



## Student Government Association Bylaws and Policy Guide

### ARTICLE I – DEFINING THE SGA BYLAWS

A by-law shall be considered as an addition to this constitution that is necessary in order to carry out the functions of the SGA. A by-law:

- A. Shall be considered to be a standing rule of the SGA and its constitution, but initiated by the Senate only,
- B. Must not conflict with or attempt to change any provision of this constitution and shall not take precedence over any provision of this constitution,
- C. Shall have precedence over any resolution of the SGA,
- D. In order to become effective, shall be passed by a two thirds (2/3) vote of the members voting of the Senate, and shall be noted as a by-law when presented to the Senate for consideration,
- E. May be repealed or amended by a two-thirds (2/3) vote of Senate and shall be noted as a repeal or amendment of a by-law when presented to the Senate for consideration. The Budget of the Association shall be approved by a two-thirds (2/3) vote of Senate by the final Senate meeting in the spring semester.

### ARTICLE II – STUDENT GOVERNMENT ASSOCIATION POLICIES

#### Section 1: Senatorial Ambassadors

- A. One Senator can be selected to represent the SGA and serve as the Ambassador to the Faculty Senate.
- B. One Senator can be selected to represent the SGA and serve as the Ambassador to the Alumni Association.
- C. One Senator can be selected to represent the SGA and serve as the Ambassador to the Parents Council.

#### Section 2: Executive Council Members

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

#### Section 3: Writing of Legislation of the Association

- A. All legislation introduced in any meeting of any branch of the SGA shall be presented, along with the name of the author of the legislation, to the presiding officer of the meeting unless the said presiding officer deems it not necessary to have the legislation in writing (due to the simplicity of the legislation, such as nomination, refer to committee, etc.)
- B. All legislation, when presented to the presiding officer, shall be noted as to its type:
  - 1) Resolution
  - 2) Bill
  - 3) Constitutional Amendment



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- 4) Ballot Measure
- C. The Senate shall be the only branch of the SGA allowed to propose legislation that is considered as an amendment to the constitution or a by-law or an amendment to an existing by-law.
- D. All legislation, after passed by the branch of SGA proposing the legislation, shall:
  - 1) Be signed by the president of either the Western Activities Council, Student Senate, or Residence Council, depending on whether either of these branches proposed the legislation,
  - 2) Be signed by the SGA President,
  - 3) Forwarded to the Student Development office and continue as needed through the chain of command.

### Section 4: Resolutions of the SGA

- A. A resolution shall be considered as all legislation introduced in a meeting of any branch of the SGA that is not considered to be an amendment to the constitution, a by-law or amendment to a by-law.
- B. A resolution of any branch of the SGA shall not take precedence over any provision of the constitution or amendments to it, a by-law or the constitution, or any policy of any branch of the SGA. Any and all branches of the SGA may pass legislation that is considered as a resolution.
- C. A resolution, for approval, shall require only a majority vote of a quorum of the branch of the SGA proposing the resolution, unless another margin of vote is stipulated for its approval. Funding and budget legislation shall be submitted as bills, but shall be voted upon in the same manner as resolutions

## ARTICLE III: SGA SENATE COMMITTEES, RULES, PROCEDURES

### Section 1: Senate Standing Committees

#### A. Student Affairs Committee

##### 1. Committee Charges:

The Student Affairs committee shall be a standing committee of the SGA Senate and shall:

- a. Make recommendations to the University administration concerning policies and procedures that impact student life at the University both inside and outside the classroom,
- b. Review and research proposals set fourth by the senate,
- c. Explore opportunities to improve student life on campus.

##### 2. Committee Membership:

- a. A Student Affairs Chairperson shall be selected by the Executive Board and approved by a quorum majority vote of senate,
- b. Senators will be appointed by the Presiding Officer to serve on the committee,
- c. Members from the student body are encouraged to participate and any student may be of any senate committee.
- d. Committee membership outside of those appointed Senators will be managed by the committee chairperson(s).
- e. Number of members shall be determined by each terms Presiding Officer and approved by SGA President.



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### B. Philanthropy and Civic Service Committee

1. Committee Charges:

The Philanthropy and Civic Service Committee shall be a standing committee of senate and shall:

- a. Coordinate and facilitate SGA, Student Organizations, and the student body in a campus wide community service project every semester.

2. Committee Membership:

- a. Philanthropy and Civic Service (P&C) Chairperson shall be selected by the Executive Board and approved by a quorum majority vote of senate,
- b. Senators will be appointed by the Presiding Officer to serve on the committee
- c. Members from the student body are encouraged to participate and any student may be of any senate committee.
- d. Committee membership outside of those appointed Senators will be managed by the committee chairperson(s).
- e. Number of members shall be determined by each terms Presiding Officer and approved by SGA President.

### C. Governmental Affairs Committee

1. Committee Charges:

The Governmental Affairs Committee shall be a standing committee of senate and shall:

- a. Update the Senate on state and local legislation affecting the Student Body.
- b. Build a relationship with the Saint Joseph City Council and State Government.
- c. Request resources to support the committees efforts at raising awareness of local, state and federal issues that impact Western students.

2. Committee Membership:

- a. Government Affairs Committee Chairperson shall be selected by the Executive Board and approved by a quorum majority vote of senate,
- b. Senators be appointed by the Presiding Officer to serve on the committee
- c. Members from the student body are encouraged to participate and any student may be of any senate committee.
- d. Committee membership outside of those appointed Senators will be managed by the committee chairperson(s).
- e. Number of members shall be determined by each terms Presiding Officer and approved by SGA President.

### D. Student Relations Committee

1. Committee Charges:

The Student Relations Committee shall be a standing committee of senate and shall:

- a. Review and recommend to senate for approval request for new student organizations.
- b. Work with CSE to inform Clubs and Organizations on awards and keeping their information current
- c. Serve as chair of the Student Organizations Award Committee and manage the awards selection and presentation process.

2. Committee Membership:

- a. The Student Relations Chairperson shall be the Director of Student Relations
- b. Senators in total will be appointed by the Presiding Officer to serve on the committee



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- c. Members from the student body are encouraged to participate and any student may be of any senate committee.
- d. Committee membership outside of those appointed Senators will be managed by the committee chairperson(s).
- e. Number of members shall be determined by each terms Presiding Officer and approved by SGA President.

### **E. Financial Oversight Committee**

#### 1. Committee Charges:

The Financial Oversight Committee, hereafter referred to as the FOC, shall be a standing committee for the Senate and shall:

- a. Review any and all proposals on matters concerning the funding of special events, as defined by the FOC's main objectives, and/or conferences/competitions and,
- b. Review any and all requests from individual student(s) and/or officially recognized student organization(s), and,
- c. Review the proposed budget of the Association for the following fiscal year before the budget is put to a vote by Senate at the end of the spring semester, and,
- d. At the conclusion of the year post a list of events that were subsidized with SGA funds.

#### 2. Committee Membership

- a. The chairperson, which shall be the Director of Finance, and,
- b. A minimum of five (5) members, who shall be appointed by the Director of Finance and approved by the SGA President and the SGA Advisor or his/her designee, who shall consist of:
  - i. Two (2) Student Senators, and,
  - ii. Three (3) members of the student body at large, not of Senate, and,
  - iii. The SGA advisor who shall be a non-voting member.
- c. All of the above Student members are required to have no lower than a 2.25 cumulative GPA.
- d. The SGA President shall perform the duties of the chairperson in absence of the chairperson.
- e. The Director of Finance shall vote only in the case of a tie.
- f. Any member of FOC may be removed from the committee by a majority vote of a quorum of the Senate.

### **F. Senate Special Committees**

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



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### **G. Senate Extra Committee Meetings**

Any standing committees of the Senate may decide by a majority vote of a quorum of its members to meet at some time other than the appointed time for the Senate meetings of committees, and attendance at this committee meeting will be counted on the record of each Senator's attendance by the Director of Communications because the committee has approved extra meetings.

### **H. Senate Committee Chairperson Responsibilities**

It shall be the duty of the chairperson of all standing committees and special committees of the Senate to file a report of the minutes of the meeting of the committee and any recommendations of the committee to the Senate shall be included in this report.

### **I. Removal of a Senate Committee Chairperson**

A committee chairperson may be released from their position upon the recommendation of the SGA President and by a quorum majority vote of senate.

### **J. SGA Senators and SGA Senate Committee Appointments**

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

## **Section 2: Senate Meetings**

### **A. Format**

1. The presiding officer of the SGA Senate shall designate the time and day of SGA Senate meetings for the ensuing year of his/her term of office. This shall be done in the spring preceding his/her term.
2. SGA will not meet during the week of finals at MWSU or when MWSU is closed.

### **B. SGA Senate Agenda**

The senate agenda format shall be set by the presiding officer.

1. All senators must submit agenda items before the meeting at a time specified by the Presiding Officer. If there are any emergency items they must be approved by the presiding officer before the start of the meeting. The Presiding Officer will compile agenda items and submit via e-mail before the meeting.

### **C. Attendance**

1. A record of the attendance of each Senator shall be kept by the Director of Communications to determine which Senators remain eligible due to attendance at Senate meetings.
2. The Presiding Officer shall define the conditions of absences and excuses.



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3. If reason for absence is not discussed with the Presiding Officer within one week then the absence shall be unexcused regardless of the reason.
4. After the third absence, the presiding officer shall make his/her recommendations to the respective branch to terminate the senator in question.

### Section 3: Dress Code

- A. The Presiding Officer of the Senate may, at his/her discretion, require a certain manner of dress for regular legislative meetings and special gatherings of the Senate. The Presiding Officer shall communicate his decision to the Director of Communications no less than seven (7) days prior to the first meeting or event. The Director shall inform the members of the Senate and Executive Board by any acceptable method which ensures that all members receive timely notice of the dress requirement (list-serve email, campus announcement, posting prominently in the SGA office, ect. or any combination thereof).
- B. The designated dress code shall then be required for all regular legislative meetings and special gatherings of the Senate, and all Senators and members of the Executive Board shall abide by this code. Special allowances for certain members may be granted by the Presiding Officer, and shall be evaluated on a case-by-case basis. Violation of the dress code by any member shall be counted as an absence from the meeting for the violating member.
- C. Dress codes shall be defined in the following manner:
  - “CASUAL”—Any manner of dress which does not violate community decency standards.
  - “BUSINESS CASUAL”—Jeans, t-shirts, shorts, and open-toed shoes are prohibited.
  - “BUSINESS PROFESSIONAL”—As “Business Casual,” with the addition of necktie and suit coat (for males), or such attire that would be acceptable in the business world (for females). The words “Jacket Optional” may be added to this designation, at the option of the Presiding Officer (and is self-explanatory).
  - “FORMAL”—A tuxedo (for males), or evening gown (for females).
- D. “Working” committee meetings of the Senate shall be assumed to be CASUAL, or any manner of dress agreed to by a majority of the committee members.
- E. Once the dress code is designated by the Presiding Officer, it shall remain in force for the remainder of the Senate term. Changing of the dress code shall be conducted as described in “A” (above). It shall be the duty of the Director of Communications to remind members, from time to time, of dress code requirements. This is especially true when the Senate is meeting outside of chambers.
- F. The dress code may be overruled by a 2/3 quorum majority of the Senate during regular session. If overruled, the dress code shall be CASUAL henceforth, and shall remain so for the remainder of the term, or until another 2/3 quorum majority votes to change it.
- G. Should the Presiding Officer fail to designate a dress code, the dress code shall be assumed to be CASUAL.”

### Section 4: SGA Senate Retreat



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The executive council and the Student Development office shall conduct an orientation for all senators, to review SGA Constitution and By-law's, Robert's rules of order, the MWSU policy guide, how a resolution becomes policy/rule, etc. This shall be conducted at the beginning of each school year.

### Section 5: Interim SGA Senator Appointments

- A. If at any time, a Senator may need to take an extended leave of absence, for health issues, military duty, or the death of a loved one, the Presiding Officer may nominate an Associate Senator to act with the full powers of a Senator.
- B. The Interim Senator shall be subject to the two-thirds (2/3) approval of the Senate.
- C. When the Senator on leave returns, the Interim Senator shall step down, and be restored to the position of Associate Senator.
- D. If a Senate seat becomes vacant during the Interim service of a Senator, then that Senator shall fill that seat, and a new Associate Senator shall be nominated for the interim position.
- E. Before appointment as interim or replacement senators, associate senators shall meet all requirements of holding a Senator position as specified in the SGA Constitution.

### Section 6: SGA Senate Committee Chairperson(s) Appointments

- A. When voting on committee chair people of the senate, the Senator being appointed to the position must answer all inquiries presented, in regards to the appointment.

### Section 7: SGA Senate Parliamentarian Appointments

- A. When the Senate is appointing a Parliamentarian, the Senator being appointed to the position must answer all inquiries presented, in regards to the appointment.

### Section 8: SGA Associate Senator Appointments

- A. When the Senate is approving the appointment of an associate senator, the person in questions must answer all inquiries presented, in regards to the appointment.
- B. An Associate Senator may be any student on campus seeking active participation in SGA Student Senate.

### Section 9: SGA Replacement Senator Appointments

- A. When the Senate is replacing a senator, the associate senator up for the position must answer all inquiries presented, in regards to the appointment.
- B. When the Senate is approving the appointment of a Senator as Ambassador or Interim Senator, the nominee shall be subject to the same regulations as a nominee being approved to serve as Chair of a committee, and a nominee being approved to serve as Parliamentarian.



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### ARTICLE IV – SGA BUDGET GUIDELINES

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

#### Section 1: Accounts

##### 1.0 Legislative

1.1	Special Projects
1.2	Campus Organizations (FOC)
1.3	College Readership
1.4	Allocations 20% to Student Affairs
	a) Intramural Co-Op
	b) Non-Traditional Office
	c) Homecoming
	d) Student Development (Leadership/Promotions)
	e) Center for Multicultural Education
	f) Center for Student Engagement
1.5	Senate Committees
	a) Student Relations
	b) Governmental Relations
	c) Philanthropy & Civic Service
	d) Student Affairs

##### 2.0 Executive Branch

2.1	President
2.2	Vice President
2.3	Director of Clubs & Organizations
2.4	Director of Finance
2.5	Director Of Communications
2.6	Director of Student Relations
2.7	Elections Commissioner
2.8	Homecoming Chair(s)
2.9	Travel
2.10	Conferences and Retreats
2.11	Operational
2.12	Contingency
2.13	4% Holdback

##### 3.0 Activities Branch

3.1	WAC Pres.
3.2	WAC Vice Presidents (2 @ 500/Semester)
3.3	Travel
3.4	Operational
3.5	Activity Funds

##### 4.0 Residential Branch

4.1	RC President
4.2	RC Vice President
4.3	Travel
4.4	Operational
4.5	RA Funding



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4.6	Activity Funds
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### Section 2: Allocation Oversight

All Allocations are subject to the following:

- A. Any line item of the SGA Budget can be requested by the Legislative or Executive Branch to provide a detailed list and/or the total remaining amount of money allocated.
- B. A minimum of two (2) weeks but no more than four (4) weeks shall be given to meet the request.
- C. A mandatory detailed list of spending from SGA's Allocated funds is required two (2) weeks prior to the end of each semester.
- D. The request shall be delivered to the Legislative Branch verbally and typed.

### Section 3: Fixed Allocations

The following accounts shall have the following set amounts:

- A. 1.4a The Intramural/SGA Cooperative Program account shall also be a set minimum of \$1,500 (not to exceed \$5,000) and will be transferred at the beginning of each fall semester.
- B. 2.1 President salary (full current tuition and fees for an in-state 12 credit hour schedule)
- C. 2.2 Vice-President salary (one-half (1/2) current tuition and fees for an in-state 12 credit hour schedule)
- D. 2.3 Director of Clubs & Organizations (one-half (1/2) current tuition and fees for an in-state 12 credit hour schedule)
- E. 2.4 Director of Finance salary (one-half (1/2) current tuition and fees for an in-state 12 credit hour schedule)
- F. 2.5 Director of Communications salary (one-half (1/2) current tuition and fees for an in-state 12 credit hour schedule)
- G. 2.6 Director of Student Relations salary (one-half (1/2) current tuition and fees for an in-state 12 credit hour schedule)
- H. 2.7 Election Commissioner salary (one-fourth (1/4) current tuition and fees for an in-state 12 credit hour schedule)
- I. 2.8 Homecoming Chairperson(s) - \$750.00 fee stipend per chairperson(s)
- J. 3.1 WAC President salary (three-fourths (3/4) current tuition and fees for an in-state 12 credit hour schedule)
- K. 4.1 Residence Council Association President salary (two-thirds (2/3) current tuition and fees for an in-state 12 credit hour schedule)

## ARTICLE V – FUNDING ACT



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The following criteria shall govern the allotment of all funds from section 1.2 of the SGA Budget to any individual(s) and/or officially recognized student organization(s).

### Section 1: Purpose

- A. The FOC was created in order to review proposals and allocate funds to individual student(s) and/or officially recognized student organization(s) from Missouri Western State University seeking funds for a conference and/or competition and/or special events as defined in the objectives. The objective of the FOC is to make funds available to a diverse representation of individual students and/or recognized student organization(s) in order to aid them in the betterment of their organization and to the benefit of the campus community.

### Section 2: Funding Procedures

- A. Any individual(s) and/or officially recognized student organization(s) that wish to request funds must first fill out a funding application, which can be obtained in the SGA office (SU217) or online via the SGA website.
  - 1. Only individual(s) and/or officially recognized student organization(s) in good standing with the SGA shall be eligible to receive funding.
- B. Applications must be received by the Director of Finance, at least one month (21 classroom days) prior to the event for which funding is being requested. Individual student(s) and/or officially recognized student organization(s) applying for funds should keep in mind that if paperwork is not in order, funding could be delayed and/or denied. This will affect the dispersal of said funds. FOC is not responsible for individual student(s) and/or officially recognized student organization(s) applying on time to receive funding.
  - 1. Requesting funds for summer events shall be submitted prior to the last FOC meeting of the year unless otherwise specified.
- C. For conferences/competitions, included with the funding application must be: a list of who will be in attendance (if changes are to be made FOC must be notified immediately); an official cost of lodging, tax included, from the place of stay including the name, address and telephone number of said establishment; a travel itinerary, itemizing expenses; the name and address of registration for the conference/competition, and a detailed event itinerary. No money will be allotted unless these things are included.
- D. For special events, included with the funding application must be: a poster/flyer including the dates of the function. If the individual-and /or officially recognized student organization is bringing in any paid individual/organization they must also include with the funding applications a copy of the contract and/or invoice, the individual(s)/ organization(s) official cost of lodging from the place of stay including the name, address and telephone number of said establishment, and a list of total costs, including tax, of any other expenses to be incurred. No money will be allotted unless these things are included.
  - 1. W-9 forms are required in order to pay for outside presenters, performers, or services rendered. The W-9 forms may be turned in after the aforementioned paperwork with the understanding that money cannot be allotted to cover this expense unless the W-9 forms are presented. It is required to turn in the W-9 form(s) at least two weeks (10 classroom days) prior to the event/conference in order for payment to be made by date of said event/conference.

### Section 3: FOC Objectives



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- A. To aid individual(s) and/or officially recognized student organization(s), through funding, to sponsor *social and/or cultural events* that benefit the campus community.
  - 1. FOC will not fund social and/or cultural events that go against Missouri Western policy.
  - 2. FOC will not fund social and/or cultural events that are not inclusive of the entire campus.
  - 3. FOC will not fund partisan political programs, parties, candidates, or direct lobbying efforts.
- B. To aid individual(s) and/or officially recognized student organization(s), through funding, to sponsor, or attend, *conferences* that promote leadership and/or the betterment of their organization.
  - 1. The FOC may, at their discretion, choose to allocate up to 100% (one hundred percent) funding to any individual(s) and/or officially recognized student organization(s) that requests funding.
  - 2. FOC will not fund conferences that go against Missouri Western Policy.
  - 3. Same qualifications as 3a, 1 - 3.
- C. To aid individual(s) and/or officially recognized student organization(s), through funding, to sponsor, or attend, *competitions* that promote leadership and/or the betterment of their organization.
  - 1. Same qualifications as 3a, 1 - 3.
- D. For all of the above, FOC will not fund the following: Fund raising events; clothing items or uniforms; donations or gifts; pledge activities; association membership dues for individuals; payments of debts and expenditures incurred from any previous fiscal year.
- E. Officially recognized student organization(s) may request funding up to but not exceeding \$2,500 per fiscal year.
- F. Individuals may request funding up to but not exceeding \$500 per fiscal year.
- G. The key term is to aid individual(s) and/or officially recognized student organization(s). FOC should not be the sole funding source for any individual's and/or officially recognized student organization's events or services and conferences or competitions including co-sponsorships.

### Section 4: Committee Hearing Procedures

- A. After receiving the application, the FOC shall hold a hearing to gather information, which will determine the dispersal of funds being requested.
- B. The individual(s) and/or officially recognized student organization(s) requesting funds are required to make arrangements to send a representative to the FOC hearing. Until a representative is present to discuss funding with the FOC, the application will not be considered and funding will be delayed or denied.
- C. The hearing shall adhere to a structured agenda, proposed by the Director of Finance and the SGA advisor, to be approved by a majority vote of the FOC.
- D. The FOC reserves the right to deny any funding requests by 2/3-quorum vote.

### Section 5: Follow Up Procedures



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- A. All receipts must be submitted to the FOC completed registrations forms, invoices and a typed follow-up report to account for the money allocated two weeks (10 classroom days) after the event. Failure to comply will result in the termination of funding until the situation is rectified. If an individual(s) and/or officially recognized student organization(s) fails to comply in repeated situations, all future funding from SGA may be denied for the following year.
- B. The FOC/Senate reserves the right to investigate the use of all funds allocated. If the FOC finds that the funds allocated have been misused or misrepresented, individual(s) and/or officially recognized student organization(s) be held liable and all future funding from SGA be denied.
- C. Any money spent that is not accounted for will be recovered by the Student Senate or the individual(s) and/or officially recognized student organization(s) will be held liable and may not be eligible to receive and funding from SGA for the following year.

### Section 6: Appeal Procedures

- A. Any individual(s) and/or officially recognized student organization(s) may submit an appeal to the SGA President within one week (5 classroom days) from which funding was denied.
  - 1. Within one week (5 classroom days) after the appeal was filed, funds denied will automatically be discussed during new business the following Senate meeting.
  - 2. Student Senate must have a 2/3 vote of quorum to overturn any FOC decision. Any individual(s) and/or officially recognized student organization(s) may submit a *final* appeal to the SGA Advisor or his/her designee within one week (5 classroom days) from which funding was denied by Student Senate.

## ARTICLE VI – WAC POLICIES AND PROCEDURES

### Section 1: Procedures

- A. Western Activities Council shall operate under a WAC Constitution outlining its specific branch's procedures/guidelines
- B. The WAC constitution/amendments may not conflict with any of the terms or conditions set by the SGA Constitution/Bylaws

## ARTICLE VII – RC POLICIES AND PROCEDURES

### Section 1: Procedures

- A. Residence Council shall operate under a RC Constitution outlining its specific branch's procedures/guidelines
- B. The RC constitution/amendments may not conflict with any of the terms or conditions set by the SGA Constitution/Bylaws



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### ARTICLE VIII – CAMPUS ORGANIZATIONS

The Director of Student Relations shall act as liaison between the SGA, Center for Student Engagement and all campus organizations recognized by the SGA.

#### Section 1: Petition for Recognition

Any group of students at MWSU may petition for recognition and the granting of a charter as a campus organization. The recognition petition shall be distributed by the Center for Student Engagement and include the following:

- the purpose of the group
- a constitution which includes how the club or organization will be structured
- a list of all students at MWSU as well as other persons interested in forming this campus organization
- the group's advisor (which shall be a MWSU administrator or faculty member).

This petition shall be submitted to the Center for Student Engagement for review. Following the review and approval by the Center for Student Engagement, the request will be forward to the Student Relations Committee for review and legislation will be forwarded to the Senate for approval.

The Senate, upon recommendation of the Student Relations committee, may by a vote of two-thirds (2/3) of the members voting, revoke the recognition of any campus organization.

Note: The constitution of a campus organization must not conflict with any revision of this constitution or its by-laws, as well as any federal, state, or local law.

#### Section 2: Recognized Organization Charter

After approval by a majority of the members voting of the Senate and approved by the University administration (SGA Advisor or his/her designee, Vice President for Student Affairs and the President of the University), the campus organization shall be presented with a charter from the SGA that shows that the campus organization is recognized. The campus organization shall then be subject to the rules and regulations as set forth by the Student Organization Handbook published by the Center for Student Engagement.

#### Section 3: Criteria and Rules

- A. Any recognized organization must adhere to the rules and procedures outlined in the Missouri Western Student Organization Handbook as published by the Center for Student Engagement.
- B. Each organization that is to be officially recognized by Missouri Western State University must be approved and chartered by the Center for Student Engagement and the Student Government Association.
- C. The Center for Student Engagement and the Student Government Senate must approve proposed changes in the constitution of a recognized organization.
- D. Recognized organizations must have an advisor who is a member of the Missouri Western State University faculty, administration, or staff.



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- E. Representatives and advisors from all recognized student organizations are required to attend the annual Student Organization Orientation hosted by the Center for Student Engagement held each fall. Failure to attend may result in suspension of recognition and ineligibility for FOC funding.

### Section 4: Events and Activities

- A. All student organization activities and programs MUST be approved and scheduled through the Center for Student Engagement.
- B. Recognized student organizations may engage in five (5) fund raising activities per semester that are held on campus with the approval of the Student Engagement Director and under the following conditions:
  - 1. Those activities do not conflict with the educational purposes of the university.
  - 2. That such activity does not conflict with any activity already approved.
- C. If an organization, which is acting as an organization--not individuals--, has an activity that brings bad publicity to Missouri Western State University, an investigation into the responsible organization and the activity shall be made.
- D. The Office of Student Development shall determine disciplinary action against any organization not adhering to the Criteria and Rules for Recognized Organizations on Campus or the rules and regulations stated in the Student Organization Handbook. The prior conduct of the organization and the severity of the incident shall be considered before establishing the penalty against the organization.

## ARTICLE IX– SGA ELECTION PROCEDURES

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

### Section 1: SGA President and Vice President Elections

- A. Candidates for the office of SGA President must obtain, fill out, and return to the Student Development, a petition declaring his/her intent to run for the office of SGA President. The petition must contain at least 100 signatures of currently enrolled students.
- B. Candidates for the office of SGA Vice President must obtain, fill out, and return to the Student Development, a petition declaring his/her intent to run for the office of SGA Vice President. The petition must contain at least 100 signatures of currently enrolled students.
- C. The petition shall be reviewed by the Election Commission and the Office of Student Development to determine if the candidate is eligible to run for the office of President, and also, if the candidate for Vice-President is eligible. If either candidate is not eligible (according to the qualifications listed in the SGA Constitution)

### Section 2: SGA Senator Elections



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A candidate for the office of Senator shall submit his/her name to the Student Development Office by the last day of the scheduled primary elections. All candidates, after declared as eligible to run for Senator by the Election Commission, shall have his/her name placed on a ballot before the members of the Association to be voted upon. Each member of the Association shall be allowed to vote for up to three (3) of the names on the ballot. The twenty (20) names receiving the highest number of votes cast by the Association shall be declared as the winners and shall assume the office of Senator within two (2) weeks after the elections. The term of office shall be for one year.

### Section 3: Rules and Grievances Meetings

All election meetings shall be at a time and place as determined by the Election Commissioner. The only excused absences from these meeting shall be to attend classes and university required events.

- A. A rules meeting shall be held to ensure that all candidates have been introduced to this policy and other relevant rules regarding the election. All candidates must attend the rules meeting in order to placed on the ballot.
- B. A discrepancy meeting shall be held between the end of the voting period and the time the results of the election are announced.
- C. During the deliberation process, only the Election Board and at least one advisor shall be present. Witnesses shall be present only when giving testimony upon the request of the Election Board. The Election Commissioner shall be present in the capacity of an expert or material witness.
- D. If a discrepancy is found to be justified, a loss of votes may be assessed against the candidate(s) involved.
- E. The Election Board shall decide what percentage of lost votes the discrepancy justifies, based on its severity. This shall not exceed 10% of the candidate(s)' votes per discrepancy.
- F. In extreme cases, a candidate(s) may be disqualified from the election based upon a discrepancy. Such a decision for disqualification must be ratified by the Election Commissioner and may be appealed to the Student Senate.

### Section 4: Campaigning Rules

- A. Each candidate running for election for any elected position on any branch of the SGA shall be limited to:
  1. thirty (30) posters (each poster shall not exceed two (2) feet by three (3) feet in size), and three (3) banners (each banner shall not exceed five (5) feet by twelve (12) feet in size), also announcing his/her running for the position.
- B. There shall be no writing on any wall, sidewalk, driveway, street, or parking lot on campus.
- C. No campaigning literature shall be placed within ten (10) feet of any campus computer where the ballots are being cast unless the Election Commissioner places the literature there.
- D. Campaigning may begin after the rules meeting and must terminate by the end of the voting period.
- E. All campaigning must adhere to this policy and all relevant University regulations, local ordinances, state laws, and federal statutes.
- F. Bribing of voters is strictly prohibited.
- G. No candidate(s) may attempt to interfere with or influence a voter who is in the process of voting.



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- H. No candidate(s) shall provide any voter with an official ballot to be used to cast a vote, nor shall any candidate(s) provide any voter with a polling location.
- I. Removal or defacing of other candidates' campaign materials shall not be allowed.
- J. SGA resources shall not be used in or for the campaign(s) of any individual candidate(s).
- K. Door-to-door campaigning in the residence halls is considered solicitation and therefore must adhere to University policy.
- L. Electronic mail (email) may be used for campaigning with the following restrictions:
  - 1. The content of all campaign emails must be approved by the Election Commissioner. The Election Commissioner shall keep a copy of each message on file.
  - 2. The SGA Advisor or his/her designee must also approve any campaign email sent to all members of the SGA, and the Election Commissioner must be notified of the approval.
  - 3. The president of the organization must also approve any campaign email sent to the individual members of a recognized student organization, and the Election Commissioner must be notified of the approval.
- M. Recognized student organizations may endorse, publicly support, and/or campaign on behalf of any candidate(s).
- N. Organizations must inform the candidate(s) of their support or endorsement in writing, and the candidate(s) must inform the Election Commissioner of any such support or endorsement in writing.
- O. If a candidate rejects an organization's endorsement, the organization shall not campaign for, publicly support, and not endorse the candidate.
- P. Organizations campaigning for any candidate(s) must adhere to all portions of this policy. Organizations found to have violated this policy by the election board may be denied all rights mentioned in the Organization Recognition Policy for one academic term.
- Q. Candidates may not seek organizational endorsement more than four (4) weeks prior to the campaigning period. Organizational endorsements shall not be official more than four (4) weeks prior to the campaigning period.

### Section 5: Discrepancies

- A. Any violation of this policy (discrepancy) by a candidate or a person affiliated with a candidate's campaign may result in a percentage of votes lost.
- B. Any member of the Association may report discrepancies. The Election Commissioner and the members of the Election Commission shall not report discrepancies.
- C. Discrepancies may be submitted at any time after the rules meeting and shall be due within one hour after the end of the voting period. They shall be submitted in a sealed envelope to the Student Development office.
- D. Any alleged violations of any rules and regulations of any election shall be reported to the Election Commissioner (in formal writing within 24 hours of the alleged incident), and the Election Commission shall investigate the alleged violation and shall determine how to correct the situation

### Section 6: Primary Elections



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The applicants shall submit themselves to a primary election if more than two (2) applicants are eligible to run for the offices of President and Vice-President from which the two (2) applicants receiving the highest number of votes shall submit themselves to a final election to be held no less than three (3) weeks after the primary election.

### Section 7: General Elections

If no more than two applicants are eligible to run, then the eligible applicants shall submit themselves to a final general election only, with the applicant receiving the highest number of votes being declared as the winner.

### Section 8: Ballots and Voting

- A. The times for voting shall be from 7:00 a.m. on the first day to 11:59 p.m. on the second day (two consecutive days) during the week as set by the Election Commission. The Senate may override the decision of the Election Commission as to what days the election shall be held by a majority of a quorum of the Senate, providing that such a decision by the Senate is made at least two (2) weeks prior to the time and dates as set by the Election Commission, and this new time shall be announced to the members of the Association.
- B. Online voting is provided as well as electronic booths across campus.
- C. Any student taking six or more credit hours shall be allowed to vote in any SGA election.

### Section 9: Publicizing SGA Elections

The Election Commissioner shall be responsible for publicize the date and times for the election, no later than two (2) weeks before the elections and educate the members of the Association on where and how to vote.

### Section 10: Other General Election Rules

- A. The SGA elections shall be held during the spring semester no later than one (1) week prior to Spring Break
- B. All SGA President/ Vice President Elections shall be held in the same week
- C. Other rules and regulations governing the proceedings of elections in addition to the ones mentioned in the SGA Constitution may be defined in the by-laws of this constitution.
- D. In the case of a tie (vote) in any election placed on a ballot before the Association between two (or more) candidates, then the candidates with the tied votes shall submit themselves to a run-off election to determine the winner. The election shall be held as soon as possible, not to exceed a time length of two (2) weeks after the election was held in which the candidates tied.
- E. No student shall be allowed to run for more than one office on a general election ballot.
- F. Should special circumstances arise during an election, the Election Commission shall recommend necessary changes for that election to be approved by the Senate.

### Section 11: SGA President Inauguration



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The inauguration of the successful candidates shall be coordinated by the Election Commission and held following the election and prior to the candidates official start date.

### ARTICLE X – STUDENT ORGANIZATION RECOGNITION AWARDS

#### Section 1: Student Organization Recognition Committee

- A. The Director of Student Relations shall chair the Student Organization Recognition Awards Committee.
- B. The Student Organizations Recognition Awards Committee shall consist of the Director of the Student Relations who shall be a non-voting member, two (2) senators (appointed by the SGA President), three (3) University Administrators/Professional Staff Members (not involved in Student Affairs) and the Student Engagement Director who shall be a non-voting member.

#### Section 2: Nomination Rules and Requirements

All nominated students must meet the following basic requirements:

1. The student organization must be officially recognized by the SGA and the Center for Student Engagement.
2. The student organization must be in good standing with the university.

The following rules apply to the nomination of student organizations for the SGA Student Organization Awards:

1. The nomination form and accompanying materials must be typed and presented in a professional manner.
2. Any Missouri Western student, faculty or staff member may make nominations. Self-nomination is encouraged and accepted.
3. No nominations will be accepted after established application deadline. Nominations must be complete in order to be considered.

#### Section 3: Student Organization Recognition Awards Ceremony

- A. Awards will be presented at the Student Clubs and Organization Recognition Awards Ceremony. The application deadline will be determined by the Director of Student Relations under the advisement of the Student Clubs and Organizations Awards committee.

#### Section 4: Student Organization Award Categories

##### A. Most Active Organization Award

1. Awarded to a student organization that is the overall best student organization
2. List activities your organization has planned or organized
3. List honors organization has received
4. List campus activities and programs organization has participated in
5. Include organization constitution

##### B. Glen Marion Community Service Award

Awarded to a student organization that is most active in community service  
List service activities your organization has planned or organized  
List honors organization has received

##### C. Most Spirited Organization

1. Awarded to the student organization exhibiting and encouraging school spirit on campus



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2. List programs and activities organization has participated in that promotes school spirit
3. List campus activities and programs organization has participated in

D. Most Outstanding Fraternity - Decided by IFC and NPHC representatives and recognized by SGA

E. Most Outstanding Sorority - Decided by PC and NPHC representatives and recognized by SGA

F. Most Outstanding Religious Organization

1. Awarded to a student organization that is classified as a religious organization
2. List activities organization has planned or organized
3. List honors organization has received
4. List campus activities and programs organization has participated in
5. Include organization constitution

G. Outstanding Departmental Organization

1. Awarded to a student organization that is classified as a departmental organization
2. List activities organization has planned or organized
3. List honors organization has received
4. List campus activities and programs organization has participated in
5. Include organization constitution

H. Most Outstanding Special Interest Organization

1. Awarded to a student organization that is classified as a special interest organization
2. List activities organization has planned or organized
3. List honors organization has received
4. List campus activities and programs organization has participated in
5. Include organization constitution

I. Best New Organization

1. Awarded to a new student organization that was chartered within the current academic year.
  2. List activities organization has planned or organized
  3. List honors organization has received
  4. List campus activities and programs organization has participated in
- Include organization constitution

J. Student Organization Advisor of the Year

1. Advisor must be on the university payroll to be nominated for the award.
2. Contributions given to the organization of nomination

K. Dean Hoff Outstanding Achievement Awards

1. To be nominated for Dean Hoff Outstanding Achievement Awards, a student must be enrolled full time with at least twelve (12) credit hours for both fall and spring semesters that current academic year.



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2. One award will be given to a student in each category:
  - a. Freshmen
    - i. To be eligible for award must have 1-29 hours of academic credit earned
    - ii. Involvement and accomplishments for the year of nomination
  - b. Sophomore
    - i. To be eligible for award must have 30-59 hours of academic credit earned
    - ii. Involvement and accomplishments for the year of nomination
  - c. Junior
    - i. To be eligible for award must have 60-89 hours of academic credit earned
    - ii. Involvement and accomplishments for the year of nomination
  - d. Senior
    - i. To be eligible for award must have 90 and above hours of academic credit earned
    - ii. Involvement and accomplishments for the entire time spent at MWSU

### Section 5: Appeal Process

Any organizational discrepancies concerning the recognition awards must be submitted in writing to the Director of Student Relations and/or the SGA President.