hours of credit at UMKC before filing for office.



### C. Selection of the Election Director

1. The Executive Council shall advertise the availability of the Election Director position.
  - a. Advertising shall begin no later than three (3) full weeks *prior* to the first Student Senate meeting in November.
2. The Student Senate shall interview candidates for the position of Election Director during the first Senate meeting in November. A final decision for the selection of a new Election Director shall be rendered no later than the second Senate meeting in November.
  - a. A simple majority vote of the Student Senate is needed to hire an individual for the SGA Election Director position.
3. The Election Director term of office shall be December 1 to November 30.
  - a. If an Election Director is not appointed until after December 1—said Election Director shall serve from the immediate date of his/her appointment until November 30 of the following academic year.
4. The Election Director shall be an employee of the Student Government Association.

### D. Election Director Salary

1. The Election Director's salary shall be \$1,000.00 paid in installments:
  - c. \$500.00 at the end of the Winter Semester
  - d. \$500.00 at the end of the Fall Semester
2. The Student Senate shall review this salary annually, at the first Student Senate meeting in October.
  - a. The Student Senate shall have sole discretion to adjust or withhold the Election Director's salary—as deemed necessary—if the Election Director fails to meet established deadlines or fails to uphold their responsibilities as outlined in the Election Code. *Any such adjustments of salary require a three-fourths (3/4) vote of the Senate.*

### Section 2: Election Board Committee

- A. It is the duty of the Election Director—with the consent by a majority vote of the Student Senate—to appoint and dismiss any members of the Election Board according to his/her estimate of the election workload.

- B. The Election Director may dismiss a member of the Election Board at anytime due to said member's failure to meet established deadlines or uphold their responsibilities as outlined in the Election Code. The dismissal of a member of the Election Board due to the above stated conditions must be approved by a majority vote of the Student Senate and the Election Director must have a replacement in mind prior to the dismissal of said board member which must be approved by a majority vote of the Student Senate.
  
- C. The Board must consist of at least the minimum number of five voting members:
  - 1. The Election Director plus four Members—two members being appointed by the Senate.
    - a. Board members shall be elected no later than the second Student Senate meeting in January—subject to a majority vote of the Student Senate.
    - b. Board members term of office shall be from the date of the second meeting in January through the expiration of the term of office for each Election Director.
  - 2. There representation of the broad must consist of students from at least two (2) Divisional Councils and a student from one of the Secondary Councils.
  - 3. Members of the Election Board cannot concurrently serve as Executive Council members, Senators, Justices, or members of any other standing committee of the SGA.
  - 4. The Election Director is responsible for assuring that a Board with multiple members represents a multiple number of divisions. However, the Election Board shall always consist of an odd number of members.
  
- D. Members of the Election Board must meet minimum eligibility requirements, including a cumulative GPA of 2.5 and six credit hours of current enrollment, and must not be on student conduct disciplinary action or honor code probation. The requirement to be enrolled in six credit hours will be waived for Doctoral students who have completed their formal degree course work, have passed their comprehensive or matriculation examination, and are continuously enrolled in at least one hour of research in the Fall and Winter semesters. Potential candidates must have accumulated 12 hours of credit at UMKC before filing for office.

Section 3: Duties of the Election Board

- A. It is the duty of the Election Board to advertise, conduct candidate filing for, establish and maintain polling places for, tally and certify to the Student Senate the results of:
  - 1. the annual Executive Council election;

2. the annual election of Student Senators from each Divisional and Secondary Council to the Student Senate at the request of the Divisional or Secondary Council;
  3. all SGA student referenda, recall elections, special elections, and constitutional changes requiring a student body vote;
- B. It is also the duty of the Election Board to be **AVAILABLE** to Divisional and Secondary Councils if such Councils request the Board to fulfill the above duties for the following types of elections:
1. the annual elections for council members and/or officers **WITHIN** their divisions or bodies; at the request of the Divisional or Secondary Councils or governing bodies;
  2. Any referenda, recall elections, special elections, and Constitutional changes requiring elections that would take place **WITHIN** their divisions or bodies, at the request of the Divisional or Secondary councils or governing bodies;
  3. The Election Board participates in those elections described in (a) and (b) **ONLY** if invited to do so by the Divisional Council, Secondary Council or governing body involved.
  4. The Election Director does not receive additional pay from the SGA Operations Budget or from the operations budgets of the Divisional and Secondary Councils or governing body for the elections described in (a) and (b).
  5. Divisional and Secondary Councils shall be financially responsible for all expenses associated with advertising their election(s).
- C. The Board retains the option to advertise in any areas of the University that they deem as appropriate and advantageous to the election (e.g. the University sponsored radio station, the University sponsored Newspaper, Divisional Council publications, etc.) The Election Board shall, five (5) full school weeks prior to each Executive Council Election, begin advertising the following information for the entire period of time that candidates may campaign:
1. The fact that an election is to be held;
  2. The date of the election as set in accordance with the SGA Constitution by the Student Senate;
  3. The offices to be filled in the election together with the duties, qualifications and benefits that office entails;

4. The place and dates where filing notices of forms, information, and documentation may be obtained and returned within the five (5) full school weeks.
  5. The polling places and times with one polling place in the Residence Halls, University Center, and Twin Oaks and a minimum of one polling place per academic unit; and the availability and procedures for online voting; and
  6. The credentials required for voting.
- D. The Election Board shall be responsible for establishing and maintaining polling places and times in such a way that every eligible day and night student has a reasonable opportunity to vote. Such established polling places shall operate during the hours agreed upon by the Election Director and the Senators of the Divisional and Secondary Councils at each location and shall be continuously supervised while open. *The Election Director is responsible for the entry of all pertinent election data into the online voting system under the supervision of the Director of Student Life. The Election Director is personally responsible for consulting with the Divisional and Secondary Council Senators to determine the best locations for polling places.* In the case of a University-wide election, constitutional vote, or special election, the Election Board is responsible for the execution of each of the above items, exclusive of (3) and (4). For Divisional or Secondary Council elections in which the Board is involved, the Board must also fulfill these conditions and work with the Divisional or Secondary Council to set the date of the election.
- E. The Election Board shall prepare, print and collect candidate declaration forms by a specific deadline to be established by the Board in accordance with the SGA Constitution. Candidates will be listed on the ballot in the order in which they've filed. The Student Life Office shall date stamp each submitted candidacy form. For the purpose of this Code, official filing shall consist of providing the proper and completed filing materials to the Student Life Office.
- F. In the annual Executive Council elections, candidates for the offices of President and Executive Vice President shall run and be elected as a slate, and their names will appear on the ballot together to be voted on as a unit. The candidates for the offices of Administrative Vice President and Comptroller shall be elected separately.
- G. In administering the annual Executive Council election, the Election Board shall collect a campaign statement not to exceed 500 words from each candidate. The Election Board shall make said statements publicly available, for the entire period of time during which candidates may campaign.
- H. Candidate declaration forms have to be turned into the Election Board by a time set at no later than 4:00 p.m. on the last filing day. The Election Board shall conduct a mandatory meeting for all candidates by no later than five (5) pm of the same day. Copies of the Election Code, the Student Life Office Rules for Election Publicity, the Student Organization Conduct Code of the University of Missouri-Kansas City, the Student Conduct Code of the Collected Rules and Regulations of the University

of Missouri, and all other required forms are to be distributed to those candidates at the stated mandatory meeting, and each candidate will be required to sign an acknowledgement that he/she has received said materials. Notwithstanding the dictates of this section, all candidates are conclusively presumed to know the provisions of **ALL** materials received.

- I. The Election Director and the Election Board Members are responsible for appearing before the Student Senate, Superior Court, and/or Divisional and Secondary Councils when summoned and are expected to cooperate in every manner possible.
- J. The Election Board is responsible for preparing, printing and accounting for all ballots.
- K. The Election Board is responsible for counting all ballots as soon as possible after the polls have closed **IN THE PRESENCE OF AN OFFICIAL REPRESENTATIVE OF THE STUDENT AFFAIRS DIVISION OF THE UNIVERSITY.** *The Election Director may appoint additional auxiliary workers to count the ballots as needed.* Only upon proper order by the Superior Court, shall the Election Board halt or delay the counting of ballots or reporting the election results.
- L. The Election Board is responsible for publicizing the election results and certifying the same to the Student Senate or to the appropriate Divisional or Secondary Council in a timely manner.
- M. In administering the annual Executive Council election, the Election Board shall be responsible for collecting, preparing, printing, and making publicly available a candidate spending report form. Candidates shall make a good faith effort to fully complete the spending report, and every candidate must file the completed report form no later than five days after the election. The spending report form shall ask for the following information:
  - 1. The candidate's name;
  - 2. The office the candidate was seeking;
  - 3. The amount of money the candidate and others on his/her behalf spent in the election campaign; and
  - 4. The source of money expended in the campaign.
- N. It is the duty of the Election Director to be present at the Student Senate meetings when proposed elections are to be discussed.
- O. The Election Board may conduct an online balloting process for any election where the only items up for consideration are SGA Constitution Amendments and/or student referendum. In these situations the Board still follows all existing procedure for advertising the election. The Board must use all technical means to publicize this

event and make it accessible for all students. A detailed plan for this type of election must be submitted to the Student Senate six weeks prior to the start of polling.

#### Section 4: Restrictions on the Election Board

- A. Under **NO** circumstances may the Election Board or its Director perform any of the following acts or omissions except upon proper order of the Superior Court:
- a. Remove any candidate's name from the ballot once placed there;
  - b. Halt the count of all ballots;
  - c. Exercise any adjudicative or rule-making power beyond those specifically granted by this Code;
  - d. Fail to provide or make available to candidates and others any of the forms required to be distributed by this Code; and/or
  - e. Fail to list a candidate on the ballot if said candidate has filed his/her completed declaration.
- B. Under **NO** circumstances may the Election Board or its Director perform any of the following acts:
1. Hold a meeting which is not open to anyone who wishes to attend; or
  2. Run for, or be appointed to, any Executive Council position without having resigned or been removed from the Election Board at least four weeks prior to such an appointment or filing of declaration of candidacy.
- C. Fail to list a candidate on the ballot if said candidate has filed his/her completed declaration forms by the deadline.

#### Section 5: Election Code

##### A. CANDIDATE QUALIFICATIONS

1. Any person authorized by the SGA Constitution, and not otherwise disqualified by the provisions of this Code and University regulations, may run for Executive Council office and must be issued proper candidate filing forms for timely application.

##### C. DIVISIONAL and SECONDARY COUNCIL ELECTIONS

1. Divisional and Secondary Councils may **NOT** hold their elections on the same days as the Executive Council election. More than one Divisional or Secondary Council election may be held on any other school day during the

school year, and the Election Board may administer said elections, if requested to do so by the Divisional or Secondary Councils.

#### D. THE ELECTION DATE

1. The date of the Executive Council election shall be determined in accordance with the SGA Constitution by the Election Director and the Executive Council, with Student Senate approval, and shall be set in *early* April.
  - a. The date shall be set at the first regularly scheduled Senate meeting in January.
  - b. The election date of any and all University-wide referendum votes, constitutional votes or special elections shall be set by majority vote of the Student Senate members constituting a quorum.
  - c. ONLY the Student Senate may set the date of Executive Council elections, referendum elections, constitutional votes or other special University-wide elections.
  - d. The Executive Council and the Election Board are absolutely bound by the dates set by the Student Senate for these types of votes or elections.

#### E. CONSEQUENCES FOR FAILURE TO FILE THE PROPER FORMS

1. Any candidate failing to properly and truthfully file the forms and reports required by this Code may be removed from the ballot or if elected, restrained from taking office. The Superior Court, upon proper application, may order such sanctions.

#### F. SLATES or PARTY

1. Candidates may join with others and run their campaign in concert as a slate or party. A consent form must be signed and filed with the Election Board and the Student Life Office by each candidate who wishes to run as a slate or party. The name of the slate or party may appear on the ballot at the candidate's request. Campaign materials containing the name or alliance of the slate or party may be distributed by said candidates or other persons operating on behalf of said candidates only after the consent form has been signed and filed.

#### G. CANDIDATE FORUM

1. The Election Board shall sponsor a forum or debate with the prospective Executive Council candidates.

2. The forum or debate shall be at least twenty-four (24) hours before the election. The event is not to exceed two (2) hours in length. The Election Board shall make all arrangements pertaining to the forum. The event is to be publicized two (2) weeks in advance.
3. The Election Director shall be the moderator for the event unless he/she is unable to officiate and then he/she may appoint a replacement.
4. The first forty-five (45) minutes are devoted to open debate between the participating candidates. The moderator should divide time evenly between the candidates.
5. At least thirty (30) minutes are to be devoted to questions from the audience. Answer time shall be limited to three (3) minutes for each candidate or slate.
6. The last fifteen (15) minutes of the debate will be dedicated to closings, with the fifteen (15) minutes divided equally among the slates.

#### H. BALLOT FORM

1. Slate or party names may appear on the ballot. However, under no circumstances shall any slate or party's name appear on the ballot unless a candidate has signed and filed the consent form under the slate or party's name. No names, individual or otherwise, shall appear on the ballot, which were not timely filed. No surveys or additional questionnaires shall be commingled with an SGA election or election ballot. Only the following may appear on the Executive Council election ballot:
  - a. Name and date of the election;
  - b. Name of the offices the candidates are seeking;
  - c. Names of **FILED** candidates;
  - d. Names of **CANDIDATE-RELATED** slates or parties; and
  - e. Timely submitted referenda or initiatives.
2. Spaces for write-in votes are to appear on the election ballot. A candidate must have filed in order to be an **OFFICIAL** candidate, therefore **NO WRITE-IN CANDIDATE** may be declared the winner of an election, unless and until such person:
  - a. Is certified by the Student Life Office as meeting all eligibility requirements for the office to which he/she has been elected;
  - b. Accepts the office to which he/she has been elected, after being apprised of its duties and responsibilities; and



- c. Has properly filed **ALL** of the required election-related forms within three business days after the election.
3. All ballots used for elections, initiatives, referendums, or recalls must state, **“Only votes cast on the ballot (including write-ins) will count. Abstaining from voting on any part of the ballot will not count for or against a ballot item.”**
4. Appearing below is an example of the ballot format for the SGA Executive Board election, as prescribed by this election code.

STUDENT GOVERNMENT ASSOCIATION  
EXECUTIVE COUNCIL ELECTION BALLOT  
April \_\_\_\_\_ and \_\_\_\_\_, 20\_\_\_\_\_

**Instructions:** Voters please check the box to the left of the name of the candidates you wish to vote for.

For SGA President and Executive Vice President: (elected together as a slate)

	<u>Ann Able</u> and <u>Bob Belt</u>	
	<u>Dan Diligent</u> and <u>Ernest Eager</u>	(ABC Party)
	<u>Frank Fast</u> and <u>Janet Jones</u>	(XYZ Coalition)
	_____ and _____	write-in candidates

For SGA Administrative Vice President: (vote for one)

	<u>Cathy Competent</u>	(ABC Party)
	<u>Mark Miller</u>	(XYZ Coalition)
	_____	write-in candidate

For SGA Comptroller: (vote for one)

	<u>Ned Norris</u>	
	<u>Howard Hughes</u>	
	_____	write-in candidate

## I. VOTING INSTRUCTIONS

1. The Election Board shall post large signs at each polling station stating “Student Government Association Election” or clearly marked with the name of the Divisional or Secondary Council that is having the election. The polling station must have a brief description of each position or item that is being considered. Each polling station must also have information about how the ballot should be marked to reflect your vote. Ballots marked in such a way as to be inconclusive as to whom the person intended to vote to fill a particular office shall not be counted for that office.
2. Eligible student are allowed only one (1) vote per election.

3. The Election Board is responsible for developing an obvious method for identifying those students who have voted, in order to prevent students from voting more than once in the same election.
4. For the purpose of voting for Executive Council officers, members of the electorate shall be allowed to vote at **ANY** of the established polling places among the various divisions, regardless of college or school in which they are enrolled. This provision does not extend to include elections for Representatives from the various Divisional or Secondary Councils or governing bodies to the Student Senate, or the elections for Divisional or Secondary Councils or governing body representatives and/or officers.
5. A plurality vote is sufficient to elect any Executive Council officer, Representative for Divisional and/or Secondary Councils or governing body officer, unless the Divisional Councils, Secondary Councils or governing body in question has altered this requirement in its own constitution.
6. Personal Computer polling stations are not allowed.

#### J. POLL WORKERS

1. The Election Director with consultation of the Election Board will accept applications for poll workers. The selection of poll workers will be based on the ability to communicate with voters and the applicants' general knowledge of the election process.
2. The Election Board is responsible for employing a minimum of one auxiliary worker to staff every polling place **AT ALL TIMES** that said place is open for voting.
3. The Election Director with consultation of the Election Board must verify that all students hired as poll workers can clearly communicate with voters. The poll workers are required to go through a training process that informs them both of the process of the election and the appropriate information required to answer "frequently asked questions."
4. The Election Director should also publish a list of "appropriate behavior" for poll workers that would preclude the poll workers from talking on phones or listening to headphones while working their polling station. Other best practices should be added as necessary.

#### K. VOTE COUNTING

1. The vote count for every ballot item should happen individually. Therefore, a majority vote item will need to receive the majority of the votes cast on that specific issue and a two-thirds (2/3) vote would need to receive two-thirds (2/3) of the votes cast on that specific issue.

2. Each ticket seeking elective office can select one individual not running for a position on the SGA Executive Council or serving on the SGA Election Board to serve as an observer during any and all vote counting and tabulation
3. All ballots, supporting documentation on the eligibility and authentication of voting, and all electronic records related to online voting shall be maintained for a period no less than twelve (12) months after the end of the period allowed to vote in the SGA Executive Council Election.

#### L. DISPLAY and DISTRIBUTION of CAMPAIGN MATERIALS

1. A person may display or distribute campaign materials in any manner or place permitted by the Student Life Office Rules for Election Publicity. Campaign materials violating said rules for Publicity or University regulations may be confiscated or destroyed **ONLY** by the Election Director, and the Director of the Student Life Office.

#### M. USE of ORGANIZATION ENDORSEMENTS

1. A candidate, slate or party may seek and obtain the endorsement of or be endorsed by any person, group or organization. *However, campaign materials may contain no mention of an endorsement not in fact given.*
  - a. Campaign materials may include the name of candidates, persons, groups or organizations opposed to his/her election to office.
  - b. Any candidate who posts or permits posting of false endorsements or false acknowledgements of opposition shall be grounds for sanctions by the Superior Court.
  - c. Any individual, not a candidate, who posts false endorsements or false acknowledgements of opposition of a candidate, slate or party shall be subject to disciplinary proceedings by the University.

#### N. USE OF UNIVERSITY FUNDS for ELECTION FINANCING

1. The fiscal authority for financing of all Executive Council elections lies solely with the Executive Council. The Election Board and **ONLY** the Election Board shall be authorized to expend University funds in the execution of their duties under this Code.
2. Any candidate, slate or party, or persons operating on behalf of candidates are **STRICTLY** prohibited from utilizing ANY University funds or equipment for the purpose of promoting the election of any candidate, slate or party. Any person who is found to be in violation of this provision shall be subject to appropriate sanctions. This includes the use of any and all campus computer labs for publicity or campaigning. Campus computers may still be used for online voting.

3. The Election Director should formulate an annual budget for conducting Executive Council elections and submit this proposal to the Executive Council.
4. The Divisional and Secondary Councils hold the same fiscal authority as the Executive Council and is responsible for financing its own elections.

#### O. CANDIDATE RESIGNATION BEFORE ELECTION

1. If a candidate for the office of President steps down before the election starts, but after the filing deadline, the candidate stepping down is stricken from the ballot along with the stipulation that no replacement candidate will appear on the ballot; *it will remain blank*. The candidate running for the position of Executive Vice President, if he/she wins the election, would then assume the role of President and appoint a new Executive Vice President to fill that vacancy. Said replacement shall be subject to approval by a three-fourths (3/4) quorum vote of the Student Senate.
2. If a candidate for the office of Executive Vice President steps down before the election starts, but after the filing deadline, the candidate stepping down is stricken from the ballot along with the stipulation that no replacement candidate will appear on the ballot; *it will remain blank*. The candidate running for the position of President, if he/she wins the election, would then appoint the new Executive Vice President to fill that vacancy. Said replacement shall be subject to approval by a three-fourths (3/4) quorum vote of the Student Senate.
3. If the candidate for the office of Administrative Vice President or the candidate for the office of Comptroller resigns before the election but after the filing deadline, and said candidate is running on a party or slate, the vacant spot cannot be filled.

#### P. CANDIDATE STRICKEN from the BALLOT or RESTRAINED from TAKING OFFICE in the EXECUTIVE COUNCIL ELECTION

1. If a candidate for the office of Administrative Vice President or Comptroller is stricken from the ballot or restrained from taking office, the Student Senate shall—by approval of a three-fourths (3/4) quorum vote—choose the successor.
2. If the candidate for the office of Executive Vice President is stricken from the ballot or restrained from taking office, the President shall choose a replacement—said replacement shall be subject to approval by a three-fourths (3/4) quorum vote of the Student Senate.
3. If the candidate for the office of President is stricken from the ballot or restrained from taking office, the person who ran with him/her as Executive Vice President shall then assume the office of President and choose a

replacement for the vacancy in the office of Executive Vice President—said replacement shall be subject to approval by a three-fourths (3/4) quorum vote of the Student Senate.

4. If both the candidate for the office of President and the candidate for the office of Executive Vice President are stricken from the ballot or restrained from taking office, there shall be a new election.

#### Q. RECALL ELECTION on UPHELD PROTEST

1. In a proper recall election, the candidates on the ballot must be the same candidates offered in the original election that has been protested.
2. If an original candidate is not eligible to run at the time of the recall election, no substitute candidate shall be allowed except as outlined below in P(4) of this subsection. The remaining original candidates shall participate in the recall election or, if there are no other candidates, the remaining original candidates shall be declared the winner by default.
3. The President and the Executive Vice President are elected as a ticket and subject to the provision(s) outlined in Section 3, (F) of this article. If one of the other original candidates is not eligible to run at the time of the recall election the candidacy of both the Presidential and Executive Vice Presidential candidates shall be invalidated. The remaining original Presidential and Vice Presidential candidates shall participate in the recall election or, if no other candidates participated in the original election, the remaining candidates shall be declared the winners by default.
4. A candidate, who was part of an original ticket, may be excused from running and another candidate substituted ONLY under drastic unforeseen conditions, such as extreme illness, death, extreme mental duress, extreme financial difficulties or other such circumstances. The Election Director will make the final decision.
5. Protests must be submitted in writing to the Chief Justice of the Superior Court within five (5) business days of the released election results, with the final decision being reached within two (2) months of the submission.

#### R. CAMPAIGN OFFENSES WARRANTING SANCTIONS BY THE SUPERIOR COURT

1. Any candidate may be stricken from the ballot or, if elected, restrained from taking office if proven, by competent and admissible evidence presented to the Superior Court upon proper application, to have engaged in vote fraud, ballot box stuffing, vote buying or electioneering within 25 feet of a polling place.

2. Any candidate may be stricken from the ballot or, if elected, restrained from taking office if proven upon proper application to the Superior Court, that persons operating on behalf of said candidate with said candidate's knowledge to have engaged in vote fraud, ballot box stuffing, vote buying or electioneering within 25 feet of a polling place **UNLESS** said candidate notifies or reasonably attempts to notify the Election Director immediately that he/she is aware of the violation and is not personally involved.
3. A recall election may be ordered by the Superior Court if proven upon proper application to the Superior Court, that persons operating on behalf of any candidate, slate or party without said candidate's, slate's or party's direction or knowledge to have engaged in vote fraud, ballot box stuffing, vote buying or electioneering within 25 feet of a polling place **AND** which was found by a preponderance of the evidence to be the deciding factor in the election of said candidate, slate or party.
4. Any candidate using or directing persons operating on behalf of said candidate to use campaign materials found to be in violation of the Student Life Office Rules for Election Publicity or University Regulations shall be stricken from the ballot or, if elected, restrained from taking office upon proper application to the Superior Court.
5. Any candidate using campaign materials which said candidate knows to be false or in reckless disregard for the truth shall be stricken from the ballot or, if elected, restrained from taking office upon proper application to the Superior Court.
6. Any candidate with knowledge of persons operating on behalf of said candidates who are using campaign materials which are either false or in reckless disregard for the truth shall be stricken from the ballot or, if elected, restrained from taking office upon proper application to the Superior Court **UNLESS** said candidate notifies or reasonably attempts to notify the Election Director immediately that he/she is aware of the violation and is not personally involved.

S. CAMPAIGN OFFENSES WARRANTING SANCTIONS BY THE UNIVERSITY

1. Offenses listed in this Code, violations of the Student Organization Conduct Code of the University of Missouri-Kansas City, or violations of the Collected Rules and Regulations of the University of Missouri (specifically the Student Conduct section), as well as any civil or criminal violations, shall be grounds for collateral and appropriate disciplinary action by the University. Any individual found to be responsible for any damage to the University or a Recall Election shall be held liable for the costs associated with these violations.

## T. NON-EXCLUSIVITY of LIABILITY

1. No part of this Code shall be interpreted to mean adherence to it will relinquish one from any civil or criminal liability or disciplinary action by the University of Missouri. The provisions of this Code are intended only to be minimum requirements for an orderly and free election, and failure to proscribe any act or course of conduct is not to be interpreted as a license to act in a manner contrary to the laws of the United States of America, laws of the State of Missouri or University regulations. *Neither this section, nor this Code create any additional offenses not elsewhere stipulated by this Code.*

## Title VII – STANDING COMMITTEES

Section 1: The standing committees of the Senate shall be the Constitution Committee and the Student Activity Fee Committee (SAFC). Any committee that is not a standing committee of the Senate shall be referred to as a special committee of the Student Senate.

- A. Special Committees may be appointed by the SGA President—subject to approval by a three-fourths (3/4) vote of quorum of the Student Senate—or at the order of the Student Senate at any time.
- B. Should the Chair of the Constitution committee or the Chair of the SAFC deem it necessary to implement a special sub-committee to fulfill certain transactions/functions of their committee, they shall submit a proposal to the SGA President and the Student Senate.
- C. Chairpersons and members of all special committees shall be appointed by the SGA President (with recommendation from the Chair of the committee)—said appointments shall be subject to approval by a majority vote of the Student Senate.
- D. All special committee members shall hold office for the term set by the Student Senate and only be removed from office prior to term deadline due to just cause by the SGA President—subject to approval by a majority vote of the Student Senate.

Section 2: The Constitution Committee

- A. Purpose
  1. The Constitution Committee convenes for the purpose of reviewing the Student Government Association Constitution and the constitutions of UMKC Student organizations.

## B. Membership

1. The Committee shall consist of at least four (4) and no more than (10) members, excluding the Committee Chair (who shall be the Executive Vice President of the SGA).
  - a. It is the duty of the Constitution Committee Chair—with the consent through a majority vote of the Student Senate—to appoint and dismiss any members of the Constitution Committee.
  - b. The Committee members are eligible for a stipend of \$75.00 per semester for their service to the committee. In order to receive this stipend the members must attend all meetings of the committee and must complete the appropriate honorarium form by the deadline specified by the Constitution Committee Chair.
    - i. The Student Senate is responsible for reviewing the amount of the Constitution Committee's stipend on an annual basis.
  - c. The Chair is ineligible for the \$75 stipend.

## C. Attendance

1. Members of the Constitution Committee must maintain adequate attendance throughout his/her term on the committee. Failure to maintain adequate attendance can result in loss of stipend at the end of the semester and/or removal from the committee.
  - a. Committee members may be excused from one meeting per semester without losing their stipend.

## D. Duties of the Committee

1. The Constitution Committee shall make recommendations to ensure that a reasonable intent and process is in place for the administration of student organizations.
2. The Constitution Committee is responsible for making recommendations to the Student Senate on action matters involving student organization's constitutions.
3. After a Constitution has been recommended for approval by the Committee, it must then be presented to the entire Student Senate for approval.
4. If a constitution is approved pending changes, the Committee Chair will notify the organization of the changes. The appropriate corrections must be made and a newly updated constitution must be submitted to the Student Life Office within two (2) weeks from the date the notification was received.



#### E. Parliamentary Procedure

1. The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Constitution Committee in all cases to which they are applicable and in which they are not consistent with these bylaws and any special rules of order the organization may report.

#### F. Disclosure of Potential Conflicts of Interest

1. To ensure fairness within the decision making process, all members of the Constitution Committee shall:
  - a. Submit a Conflict of Interest Form to the Chair that outlines their affiliated organizations.
  - b. Update their Conflict of Interest Form for additional conflicts as soon as possible.
  - c. Refrain from voting on student organization constitutions that they have direct ties to.
2. If at any time a committee member is aware of another member's existing unreported conflict of interest, they should bring this to their colleague's attention.
3. If a conflict of interest remains unreported the committee member may be dismissed from the committee by the Chair with approval (by a simple majority) of the Student Senate.

#### G. Meetings of the Constitution Committee

1. The regular meetings of the committee shall be held bi-weekly on the same day as the regularly scheduled Student Senate meetings but at a set-time prior to the scheduled start time of the Student Senate meetings.

#### H. Mandatory Statements

1. All constitutions must have the **exact wording** for each of the statements below, unless otherwise stated:
  - a. "Membership shall be open to all duly enrolled UMKC students. Membership and activities are open to all currently enrolled students regardless of race, color, creed, sex, sexual orientation, age, national origin, disability, or Vietnam era veteran's status."
    - i. *An exception for restricted membership may be granted to Greek, professional, and honorary societies only if the following three conditions are met: (1) It is in the interest of the organization to restrict membership to*

*individuals with higher GPAs, other academic or merit-based credentials, or area of study in a particular field; (2) All such restrictions are mandated by the national level of an organization, or appeal is made to the Constitution Committee; and (3) Membership is only restricted by criteria other than those listed above. If an organization has a restricted membership, the constitution must contain the following statement (to replace the one above): "Membership decisions shall not be made on the basis of race, color, creed, sex, sexual orientation, age, national origin, disability, or Vietnam era veteran's status." Greek organizations may omit "sex" from the preceding statement*

- b. "Officers of this organization must be chosen in an election format open to all current members. Every effort will be made to notify all members of said election and, further, to reasonably accommodate the needs of all members desiring to participate."
- c. "Officers must meet minimum eligibility requirements, including a cumulative GPA of 2.5 and six credit hours of current enrollment, and must not be on student conduct disciplinary or honor code probation. The requirement to be enrolled in six credit hours will be waived for Doctoral students who have completed their formal degree course work, have passed their comprehensive or matriculation examination, and are continuously enrolled in at least one hour of research in the Fall and Winter semesters."
- d. In constitutions defining SGA Executive Officers, SGA Senators, Academic Council or Governing Council Executive Officers, the following statement must be included: "Potential candidates must have accumulated 12 hours of credit at UMKC before filing for office."
- e. Constitutions must have **one** of the following statements: **EITHER** "A qualified UMKC faculty or staff member must be selected by the membership as an advisor." **OR** "The advisor for this organization shall be decided upon by the executive officers of the organization. The advisor must be a UMKC faculty or staff member."
- f. "Paying dues is not a mandatory requirement to be considered a member of this organization."
  - i. *An organization that is required by a national, state, or other regional chapter (above the campus level) to collect dues does not need to include the above statement in its constitution. However, mandatory dues may not be assessed for the campus level. Organizations that do assess non-mandatory campus-level dues may have different levels of membership for students that do and do not pay dues.*
- g. "The books of account shall be kept up-to-date and open to the inspection of the University auditor."

- h. “Hazing is strictly prohibited in the State of Missouri and by the University. Hazing is defined as any willful act, occurring on or off the campus of an educational institution, directed against a student or a prospective member of an organization operating under the sanction of an educational institution, that recklessly endangers the mental or physical health or safety of a student or prospective member for the purpose of initiation or admission into or continued membership in any such organization.

Acts of hazing include, but are not limited to:

- Any activity that recklessly endangers the physical health or safety of the student or prospective member, including but not limited to physical brutality, whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance
- Any activity that endangers the mental health of the student or prospective member, including but not limited to sleep deprivation, physical confinement, or other extreme stress inducing activity.
- Any activity that requires the student or prospective member to perform a duty or task which involves a violation of the criminal laws of this state or any political subdivision in this state.

“Hazing is a class C Felony.”

#### I. Special Provisions

1. All actions by student organizations regarding their constitutional operation may be monitored by the Student Life Office and the Executive Vice President of the SGA.
2. Members of any organization found to be knowingly violating any University or Student Government policies will be subject to appropriate actions outlined in the Student Organization Conduct Code or the Collected Rules and Regulations of the University of Missouri System.

### Section 3: Student Activity Fee Committee (SAFC)

#### A. Preamble

1. UMKC Students pay activity fees to the University based on the number of credit hours in which they are enrolled. The Student Activity Fee represents University funds that are allocated by the Chancellor and/or his/her designee

and the Vice Chancellor for Student Affairs and Enrollment Management, to support out of classroom aspects of the University Life based on the University of Missouri System Collected Rules and Regulations, 230.404 Student Facility and Activity Fees.

#### B. Committee Philosophy

2. The Student Active Fee Committee serves ALL students of the University of Missouri-Kansas City by making allocation recommendations to the Chancellor and/or his/her designee and the Vice Chancellor of Student Affairs and Enrollment Management. Committee members must strive to represent the opinions and views of the entire campus and not just the views of the organizations they are a part of. The Student Activity Fee Committee respects the variety and diversity of UMKC students, organizations and events, and acts to promote campus programming that support student learning.

### I. THE COMMITTEE

#### A. Name

1. Under the direction of the Chancellor's designee, the Vice Chancellor for Student Affairs and Enrollment Management, the committee responsible for the allocation of the Student Activity Fee is the Student Activity Fee Committee (SAFC)

#### B. Membership

1. The SGA Comptroller shall serve as Chair of the SAFC
2. The SGA Administrative Vice President shall serve as secretary at all SAFC meetings and his/her sole responsibility shall be to record the minutes of all SAFC meetings.
  - a. The Administrative Vice President is not a voting member of the SAFC and is not to provide feedback in the committee meetings, but shall serve in a capacity of parliamentarian when deemed necessary for points of order and clarification.
3. The position of Co-Chair shall be elected from the student representatives of the SAFC by nomination or declaration of interested parties. This position shall be filled during the first fall meeting or not later than the second fall meeting of the academic school term.
  - a. Duties of the Co-Chair are:
    - i. Chairing the SAFC meeting at the request of the Chair.
    - ii. Assisting the Chair with preparation of the annual retreat.
    - iii. Maintaining regular contact with the Chair and helping prepare materials for the regularly scheduled meetings.

- iv. The Co-Chair cannot at anytime serve as President Pro-Tempore of the Student Senate.
  - v. Serve as chair of the SAFC Bylaws Revision Committee and hold one (1) meeting per month to review the SAFC bylaws throughout their term.
4. The committee membership shall consist of seventeen (17) students. These 17 students include the Chair and one representative from each of the twelve (12) Divisional Councils. To ensure diversity, there will also be a single full voting seat for the following Secondary Councils: (a) the Residence Hall Association, (b) the Minority Student Organization Council, (c) the International Student Council, and (d) Greek organizations.
  5. Any UMKC student eligible to be a student organization officer is eligible to serve on the committee.
  6. No Student Government Association (SGA) Executive Council member, other than the Comptroller, may serve on the SAFC.
  7. If there is not a student willing to serve as the representative for a Divisional Council, only the Vice Chancellor of Student Affairs and Enrollment Management can appoint a student from that academic unit.
  8. The Vice Chancellor for Student Affairs and Enrollment Management will select a faculty or staff advisor, with first preference given to the Director of Student Life. The committee may select two additional faculty or (non-student) staff members to form a non-voting resource council. The committee will select the advisor(s) by a majority vote, and may remove the advisor(s) by a majority vote. At any given time, the resource council may not exceed three (3) members.
  9. Any SAFC member can nominate a resource council member for committee consideration.

#### B. Election of Committee Members

1. The election of SAFC representatives must take place via unit-wide elections within the respective councils. This applies to both Divisional and Secondary councils outlined within the SGA Constitution.
  - a. Only one (1) student may be selected as the alternate for a committee member.
  - b. Students who place second in the SAFC election shall serve as the alternate for their respective council. In the event that an individual runs unopposed, only the Vice Chancellor for Student Affairs and Enrollment Management can select an alternate member.
  - c. In the event that an SAFC representative resigns or is removed from the committee, the alternate shall succeed as the new SAFC representative

for their respective council and the student who places third in the SAFC election shall serve as the new alternate.

d. Alternates must meet all eligibility requirements as outlined within the UM-System mandatory statements for new and existing organizations.

2. Divisional and Secondary council officers may not serve as a SAFC representative or alternate.

#### C. Terms and Limits

1. A committee member's term will last one (1) academic year.

2. Committee members may serve as many terms to which they are elected and remain eligible.

3. The sixteen (16) council representatives making up the SAFC shall be elected and their names along with the names of their alternates must be submitted to SGA and the Student Life Office by May 1. Failure to comply will result in the loss of representation and funding until the council is able to submit the name of the SAFC representative and alternate to SGA and the Student Life Office.

#### D. Compensation

1. Committee members will receive \$275.00 for each semester they serve on the committee and maintain adequate attendance.

a. The funds required for SAFC salaries shall come from the SGA Operations budget.

b. Recommendation to adjust SAFC salaries require a two-thirds (2/3) majority vote of the Student Senate. No Student Senator who concurrently serves on the SAFC may participate in the vote for SAFC salary adjustments.

c. If an SAFC representative resigns during the academic semester, the SAFC member forfeits all of their allotted compensation to the replacement member.

2. The SAFC Co-Chair shall receive a \$350 stipend per semester. This includes the \$250 compensation for being a representative.

#### E. Training

1. All committee and alternate members must go through a mandatory training session of appropriate SGA and University policies, as well as Roberts Rules of Order Procedures. All training shall be led by the SAFC Chair and a faculty or staff advisor before the first summer meeting.

- a. Failure to attend the scheduled training will result in the loss of voting rights until the committee member and/or alternate receives training.
  - b. In the event that an SAFC member or alternate is replaced during his/her term, the replacement member and/or replacement alternate must receive training from the Chair before s/he is eligible to vote.
2. The SAFC Chair shall help create the SAFC Training manual with the aid of a faculty or staff advisor.

#### F. Meetings

1. The SAFC shall meet at least once every two (2) weeks during the fall and spring semesters.
2. The committee shall meet at least twice during the summer to review only annual budgets submitted by both Divisional and Secondary Councils.
3. The SGA Administrative Vice President shall be responsible for recording the minutes and submitting it to the Chair within 72 hours after the meeting.

#### G. Voting Eligibility

1. Only student representatives of the SAFC may vote—as outlined in item A, Membership, of this subsection.
2. The chair of the SAFC will vote only to break a tie.

#### H. Attendance

1. Attendance shall be defined as an SAFC representative being present from the time of Call to Order to Adjournment.
2. Members of the SAFC must maintain adequate attendance throughout his/her term on the committee. Failure to maintain adequate attendance is defined as two (2) consecutively unexcused absences or three (3) overall unexcused absences during the course of his/her term. Failure to maintain adequate attendance may be grounds for removal by the Chair.
3. The SGA Administrative Vice President is responsible for recording member attendance and submitting it to the Chair.
4. A committee member will not be deemed absent if s/he has sent the alternate from his/her respective organization. The alternate will count towards quorum and be awarded full voting privileges. A committee member will be allowed the use of their alternate for no more than three (3) regularly scheduled meetings during the course of his/her term. If the member exceeds this allowance, the absences will be unexcused. The SGA

Administrative Vice President must be informed of the intention to use an alternate a minimum of twenty-four (24) hours in advance of a regularly scheduled meeting.

5. The Chair may recommend to the Vice Chancellor for Student Affairs and Enrollment Management that any council's SAFC representative who fails to maintain adequate attendance should have their Student Activity Fee funds frozen upon approval.
  - a. The Chair must inform the SAFC representative and their respective council officers in violation of the attendance policy before said recommendation to the Vice Chancellor for Student Affairs and Enrollment Management.

#### I. Quorum

1. At least a majority of the voting membership shall be present in order to conduct any business of the SAFC.
2. The SAFC will not schedule a make up a meeting that fails reach quorum. Requests that are on the docket will be automatically tabled for the next scheduled meeting.

### II. THE ALLOCATION PROCESS

#### A. Eligibility to Request University Student Activity Fee Revenue Funds

1. Recognized student organizations, students, and UMKC organizations that support student activities are eligible to apply for Student Activity Fee Revenue.
2. Applications may be submitted by a recognized student organization, group dedicated to students, Divisional and Secondary Councils.
  - a. All organizations shall be treated equally.
  - b. The committee shall not base their funding decision on political or religious ideology.
3. Student Activity Fee Revenue cannot be used for direct contributions to philanthropic organizations or political campaigns.
4. Student Activity Fee Revenue cannot be used to pay an ongoing permanent salary to a student who is currently employed in a full-time salaried position by UMKC.

#### B. Example of Permissible Uses for University Funds



1. University Student Activity Fee Funds may be used for, but not limited to:
  - a. honorariums for speakers or performers
  - b. refreshments or meals
  - c. production expenses
  - d. publicity
2. Equipment Materials:
  - a. Equipment and/or materials purchased with University Student Activity Fee Funds are the property of the Curators of the University of Missouri.
  - b. Organizations are accountable for any policies or procedures relating to the use of equipment or materials by their membership.
  - c. The purchase or disposal of any equipment or materials must follow all University guidelines. Defer to SGA and the Student Life Office for further guidelines.
  - d. Organizations must provide SAFC with copies of vouchers and/or invoices for any equipment or material purchased in value exceeding \$100.
3. Student Activity Fee Revenue may be used for individual, as well as, student organization travel. Individual travel must benefit UMKC rather than further individual academic career.
4. University Student Activity Fee Funds may be used for the operation of a student organization. In this sense, the funds would provide for daily organizational expenses, salaries, and other central operating needs.

#### C. University Student Activity Fee Funds Budget Request Requirements

1. Any group seeking funding must submit a University Student Activity Fee Revenue request form, along with any supporting documentation deemed important to the funding request.
  - a. These include, but are not limited to, itineraries, honorarium, invoices and receipts.
  - b. The organization must also submit a mission statement, strategic plan, and/or the specific goals that the money will support.
2. The Student Life Office must provide the SAFC with copies of University accounting summary income statements for the past two (2) years that a requesting organization has existed.

3. Requests must be stamped by the Student Life Office verifying the submission date. Applicants are responsible for ensuring that their application is turned into the SAFC mailbox.
4. Funds allocated during the summer committee meetings will only be used for future travel and events.

#### D. SAFC Request Deadlines and Meeting Procedures

1. The Chair will establish at least a regular bi-weekly meeting time. These meetings times must be publicly posted by the first week of each semester.
2. The Chair has the authority call emergency meetings, as so deemed important.
3. Organization funding request must be submitted at least one (1) week in advance of the meeting where the recognized organization would like to present the request.
4. For single event requests, the SAFC must receive requests a minimum of three (3) weeks before the date of the event. For events requiring travel or contracts, the SAFC must receive requests a minimum of five (5) weeks before the event.
5. Organizations seeking annual funding are required to submit their request by the first three (3) weeks of the fall semester.
6. Divisional and Secondary Councils are required to submit their annual budgets one (1) week prior to the first (1<sup>st</sup>) summer meeting.
7. Secondary Councils are required to submit their annual budgets by the third (3<sup>rd</sup>) week of the fall semester.
8. Annual budgets are expected to reflect strategic planning. All councils and organizations that receive funding from SAFC based on annual budgets may not return to SAFC for additional funding and are required to submit an update report one week prior to the first meeting of the spring semester detailing how much they have spent on what items, and how they plan to use their remaining funds.
9. Organizations may request funds on an event-by-event basis; however, total annual funding for event-by-event request and travel request may not exceed \$5,000 per calendar year.
10. Organizations that request \$5,000 or more are required to submit an annual budget. An organization that requests an event-by-event basis may not have their request reviewed if they have already received \$5,000 in a single allocation or in multiple allocations per calendar year.

11. All organizations that request event-by-event or an annual budget must petition their respective council for funding before requesting funds from SAFC.

#### E. Meeting Procedure

1. The Chair shall provide each SAFC committee member with copies of the submitted applications and supporting documentation for review at least thirty (30) minutes prior to the start of the scheduled meeting.
2. The order of business shall be conducted by the SAFC Chair
3. The SGA Administrative Vice President shall administer SAFC roll at each meeting.
4. The minutes of the SAFC must be reviewed and voted upon at each committee meeting.
5. Any tabled business shall be considered first.
6. A vote should be taken for all SAFC decisions. The majority vote must be recorded in the minutes.
7. New annual budgets should be considered next.
  - a. There should be a short presentation by representatives of the organization.
  - b. The SAFC should then discuss the application and question the presenter(s).
  - c. Total time allowed for each new annual budget should not exceed ten (10) minutes.
8. New non-travel budgets shall be considered next.
  - a. There should be a short presentation by a representative(s) of the organization.
  - b. The SAFC should then discuss the application and question the presenter(s).
  - c. Total time allowed for each new non-travel budget should not exceed five (5) minutes.

9. New travel budgets are considered next.
  - a. The Chair shall review the request for travel prior to the SAFC meeting.
  - b. There should be a short presentation by representatives of the organization.
  - c. The SAFC should then discuss the application and question the presenter(s).
  - d. Total time allowed for each new travel budget should not exceed five (5) minutes.
  
10. After all budget requests are presented.
  - a. The committee will go into closed session and make recommendations for each presentation in the order it was presented. A closed session meeting will only include the Chair, SGA Administrative Vice President, committee members, and advisors.
  - b. For travel request the Chair will make a funding recommendation to the committee, who will discuss and approve or deny said recommendation.
  - c. For travel request the committee may decide to vote to approve or deny or to table the request until additional information is received. A majority vote is required to uphold the Chair's recommendation.
  - d. For travel request a two-third (2/3) majority vote is required to overturn the Chair's recommendation. If a recommendation is overturned, the committee must then make an additional motion with a new recommendation.

F. Criteria for Reviewing Request

1. The SAFC Chair will create a funding request form that each requesting party must complete. This form will become part of all subsequent evaluations for the organization:
  - a. The major mission and functions of the organization; and
  - b. The budget items to be considered for funding.
  
2. Organizations submitting annual budgets may combine travel and non-travel expenses in a single request.
  
3. Annual, Event-by-Event, and Travel requests shall be judged based on the following:
  - a. Available funds
  - b. Past financial performance of the organization

- c. Thoroughness of the budget request
- d. Relevance to the organization's mission
- e. The number of students likely to be involved or participate in the organization's efforts.

4. Travel Request:

- a. Travel funds may be used to support travel that advances the organization and/or the university.
- b. The maximum travel funds allowed for an individual student request is \$500 per semester.
- c. The maximum travel funds allowed for a recognized student organization is \$1500 per semester and shall be deducted from the maximum of \$5000 per year for each recognized student organization.

G. Estimate of University Student Activity Fee Funds to be Allocated by the SAFC.

- 1. The Chair shall request the estimated University Student Activity Fee Revenue to be allocated from the Vice Chancellor of Student Affairs and Enrollment Management prior to scheduling the first summer meeting.

III. COMMUNICATION

A. Applicant Contact Information

- 1. Each application will include the contact information for the organization's requesting representative.
- 2. The contact fields shall include:
  - d. Name
  - e. Email address and Campus postal address
  - f. Phone number, preferably with voicemail

B. Application Submission Notification

- 1. After an application is submitted, the SAFC Chair will notify the submitting party by an email to the address listed on application.

### C. Request Date Notification

1. The Chair will notify the submitting party of which meeting they must attend to receive funding from SAFC via email.
2. Meeting date, meeting place, time, suggested/required documentation, and an outline of how the meeting will run shall also be emailed to the submitting party.

### D. Applicant Notification of SAFC Decision

1. After the SAFC reaches funding agreement, the Chair will submit copies of the meeting minutes to the Vice Chancellor for Student Affairs and Enrollment Management.
2. The Chair, within five (5) business days of the submitted decision must notify the applicant(s) of the committee's decision by email, in the event they have not received a response from the Vice Chancellor or his/her designee.

## IV. CAMPUS COMMUNITY NOTIFICATION

- A. The SAFC minutes must outline the fund recipients, amount received, and description of the activities funded by the committee for each meeting.
- B. The SAFC minutes will be posted on the SGA website and remain on the site for a period of one (1) year.

## V. OVERSIGHT

### A. Responsible party for the distribution of funds.

1. The Student Life Office is responsible for ensuring that student organizations receive their approved funding.
  - a. The Chair shall notify the Student Life Office of the committee's funding decisions.
  - b. The Student Life Office shall then release the funds to the specified student organization account.
2. The SAFC reserves the right to review the performance of any organization receiving funds from Student Activity Fee Revenue.

### B. Communication of Available Funds

1. On a monthly basis the Student Life Office shall:
  - a. Provide the SAFC Chair with financial statements of the Student Activity Fee Revenue available to student organizations.

- b. Provide the Chair with a summary financial statement of the allocated funds to all student organizations.

## V. APPEALS

### A. Grounds for Appeal:

1. The Bylaws of the SAFC are not applied properly.
2. Difference in the interpretation of the Bylaws (terms and definitions).
3. Difference in the assessment of an application or criteria.
4. An incorrect mathematical calculation.
5. Inaccurate information was used to determine the funding allocation.
6. Biases demonstrated by members of the hearing committee.
7. Exceptional circumstances may be considered on a case by case basis.

### B. Appeals Process

1. The appellant must clearly state the circumstances and provide the necessary documentation/rationale along with the proposed resolution.
2. All appeals should be forwarded, in writing, to the Vice Chancellor for Student Affairs and Enrollment or their designee as soon as possible.
3. The Vice Chancellor for Student Affairs and Enrollment Management or their designee shall review each appeal on a case by case basis and provide a written response to each appeal decision.

## VI. MISCELLANEOUS

### A. Non-discrimination

1. The allocation of University Student Activity Fee Revenue shall be fair and equitable. All aspects of the process should support the University of Missouri's non-discrimination policy. The process should not discriminate on the grounds of race, color, creed, sex, sexual orientation, age, national origin, disability, or Vietnam-era veterans' status.
2. Political and Religious organizations funding:
  - a. May be used for political and religious student organizations.
  - b. Cannot be used toward philanthropic or campaign contributions.

## B. Disclosure of Potential Conflict Interest

1. SAFC members will submit a Conflict of Interest Form to the Chair that outlines affiliated student organizations.
2. SAFC members are required to immediately resubmit a Conflict of Interest Form in the event there is a change to their student organization affiliation.
3. In the event a committee member is indeed an active member of the organization submitting a funding request or will receive a direct benefit from a request, said member will not be eligible to participate in the deliberation and voting process pertaining to the specific request.
4. If at any time a committee member is aware of another member's existing unreported conflict of interest, said member must bring the concern to the attention of the entire committee.
5. Grounds for removal may be enforced, in the event that the committee member's affiliation remains unreported, by a two-third (2/3) majority vote of the committee.
6. An SAFC representative cannot present a funding request on behalf of an organization in said representative is an active member. The exception to this clause shall be that an SAFC representative may present a travel request if s/he is the only one traveling.

## C. Communication

1. The SAFC Chair should publicly communicate the following issues:
  - a. The availability and election of a SAFC member to the respective Divisional or Secondary Council.
  - b. The convening of any meeting to discuss the policies and procedures of the committee.
  - c. The convening of any meeting to hear presentations by organizations who request Student Activity Fee Revenue.
  - d. The committee's allocation decisions.

## VIII. COMMITTEE EXPENSES

### A. SGA Operations Budget Expenses

1. The salaries of the SAFC members.
2. Copies, paper, training materials, the Student Activity Fee policy manual and any other documents necessary for the operation of the committee.



3. Recording and other equipment costs agreed to by the Vice Chancellor for Student Affairs and Enrollment Management or their designee.

Section 4: Bylaw Amendment Guidelines for Standing Committee(s)

- A. Any amendment(s) to the procedures of SGA Standing Committee(s) under the SGA Bylaws shall come from the Chair of the respective committee for review by the Student Senate. Amendments must receive a three-fourths (2/3) vote of the Student Senate in order to submit it as a recommendation to the Vice Chancellor for Student Affairs and Enrollment Management.
- B. The respective Chair is then responsible for forwarding the amendment recommendations to the Vice Chancellor for Student Affairs and Enrollment Management.
  1. The Chair of the SAFC shall also include with his/her recommendations any supplemental Student Activity Fee Revenue.
    - a. Once the new policies governing University fund allocations to organizations supporting student activities are in place, a campus-wide communication shall be sent to students, faculty, staff and administrators in order to inform the campus of the new policies.
    - b. The new policies shall be posted with the Student Life Office and SGA.

## **Title VIII – CODE OF ETHICS**

Section 1: Purpose

- A. A code of ethics, here after referred to as The SGA Covenant of Trust, serves as an overarching statement for other policies that establish standards of integrity and accountability.
- B. A code of ethics should outline the process and/or mechanism for implementing the defined culture and values within SGA from top to bottom.
- C. A code of ethics is often general in nature. Some issues, such as confidentiality, conflict of interest, and nepotism, may be addressed in separate policies.

*See Appendix A – The SGA Covenant of Trust*

Section 2: Statement of Personal and Professional Standards of Conduct—Code of Ethics

- A. It is the intent of the SGA to strive for the highest ethical conduct from all members of the Executive Council, Student Senate, Superior Court, Election Board,

Constitution Committee, and SAFC. In an effort to achieve the highest standards of conduct, each member of the Executive Council, Student Senate, Superior Court, Election Board, Constitution Committee, and SAFC shall acknowledge the following adopted Code of Ethics by June 1 each year. A copy of the Statement of Personal and Professional Standards of Conduct will be kept on file in the Student Life Office.

***See Appendix B – The Statement of Personal and Professional Standards of Conduct***

Section 3: Code of Ethic Offenses Warranting Sanctions by the Student Senate, Superior Court, or the University of Missouri-Kansas City *shall consist of, but not be limited to*:

- A. All members of the SGA Executive Council, Student Senate, Superior Court, Election Board, Constitution Committee, and SAFC are required to submit a signed copy of The SGA Covenant of Trust to the Student Life Office no later than the second fall meeting of the fall semester.
- B. All members of the SGA Executive Council, Student Senate, Superior Court, Election Board Constitution Committee, and SAFC are required to exercise the highest ethical standards of conduct and practice fundamental honesty at all times.
- C. In support of SGA’s standard of high ethical conduct, each member of the Executive Council, Student Senate, Superior Court, Election Board, Constitution Committee, and SAFC **SHALL NOT**:
  1. Deceive, defraud, or mislead any member of the SGA Executive Council, Student Senate, Superior Court, Election Board, Constitution Committee, SAFC, Advisors, Members of the Student Body, University of Missouri administrators, faculty and staff, other associates, or those with whom SGA has business or other relationships.
  2. Misrepresent SGA in any negotiations, dealings, contracts, or agreements.
  3. Divulge or release any information of a proprietary nature relating to SGA plans, mission, or operational databases without appropriate approval.
  4. Obtain a personal advantage or benefit due to relationships established by any member of the Executive Council, Student Senate, Superior Court, Election Board, Constitution Committee, SAFC, or Advisors by use of the organization’s name.
  5. Accept individual gifts of any kind, in connection with the Executive Council, Student Senate, Superior Court, Election Board, Constitution Committee, SAFC, or Advisors relationship with SGA.
  6. Withhold their best efforts to perform their duties to acceptable standards.

7. Engage in unethical business practices of any type.
8. Use SGA property, financial resources, or services of the SGA Executive Council, Student Senate, Superior Court, Election Board, Constitution Committee, SAFC, Advisors or Student Body Membership for personal benefit.
9. Violate any University of Missouri Collected Rules and Regulations, applicable state and federal laws or ordinances.

Section 4: Consequences for failure to adhere to the SGA Code of Ethics

- A. Infractions of this Statement of Personal and Professional Standards of Conduct are grounds for impeachment and removal and/or subject to further disciplinary proceedings by the University depending on the circumstances. Infractions are to be reported directly to the SGA Executive Board, Student Senate, Advisors and the UMKC Student Life Office.

## **Title IX – PARLIAMENTARY AUTHORITY**

Section 1: The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the SGA in all cases to which they are applicable and in which they are not consistent with these bylaws and any special rules of order the organization my report.

## **Title X – AMENDMENTS**

Section 1: The Bylaws shall at all times reflect the current working order of SGA. The Bylaws are intended to be flexible and change with the organization, not to keep the organization to one method when another might work best. The Bylaws are intended to instead illuminate the inner workings of the SGA and keep the administration clear and transparent, not to limit what the SGA may do.

Section 2: The Bylaws at all times shall contain the following definitions and specifications. No proposed change that removes any of the following things and does not replace them with another bylaw sufficient to the standards of the Constitution shall be enacted. Constitutionally mandated bylaws shall have changes go into effect a month after such changes are voted through, during which time the SGA may vote to rescind that change at another regular meeting with another majority vote.

- A. These bylaws may be amended by:
  1. Initiative as provided by the SGA Constitution
  2. Recommendation of the Constitution and a favorable three-fourths (3/4) vote of the Senate present and voting.

3. A proposal by any member of the Senate and a favorable three-fourths (3/4) vote of the Senate.
- B. The Student Senate along with the Constitution Committee shall review the SGA bylaws on an annual basis.

## **Title XI – DEFINITIONS**

Definitions in this section shall apply throughout the entire document and are to be considered in accordance with the SGA Constitution and any other SGA official documents.

### Section 1: SGA Definitions

- A. Divisional Councils—shall include the College of Arts & Science, the Bloch School, School of Education, School of Nursing, School of Medicine, School of Law, School of Computing & Engineering, School of Biological Sciences, Conservatory, School of Dentistry, School of Graduate Studies, and the School of Pharmacy.
- B. Office Hours—time spent in the office when an Executive Council member is available to answer questions via phone, appointment(s) or walk-in.
- C. Organization—is a UMKC body or constituency which includes, but is not limited to: the University recognized campus organizations, SGA recognized student organizations, and the other organizations which are qualified to receive University Student Activity Fee Funding.
- D. Secondary Councils—shall include Inter-fraternity Council, International Student Council, Minority Student Organization Council, Residential Life, National Pan-Hellenic Council, and the Pan-Hellenic Council.
- E. SGA—is the Student Government Association of the University of Missouri-Kansas City as defined by its charter and constitution.
- F. Student Senate—is comprised of the representatives from each of the Divisional and Secondary Councils as defined in the SGA Constitution.
- G. Week—consist of Monday through Friday and does not include Saturday, Sunday or University recognized holidays/breaks.

### Section 2: Superior Court Procedures Definitions

- A. Affidavit—a sworn statement certifying that the statement alleged are true; must bear the signature and contact information of the individual providing such statement.
- B. Answer—written response to a petition; must be completed on mandatory form available in the Student Life Office.

- C. Petition—is a written statement alleging a claim that falls under the jurisdiction of the Superior Court; all statements must be completed on mandatory form(s) available in the Student Life Office.
- D. Petitioner—person or persons presenting the question or dispute
- E. Proof of Personal Service—acknowledgment of service by the respondent(s) or affidavit of service attached to the petition setting forth the date, time, and place of service and the name(s) of person(s) served.
- F. Respondent—person or persons against whom the dispute or question is addressed or involves.

Section 3: Election Code Definitions

- A. Answer—written response to a petition; response must be completed on mandatory form(s) available in the Student Life Office.
- B. Ballots—shall be defined as University documents for the purposes of the Executive Council, Divisional and Secondary Council elections.
- C. Ballot Box Stuffing—is the misrepresentation of a student’s vote, voting more than once or otherwise altering the outcome of the election vote count.
- D. Candidate—is any person having duly filed for the purpose of running for the offices of the SGA Executive Council election or Divisional and Secondary Council elections.
- E. Divisional Councils—shall include the College of Arts & Science, the Bloch School, School of Education, School of Nursing, School of Medicine, School of Law, School of Computing & Engineering, School of Biological Sciences, Conservatory, School of Dentistry, School of Graduate Studies, and the School of Pharmacy.
- F. Electioneering—is an attempt to influence opinion of a candidate or an individual’s vote through verbal or non-verbal communication; such as the distribution of campaign materials.
- G. Endorsement—is a statement of support by a person or group for a particular candidate, slate or party in an SGA Executive Council election and/or Divisional and Secondary Council Elections.
- H. Group—is an association of persons who may or may not be directly involved with the University of Missouri-Kansas City.
- I. Party/Slate—is a group of candidates who have agreed to run for their candidacies as a unit under one name for the SGA Executive Council election and/or Divisional and Secondary Council elections.

- J. Vote Buying—is the exchange of money, goods, services or otherwise for a vote or promise of a vote.
- K. Vote Fraud—is the unnatural altering of an election outcome through illegal or inappropriate means.
- L. Week—consist of Monday through Friday and does not include Saturday, Sunday or University recognized holidays/breaks.

## Appendix A

# CODE OF ETHICS—A COVENANT OF TRUST THE STUDENT GOVERNMENT ASSOCIATION UNIVERSITY OF MISSOURI-KANSAS CITY

Adopted: April 27, 2010  
Effective Date: June 1, 2010

## Section I: A Covenant of Trust

A Covenant of Trust is divided into central sections:

Introduction  
Key Principles  
Statement of Core Standards  
Standards  
Statement of Covenant

## Section II: Introduction

The purpose of the Student Government Association (SGA) is to provide an orderly method of government representative of all students that acts on the will of the majority while protecting the interest of the minority and stands for all students of the University of Missouri-Kansas City (UMKC), in all matters that concern them.

The Mission of the Student Government Association is to stimulate the intellectual, political, cultural, and social growth of all students.

We are committed to fulfilling that mission and purpose through the highest ethical standards. We are faithful to the key principles of integrity, service above self, and excellence in all we do. Simply put — we are devoted to doing the right thing in the right way and being an organization worthy of the utmost trust.

Because of the unique level of trust placed in the SGA to serve the Student Body, we have a special obligation to act ethically.

“A Covenant of Trust: Our Code of Conduct” (‘A Covenant of Trust’ or ‘Code’) is a way of expressing and memorializing our ethical obligations to ourselves, and the Student Body as well as to the individuals, communities, and society we serve. The Code is a pact calling all of us to embrace the highest ethical standards possible — a promise that will benefit us personally and professionally as well as help to advance the vital mission of the SGA.

### **Section III: Key Principles**

Three overarching principles help to define our conduct in everything that we do on behalf of the SGA and its mission. When a specific core standard does not address a particular circumstance or question you may have, or when you may be unable to seek guidance from the SGA advisers, you are asked to view the issue through the lens of the following three key principles:

#### **A Commitment to Integrity**

Integrity is a central value for any person or entity that means to act ethically. It is an inner compass that helps to steer each of us in the appropriate and ethical direction. It is a matter of character that helps us personally and professionally make use of such core values as honesty and applies the morals we learned when we were young. It is an organizing force that organizes and helps to regulate our impulses and appetites. It is an inner voice that urges us to act with conviction and courage even in the face of adversity.

#### **A Commitment to Service**

Service before self is about how professional duties take precedence over our personal desires. It embodies the very spirit of the entire SGA mission and the “calling” that many of us feel and express. It is about ensuring that we always act in a manner consistent with the idea that the very reason we are here is to serve the UMKC Student Body. Indeed, it is an honor to so serve.

#### **A Commitment to Excellence**

Excellence is about maintaining high standards and a passion for constantly seeking to improve everything we do on behalf of the SGA. It is about personal, professional, organizational, operational, and service excellence on behalf of the students we serve. It is about a process of improving our efforts — both individual and collective — on an ongoing basis.

### **Section IV: Statement of SGA Core Standards**

Integrity—We will act with personal and professional integrity.

Respect—We will respect others and support and protect diversity.

Loyalty—We will be loyal to the SGA and its mission.

Confidentiality—We will protect confidential information.

Transparency—We will be open and candid about our activities and operations.

Duty—We will seek guidance concerning, and report breaches of, our Code.

Compliance—We will comply with our Code, the SGA Constitution and Bylaws, the Rules and Regulation of the Student Life Office, the Collected Rules and Regulations of the University of Missouri, as well as federal, state, and local laws.



## Section V: Standards

### 1. Integrity

- 1.1 We will communicate candidly, honestly, and openly in the statement of any material facts related to our official duties and activities.
- 1.2 We will treat each other — as well as others — fairly.
- 1.3 We will strive to achieve the highest standards of performance, service, and excellence.
- 1.4 We will have the courage to suggest improvements when circumstances warrant it.
- 1.5 We will keep our promises.
- 1.6 We will be accurate, fair, and timely in our communications.

### 2. Respect

- 2.1 We will treat others equitably and respectfully in all aspects of our activities without regard to race, color, religion, creed, age, sex, national origin or ancestry, marital status, veteran status, sexual orientation, or status as a qualified disabled or handicapped individual.
- 2.2 We will support equal opportunity throughout all our efforts.
- 2.3 We will, in the furtherance of our SGA responsibilities, refuse to engage in any form of discrimination or harassment.
- 2.4 We will listen carefully and recognize that healthy diversity means diverse points of view.

### 3. Loyalty

#### 3.1 Loyalty

- 3.1.1 We will be loyal to the SGA organization and its mission — not to any particular individual or group of individuals.
- 3.1.2 We will not engage in any conduct that would undermine the student body or the university's trust or would tarnish the reputation of the SGA.
- 3.1.3 We will not engage in any activity or relationship that would create a potential or actual conflict of interest that would adversely affect our ability to faithfully and loyally perform our service to the SGA.

### 3.2 Gifts

3.2.1 We will not solicit or accept gifts unless the item is excluded from the definition of a gift or falls within a defined exception.

3.2.2 We will not solicit or coerce the offering of a gift, accept a gift in return for being influenced in the performance of an official act, or accept frequent gifts (even of a small value) such that a reasonable person is likely to conclude the individual is using his or her position for private gain.

### 3.3 Misuse of Position

3.3.1 We will not use our position for private gain, for the endorsement of any product, or for the private gain of any service or enterprise, friends, family members, or persons with whom the SGA Executive Council, Student Senate, Superior Court, Election Board, Constitution Committee, and SAFC is affiliated.

3.3.2 We will not endorse a particular candidate or political party on behalf of the SGA.

### 3.4 Restrictions on Former members of the SGA Executive Council, Student Senate, Superior Court, Election Board, Constitution Committee, and SAFC

3.4.1 We are aware that the duty of loyalty to the organization continues even after the leadership position in SGA has ended.

3.4.2 We are aware that our duty to not disclose confidential information continues even after our service to SGA ends.

3.4.3 We will not use confidential information gained in the course of our leadership efforts for our personal gain either during or after our relationship with the SGA ends.

3.4.4 We are aware that a good-faith exception exists for communications made to improve the operations and management of the SGA.

### 3.5 Full Disclosure

3.5.1 We will make full disclosure of all potential and actual conflicts of interest.

3.5.2 We will abide by the operative rule of thumb: “when in doubt — disclose.”

## 4. Confidentiality

4.1 We will not disclose to an unauthorized individual or organization without the consent of the Vice Chancellor for Student Affairs and Enrollment Management

or his or her explicit designee any confidential, privileged, or nonpublic information entrusted to us.

- 4.2 We will respect the privacy of others and private information.
- 4.3 We will recognize that all information, whether hard copy or electronic, is the property of the SGA and may not be copied or removed without express permission of the Vice Chancellor for Student Affairs and Enrollment Management or his or her explicit designee, or the SGA Executive Council—if appropriate.
- 4.4 We will require that all members of the SGA Executive Council, Student Senate, Superior Court, Election Board, Constitution Committee, and SAFC sign a “confidentiality statement” as a condition of their service with the SGA.
- 4.5 We will prohibit all members of the SGA Executive Council, Student Senate, Superior Court, Election Board, Constitution Committee, and SAFC from engaging in any financial transaction using nonpublic or confidential information to further their own private interests.

## 5. Transparency

- 5.1 We will openly, candidly, and transparently report SGA activities and operations.
- 5.2 We will publish and widely disseminate an annual report that will convey information to the public in at least seven critical areas: 1) the members of the SGA Executive Council, Student Senate, Superior Court, Election Board, Constitution Committee, and SAFC leadership; 2) the mission, goals, and core standards of the organization; 3) the central governance structure and mechanisms of the organization; 4) the organization’s programmatic activities and achievements; 5) audited financial statements.
- 5.3 We will provide members of the Student Body who express an interest in the affairs of the organization with a meaningful opportunity to communicate with an appropriate representative of the SGA.
- 5.4 We will make available for public inspection a copy of the SGA annual report and minutes from all Student Senate and SAFC meetings.

## 6. Governance

- 6.1 We will strive for excellence and professionalism in all SGA-related activities.
- 6.2 We will commit ourselves to the mission of the SGA, and competently, efficiently, and professionally perform the duties and tasks we agreed to assume.
- 6.3 We will work cooperatively with each other, always striving to be — or become — genuinely united in our actions and decisions.

- 6.4 We will honor the democratic process and support the final decisions of the SGA Senate and/or SAFC — even if we may disagree with them.
- 6.5 We will fully and candidly discuss issues entrusted to us and respect others' viewpoint.
- 6.6 We will ensure that we are competent to accomplish the tasks assigned to us and, if not sufficiently competent, will ask for assistance and become competent.
- 6.7 We will personally and professionally endeavor to be active listeners and learners, embracing opportunities for others to express their ideas.
- 6.8 We will provide new members with a clear and meaningful orientation to the mission of the SGA, its policies and procedures, Code of Conduct, and overall performance expectations.

## 7. Duty

- 7.1 We will seek guidance concerning the Code, its implications, and its application to our actions and decisions.
- 7.2 We will report potential or actual breaches of the Code.
- 7.3 We will treat reports of potential or actual breaches of the Code or laws as confidentially as the law will allow. If absolute confidentiality cannot be maintained, the individual disclosing the potential or actual breach will be notified.
- 7.4 Retaliation against an individual or group who reports a potential or actual breach of the Code is an independent violation of this Code and will not be tolerated.
- 7.5 We will make all reasonable efforts to fairly, and in a timely manner, investigate and resolve all reports concerning potential or actual breaches of the Code.

## Appendix B

### ***STATEMENT OF PERSONAL AND PROFESSIONAL STANDARDS OF CONDUCT*** for member(s) of the Executive Council, Student Senate, Superior Court, Election Board, Constitution Committee, and SAFC.

Adopted by the SGA **April 27, 2010**; effective **June 1, 2010**; updated [month, day, year]

As a member of the SGA Executive Council, Student Senate, Superior Court, Election Board, Constitution Committee, and/or SAFC, I, \_\_\_\_\_, understand that my duties and responsibilities include the following:

- A. I am morally responsible for the health and well-being of this organization. As a member of the Executive Council, Student Senate, Superior Court, Election Board, Constitution Committee, and/or SAFC, I have pledged myself to help realize the purpose and mission of the SGA, which is:
  - 1. The purpose of the Student Government Association is to provide an orderly method of government representative of all students that acts on the will of the majority while protecting the interest of the minority and stands for all students of the University of Missouri-Kansas City (UMKC), in all matters that concern them.
  - 2. The Mission of the Student Government Association is to stimulate the intellectual, political, cultural, and social growth of all students.
- B. I am fiscally responsible, with the other board members, for this organization. It is my duty to know what our budget is, to be active in planning that budget, and planning the fundraising to meet that budget.
- C. I am responsible, along with other board members, for this organization.
- D. I am responsible to knowledgeable of all policies and programs, and to oversee the implementation of policies and programs.
- E. I will attend all board meetings unless circumstances beyond my control prevent my attendance, and I will be available for home consultation.
- F. I will read materials sent to me in advance of the board and/or SGA and SAFC meetings.
- G. I understand that if I am absent without excuse from regularly scheduled board meetings more than \_\_\_ times in a year that I will be asked to resign from the board.
- H. I know that if I neglect my duties or if I act in bad faith, it may be possible for me to face the provisions outlined in Article XII of the SGA Constitution.

- I. I will act with the care and loyalty required of Executive Council members, and put the interests of the organization first. I will observe the organization's conflict-of-interest policy in letter and spirit, taking care to disclose publicly any conflicts that arise in the course of my business or the organization's, and to recuse myself from decisions that create or appear to create a conflict of interest for me.
  
- J. I promise to preserve the investment of time made over years by all members of SGA who created this organization and brought it to this point. Every Executive Council member is making a statement of faith to carry out the above agreements to the best of our ability, each in our own way, with knowledge, approval, and support of all.

<b>Signature of members of the SGA Executive Council, Student Senate, Superior Court, Election Board, Constitution Committee, and/or SAFC</b>	<b>Date</b>
<b>For academic term beginning: _____ and ending</b>	_____