



Student Government Association

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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,

May be repealed or amended by a two-thirds (2/3) vote of Senate and shall be noted as a repeal or amendment of a by-law when presented to the Senate for consideration.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 the members voting, approve the budget as presented to them. If the SGA Senate does not approve the budget as presented by a two-thirds (2/3) vote, then the Executive Board shall change and re-submit the budget to the SGA Senate again at the next meeting of the SGA Senate. Once the SGA Senate has approved the budget, it must be submitted to the university administration for approval.

All name edit, room edit, office edit, and grammatical edits may be changed with the approval of the SGA President and the Vice President of Student Affairs or his/her designee.

ARTICLE II – STUDENT GOVERNMENT ASSOCIATION POLICIES

Section 1: Senatorial Ambassadors

There are several on campus meetings held outside of SGA. The President of SGA, at his/her discretion may appoint senators to attend meetings. This includes, but is not limited to, Faculty Senate, Staff Senate, Alumni Association and any type of parent program.

Section 2: Executive Board Members

No Executive Board member shall be a member of any other Executive Board in SGA. No paid Executive Board member may have a vote in any other branch with the exception of committee votes.

Section 3: Writing of Legislation of the Association

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 said presiding officer deems it not necessary to have the legislation in writing

- A. All legislation, when presented to the presiding officer, shall be noted as to its type:
 1. Resolution
 2. Bill
 3. Policy
 4. Constitutional Amendment
 5. Ballot Measure
- B. The Senate shall be the only branch of the SGA allowed to propose legislation that is considered as an amendment to the constitution, a by-law, an amendment to an existing by-law, or a policy.
- C. All legislation, after passed shall:
 1. Be signed by the Executive Vice President of SGA, to certify the results of the vote.
 2. Be signed by the SGA President,



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3. Be signed by the Vice President of Student Affairs or his/her designee (The University President must sign all legislations that pertains to the budget approval, new club/organization, change in the constitution, or change in the by-laws).
- D. Legislation passed by the Senate shall be forwarded without delay to the SGA President for his/her signature.
 1. The SGA President shall have until the next regular meeting of the Senate to consider the legislation.
 2. The SGA President shall both sign the legislation, and then forward it to the Division of Student Affairs, as above; or, the SGA President shall veto the legislation, and inform the Executive Vice President of his/her decision at the regular meeting of the Senate following the legislation's original passage.
 3. After being informed of the President's veto, the Presiding Officer of the Senate shall entertain a motion (properly seconded) to overrule the President's veto.
 4. A three-quarters (3/4) quorum majority vote is required to overrule the President's veto.
 5. Should the President's veto be overruled, the Presiding Officer of the Senate shall forward the legislation to the Division of Student Affairs without delay to be continued as needed through the chain of command.

Section 4: Resolutions of the SGA

- A. A resolution is 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.
- D. Funding and budget legislation shall be submitted as bills, but shall be voted upon in the same manner as resolutions.

Section 5: Electronic Voting

In special cases, when necessary and called by the SGA President or his/her designee, a telephone poll may be used for voting purposes. Meetings may be held by conference telephone call or electronic mail. If action is taken by the Senate during the electronic meeting, such action must be ratified by the Senate at its next regular meeting in order to become official.

Section 6: Referendums and Initiatives

- A. Students wishing to petition passed SGA legislation must adhere to university guidelines and processes regarding petitioning giving adequate time if requesting specific date to be put on a ballot. Adequate time shall be determined by SGA Executive Board and SGA Advisor.
- B. Completed and approved petitions must be turned in to the SGA office no more than 30 days from the date legislation was passed on senate floor. The petition must be turned in by 4:30 p.m. on the final day. See Procedures Manual for further instructions.



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ARTICLE III: SGA SENATE COMMITTEES, RULES, PROCEDURES **(Amended 4/4/2016)**

Section 1: Senate Committees

A. Senate Standing Committees

1. Senate Standing Committees shall be committees considered to be permanent fixtures of the SGA. Specific details on individual Senate Standing Committees shall be spelled out in the SGA Policies. A committee may become a Senate Standing Committee via amending the corresponding SGA Policy.

B. 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.

C. 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.

D. 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.

E. 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.

F. 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. This includes but is not limited to, spring break, winter break, and summer (the end of spring semester to the first day of fall semester) unless otherwise specified.

B. SGA Senate Agenda

The senate agenda format shall be set by the Presiding Officer.



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1. All senators must submit agenda items three (3) classroom days prior to 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.
 3. If reason for absence is not discussed with the Presiding Officer within three calendar days before the meeting 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.
- 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-shirt, shorts, and sandals are prohibited.
 - Business Professional: Acceptable attire in the business world (Examples - ties, suit coats, dress pants, dress shirts, dress shoes, etc.)
 - Formal: Tuxedos or evening gowns.
- 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

The Executive Board and the Division of Student Affairs shall conduct an orientation for all senators, to review SGA Constitution and Bylaws, 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.



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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 question 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.
- C. Associate Senator shall meet all requirements of holding a Senator position as specified in the SGA Constitution.

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.

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. The Executive Council has the authority to alter the budget from its original form before it is presented to the Senate for approval. The SGA Budget takes effect July 1 and ends June 30 of the following year.

Section 1: Accounts

1.0 Legislative

1.1	Special Projects
1.2	Campus Organizations (FOC)
1.3	Homecoming



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1.4	Allocations:
	- 20% to Student Affairs
	- College Readership

2.0 Executive Branch

2.1	President
2.2	Executive Vice President
2.3	Director of Finance
2.4	Director of Communications
2.5	Director Of Student Relations
2.6	Elections
2.7	Travel/Conferences & Retreats
2.8	Administrative Coordinator
2.9	Operational
2.10	Contingency
2.11	4% Holdback

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.
- E. All bills that include funding coming from Legislative Section 1.1, must be approved by the Senate at large
- F. All bills that include funding coming from Legislative Section 1.2 must be advised by the F.O.C. prior to that bill being introduced to Senate
- G. A bill must be replied to the F.O.C. within one (1) week after it is presented to the F.O.C

Section 3: Fixed Allocations

The following accounts shall have the following set amounts:

- A. 2.1 President scholarship (full current tuition and fees for an in-state 12 credit hour schedule) paid out of Executive Branch per semester.
- B. 2.2 Executive Vice-President scholarship (three-fourths (3/4) current tuition and fees for an in-state 12 credit hour schedule) paid out of Executive Branch per semester.
- C. 2.4 Director of Finance scholarship (one-half (1/2) current tuition and fees for an in-state 12 credit hour schedule) paid out of Executive Branch per semester.
- D. 2.5 Director of Communications scholarship (one-half (1/2) current tuition and fees for an in-state 12 credit hour schedule) paid out of Executive Branch per semester.
- E. 2.6 Director of Student Relations scholarship (one-half (1/2) current tuition and fees for an in-state 12 credit hour schedule) paid out of Executive Branch per semester.
- F. 1.3 Assistant Director of Homecoming - \$750.00 fee scholarship per chairperson(s) - paid out of Homecoming budget.



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Section 4: Remaining Accounts

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

Section 5: Standing Allocations (Revised 2/1/16) In order to offer more cultural events to the students of Missouri Western State University, the Executive Board of SGA allocates twenty percent (20%) of budget to Student Affairs to support the Center for Multicultural Education, Center for Student Involvement, Intramural programs, and Student Leadership Programs.

SGA Traditionally allocates funding to support these departments. Funding these areas is not a mandatory function of the SGA, but the allocations directly impact a large number of students and are used to enhance important student programs and services.

SGA will allocate the funds from their budget directly to the budgets below once senate as received a detailed proposed budget from each department. Fall expenditures must be presented to senate at the first meeting of the spring semester. Spring expenditures must be presented at the last meeting of the spring semester, with a final version of the prior academic year to be presented at the first meeting of the new fall semester before new funds will be released. All reports must be detailed. If the request is not met, funds may be withheld at a $\frac{3}{4}$ senate vote for current year. All unused funds must be returned to SGA special projects budget at the end of the year. Funding can be spent in the following ways:

Center for Multicultural Education – 6% (of SGA Budget)

- Cultural Events – Open to all students
- Community Service Events – Open to all students
- 20% may be used for student labor

Center for Student Involvement – 6% (of SGA Budget)

- Supplies for center – Open to all students
- Use of fax and copier machines – Open to all students
- Leadership programs and events as they see fit that are not supported by the university – Open to all students (not including Greek Leadership Program)
- Family Weekend and Western Warm-Up
- 20% may be used for student labor

○ Non-Traditional Student & Commuter Center – 2% (of SGA Budget)

- Supplies for center – Open to all students
- Programs – Open to all students
- 20% may be used for student labor

International Student Services – 4% (of SGA Budget)

- Cultural events – Open to all students
- Supplies for the ISS office – Open to all students
- Up to 30% may be used for student labor

Recreational Services – 2% (of SGA Budget)

- May be used to purchase needed equipment
 - Shall help with all intramural programs – Open to all student
 - Student Exercise & Nutrition Classes
 - Student Health Fair – Open to all students

Western Activities Council – 25% (of SGA Budget)

- Used to provide activities open to all students



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Section 6: Rollover (Added 10/10/16)

Rollover shall be subject to the following:

- A. Legislative Branch Rollover returns to the Legislative Branch
- B. Campus Organizations (F.O.C.) Rollover returns to Campus Organizations (F.O.C.)
- C. Co-Sponsorship Rollover returns to Co-Sponsorship
- D. Appropriations Rollover returns to Campus Organizations (F.O.C)
- E. Executive Branch Rollover returns to the Executive Branch

ARTICLE V – FUNDING ACT (Amended 12/5/16)

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

Section 1: Purpose

- A. The FOC was created in order to review proposals then allocate and appropriate funds to individual student(s) and/or RSOs from the University seeking funds for a conference and/or competition as defined in the objectives. The objective of the FOC is to make funds available to a diverse representation of individual students and/or RSOs in order to aid them in the betterment of their organization and to the benefit of the campus community.
- B. FOC shall disburse funding in three main categories, which are Travel, Co-Sponsorship of Events, and Appropriations (see SGA policies for details).

Section 2: Funding Procedures

- A. Any individual(s) and/or RSOs that wish to request funds must first fill out a funding application, which can be obtained via the SGA website.
 - 1. Only individual(s) and/or RSOs in good standing with the SGA and the university (academic and conduct) shall be eligible to receive funding.
- B. Applications must be received by the Director of Finance, two weeks (10 classroom days) prior to the event for which funding is being requested or by the second Friday of the semester (for Appropriations). Individual student(s) and/or RSOs applying for funds should keep in mind that if paperwork is not in order or submitted past the deadline, funding may be denied. FOC is not responsible for individual student(s) and/or RSOs applying on time to receive funding. Funding is not guaranteed.
 - 1. Requesting funds for summer events shall be submitted prior to the last FOC meeting of the year, unless otherwise specified.
- C. RSOs are eligible to receive \$5,000 total of SGA funding per fiscal year, and individual(s) are eligible to receive \$500 from FOC for travel.

Section 3: 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 RSOs requesting funds will be required to make arrangements to send a representative to the FOC hearing. Funding will be denied if representative is absent without prior notification to the Director of Finance before scheduled meeting.



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- C. The hearing shall adhere to a structured agenda, proposed by the Director of Finance and the SGA advisor or his/her designee, to be approved by a majority vote of the FOC.
- D. The FOC reserves the right to deny any funding requests by a simple majority approval by the Committee.

Section 4: Follow Up Procedures

- A. All of the following receipts must be submitted to the FOC: completed registration 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 current and future funding until the situation is rectified. If an individual(s) and/or RSOs 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 retained by the Student Senate. Individual(s) and/or RSOs will be held liable and may not be eligible to receive funding from any SGA branch until the issue is rectified.

Section 5: SGA Seal Policy Regarding SGA Funding

- A. Any items funded via the SGA Budget, including, but not limited to, funding via SDLP funding and Western Activities Council events and promotions, shall have affixed to them, or in some fashion displayed upon them either the current official SGA Seal or the text phrase "Funding provided by your Student Government".
- B. If the funding from SGA is for an event, all promotional materials for that event must contain either the official SGA Seal or the aforementioned text phrase.
- C. If an item is deemed to be unable to have either the SGA Seal or the text phrase in view on it, the legislation (e.g. Senate Bill or Resolution, FOC Funding, or Co-Sponsorship) proposing that item shall state that inability.
- D. If something funded from the SGA Budget is found to be without either the SGA Seal or the text phrase, and the legislation did not state an inability to display the either the official SGA Seal or the text phrase, that item must be replaced at the cost of the recipient that was funded, not the SGA."

Section 6: Appeal Procedures

- A. Any individual(s) and/or RSOs 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 approval of Committee to overturn any FOC decision. This decision shall be final.

ARTICLE VI – CAMPUS ORGANIZATIONS

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

Section 1: Petition for Recognition



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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 Involvement 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 Involvement for review. Following the review and approval by the Center for Student Involvement, the request will be forwarded to the Student Relations Committee for review and legislation will be forwarded to the Senate for approval.

To be considered for Recognition, a candidate for Registered Student Organization must have 5 members and an Advisor. At least ONE advisor MUST be a member of the MWSU Faculty, Staff or Administration. (Added 2/9/15 by Senate)

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 Involvement.

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 Involvement.
 1. Each organization that is to be officially recognized by Missouri Western State University must be approved and chartered by the Center for Student Involvement and the SGA Senate.
 2. The Center for Student Involvement and the SGA Senate must approve proposed changes in the constitution of a recognized organization.
 3. Recognized organizations must have an advisor who is a member of the Missouri Western State University faculty, administration, or staff.
 4. Representatives and advisors from all recognized student organizations are required to attend the annual Student Organization Orientation hosted by the Center for Student Involvement held each fall. Failure to attend may result in suspension of recognition and ineligibility for FOC funding.
 5. Each Organization on campus must maintain a minimum of 5 members to remain active on campus with the exception of National Affiliated Organizations. These organizations will be able to receive RSO benefits with the exception of SGA Co-Sponsorship and FOC funding. (Added 2/9/15 by Senate)

Section 4: Events and Activities

- A. All student organization activities and programs MUST be approved and scheduled through the Center for Student Involvement.
- B. Recognized student organizations may engage in fund raising activities that are held on campus with the approval of the Student Life & Leadership Director and under the following conditions:



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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 Dean of Students or his/her designee 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.

Section 5: Presidents Leadership Council (PLC) (Added 4/14/14 by Senate)

The Student Government Association shall require representatives from all recognized clubs and organizations to attend monthly Presidents Leadership Council meetings. Meetings will be facilitated by the DGA Director of Student Relations, with assistance by the SGA President, and any other SGA Executive Board member at the request of the President.

- A. PLC will strive to encourage communication and cooperation between all of the student organizations regardless of affiliation, category, or department.
1. Representatives from clubs and organizations will be kept up to date on SGA activities and have the opportunity to voice concerns regarding their organizations, SGA, and Missouri Western State University, so as to facilitate discussion with each other and Student Government Association.
 2. Representatives from clubs and organizations will be trained in policies, procedures, technology, F.O.C. funding applications, and SGA Co-sponsorship funding applications.
- B. Meetings shall be held on the first Wednesday of every month at a time designated by the director of Student Relations and SGA President, beginning in September of each academic year.
1. Publicity and notification will be used to ensure all organizations are aware of the requirement and the dates for the meetings. This may include, but is not limited to posters, emails, and campus announcements.
 2. This requirement will be clearly stated in the Student Organization Handbook and on applications for new student organizations.
 3. Excused absences with legitimate explanations or other special circumstances must be communicated to the Director of Student Relations at least one (1) week prior to the meeting date.
 - a. Excused organizations must schedule a one-on-one meeting, wither in person or on the phone, with the Director of Student Relations or SGA President to discuss the meeting's agenda.
- C. The Director of Student Relations will maintain attendance at each meeting and report any absences to the Executive Board to determine the proper course of action.
1. Failure to send a representative to one (1) President Leadership Council meeting will result in a warning from the Director of Student Relations.
 2. Failure to send a representative to two (2) Presidents Leadership Council meetings will result in a temporary suspension from being a recognized student organization until reviewed by the Executive Board.
 3. Failure to send a representative to three (3) Presidents Leadership Council meetings will result in the loss of status as a recognized club or organization by SGA and the Center for Student Involvement.



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- a. Suspended and eliminated organizations will no longer have access to the recourses of the Center for Student Involvement, and will lose the ability to apply for F.O.C. funding or SGA Co-sponsorship funding.
- b. Eliminated organizations must wait the remainder of the semester in which they were eliminated, plus the following semester's term before re-applying for Recognized Student Organization status.

ARTICLE VII— SGA ELECTION PROCEDURES (Amended 3/24/14 by Senate)

All elections held by any branch of the SGA 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/Executive Vice President must obtain, fill out, and return to the SGA Office (Blum 217), a petition declaring his/her intent to run for the office of SGA President and Executive Vice President. The petition must contain at least 100 signatures of currently enrolled students.
- B. The petition shall be reviewed by the Election Commission and the Vice President of Student Affairs or his/her designee to determine eligibility for candidate(s) running for office.

Section 2: SGA Senator 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 SGA to be voted upon. Each member of the SGA 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 SGA shall be declared as the winners and shall assume the office of Senator at last senate meeting of the spring. The term of office shall be for one year.

Section 3: Proposals for a Student Vote:

Any Constitutional amendments proposed to SGA and approved to be sent out for a student vote must be passed by a 2/3 majority vote of students voting in order to pass.

Section 4: 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 place 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.



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- 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 SGA Senate.

Section 5: 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.
- 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.



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- 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 6: 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 as determined by the Election Commissioner.
- B. Any member of the SGA 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 SGA 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 7: Primary Elections

The applicants shall submit themselves to a primary election if more than two (2) applicants are eligible to run for the offices of President/ Executive 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 8: 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 9: Ballots and Voting

- A. The times for voting shall be from 8:00 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 SGA.
- B. Online voting is provided.
- C. Any current student (dual credit students excluded) shall be allowed to vote in any SGA election. Paper ballots may be cast in the SGA Office located in Blum 217. Ballot shall be validated by the Election Commissioner and/or the SGA Administrative Coordinator.

Section 10: Publicizing SGA Elections

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

Section 11: 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. 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.



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- C. In the case of a tie (vote) in any election placed on a ballot before the Students 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.
- D. No student shall be allowed to run for more than one office on a general election ballot.
- E. Should special circumstances arise during an election, the Election Commission shall recommend necessary changes for that election to be approved by the Senate.

Section 12: SGA President and Vice-Presidents Inauguration

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. The University President or his/her designee will swear in the new SGA officers with the oath listed below:

Executive Vice Presidential Oath

I, (ENTER NAME) do solemnly swear or affirm to execute the duties of the office of Student Government Association Executive Vice President as prescribed by the constitution of the Missouri Western State University Student Association for the welfare of all students at Missouri Western State University. I will strive to do the job of SGA president to the best of my ability always placing the students of Missouri Western first.

Presidential Oath

I, (ENTER NAME) do solemnly swear or affirm to execute the duties of the office of Student Government Association President as prescribed by the constitution of the Missouri Western State University Student Association for the welfare of all students at Missouri Western State University. I will strive to do the job of SGA president to the best of my ability always placing the students of Missouri Western first.

ARTICLE VIII – 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 with no affiliation with a club/organization (appointed by the SGA President), three (3) University Administrators/Professional Staff Members (not involved in Student Affairs) and the Student Life 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 Involvement.
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



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- 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 – Awarded to the student organization that is the overall best student organization

In bullet point form, list:

- activities your organization has planned or organized
- honors organization has received
- campus activities and programs organization has participated in
- Include dates of activities on and off campus, and the number of participants from the organization.

May include a one page introduction on why the organization should be chosen for award

- B. Glen Marion Community Service Award – Awarded to a student organization that is most active in community service

In bullet point form list:

- Service activities your organization has participated in, planned, or organized
- Honors organization has received
- Include dates of community service events and the number of participants from the organization

May include a one page introduction on why the organization should be chosen for award

- C. Most Spirited Organization – Awarded to the student organization exhibiting and encouraging school spirit on campus.

In bullet point form list:

- Programs and activities both on and off campus that the organization has participated in that promotes school spirit
- Include dates of events and the number of participants from the organization
- May include a one page introduction on why the organization should be chosen for award

- D. Most Outstanding Fraternity - A fraternity on campus that has shown leadership, involved/hosted on and off campus activities, and performed community service projects. The recipient of this award shall be a fraternity that stands out as leaders on campus.

- E. Most Outstanding Sorority - A sorority on campus that has shown leadership, involved/hosted on and off campus activities, and performed community service projects. The recipient of this award shall be a sorority that stands out as leaders on campus.

- F. Most Outstanding Religious Organization – Awarded to a student organization that is classified as a religious organization.

In bullet form list:

- Activities organization has planned or organized
- Honors organization has received
- Campus activities and programs organization has participated in

May include a one page introduction on why the organization should be chosen for award



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- G. Outstanding Departmental Organization – Awarded to a student organization that is classified as a departmental organization

In bullet form list:

- Awarded to a student organization that is classified as a departmental organization
- Activities organization has planned or organized
- Honors organization has received
- Campus activities and programs organization has participated in

May include a one page introduction on why the organization should be chosen for award

- H. Most Outstanding Special Interest Organization – Awarded to a student organization that is classified as a special interest organization

In bullet form list:

- Activities organization has planned or organized
- Honors organization has received
- Campus activities and programs organization has participated in

May include a one page introduction on why the organization should be chosen for award

- I. Best New Organization – Awarded to a new student organization that was chartered within the current academic year.

In bullet form list:

- Awarded to a new student organization that was chartered within the current academic year.
- Activities organization has planned or organized
- Honors organization has received
- Campus activities and programs organization has participated in

May include a one page introduction on why the organization should be chosen for award

- 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.
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



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- 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
- L. Award for Outstanding Contribution to Executive Board (Added 4/6/2015)
 - 1. To be nominated for the Award for Outstanding Contribution to Executive Board, a student must meet the following criteria:
 - a. Must be enrolled full time with at least twelve (12) credit hours for both the fall and spring semester.
 - b. Must be a member of the Executive Board of the SGA
 - c. Must be in good standing with the university.
 - 2. The President shall be a non-voting member of the Student Organization Recognition Awards Committee for this award only.
- M. Award for Outstanding Contribution to Student Senate
 - 1. To be nominated for the Award for Outstanding Contribution to Student Senate, a student must meet the following criteria:
 - a. Must be enrolled full time with at least twelve (12) credit hours for both the fall and spring semester.
 - b. Must be a member of the Student Senate of the SGA
 - c. Must be in good standing with the university.
 - 2. The Executive Vice-President shall be a non-voting member of the Student Organization Recognition Awards Committee for this award only.

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.

ARTICLE IX – GRIEVANCE PROCEDURES

It is the responsibility of SGA to ensure that all student voices are heard. If an issue surfaces where a student feels a grievance has occurred, SGA will be the outlet for students. All efforts must be made to resolve an issue prior to filing grievance form. If all efforts have not been made, the form will be returned to the students with further suggestions on a resolution.

- A. Complete grievance form located online at www.missouriwestern.edu/sga
- B. Return completed form to the SGA Office
- C. SGA will review form and forward to Vice President of Student Affairs for review
- D. The grievance form will be forwarded to the correct department for a solution
- E. SGA will follow up to see if a resolution has been made