

**THE BYLAWS  
OF THE  
STUDENT GOVERNMENT ASSOCIATION  
OF**



**MISSOURI STATE UNIVERSITY**

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STUDENT GOVERNMENT ASSOCIATION  
LAST UPDATED JUNE 24<sup>TH</sup>, 2022

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# ARTICLE I: LEGISLATIVE PROCESS

## Section 1: Agenda

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

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- b. Items in New Business shall be submitted by either oral or written report.
  - 7. Announcements
    - Agenda items may not be discussed in Announcements.
  - 8. Adjournment

### **Section 2: Minutes**

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

### **Section 3: Attendance Policy**

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

### **Section 4: Oath of Office**

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

### **Section 5: Limitation of Debate**

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

### **Section 6: Absentee Ballots**

- A. A senator may cast an absentee ballot on any resolution put before the Senate.

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- B. Absentee ballots will be made available by the Sergeant at Arms.
  - C. Motions that are amended, except for stylistic changes, shall invalidate all absentee ballots.
  - D. Absentee ballots must be cast before the vote takes place.
  - E. Eligible absentee ballots will maintain quorum on the issue for which they are cast.

### **Section 7: Senate Resignations**

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

### **Section 8: Parliamentary Procedure**

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

### **Section 9: Recess Appointments**

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

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## **Section 10: Rules Supplement**

A. The intentions of creating rules are to clarify existing policy or procedures written within the Constitution or Bylaws or to provide rules adopted for the functioning of Senate. The purpose of governing rules is to clarify administrative and language ambiguity that may occur in the implementation of these documents.

The purpose of standing rules is to create and enact rules that allow, provide for, and expedite functions of Senate. Neither of these types of rules will negate nor alter the intentions of existing articles and subsections of the Constitution or Bylaws in any manner. B. Creation of Rules:

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

### **C. Documenting Rules**

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

## **Section 11: Call for Censure**

- A. Call for censure may be made by any senator and requires a second. The censure is merely a condemnation of actions with no repercussion or further formal action to be taken.

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- B. A non-debatable majority vote will be taken immediately after the censure is called as to whether to consider. If the motion passes, the senate will go directly into a closed session to debate the censure. At the discretion of the chair, the person being considered for censure will be asked to leave the chamber if they are a member of the senate. If the person being censured is the chair then they shall relinquish those duties to the next in the line of succession until after the final vote. Debate will begin on whether to consider the censure and reasons for calling for the censure.
  - C. Upon conclusion of the debate, a vote will be taken. A majority is required for censure.
  - D. If a censure is placed into effect, a public announcement will be made in a manner deemed appropriate by the Senate in the text of the censure
  - E. Censure will not require a judicial or executive branch actions and will be acknowledged as a purely legislative action

**Section 12: Enactment of Resolutions**

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

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## **ARTICLE II: EXECUTIVE AND LEGISLATIVE SUB-DIVISIONS**

### **Section 1: Standing Legislative Committees**

#### **A: Academic Affairs**

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

#### **B: Administrative Services**

The Administrative committee will address issues that deal with constructing and maintaining a safe, secure, well-maintained, competently-staffed, efficient, functional environment conducive to, and for the purpose of, developing educated persons, specifically in the areas of Safety and Transportation, Facilities Management, and Planning, Design, and Construction.

#### **C: Diversity and Inclusion**

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

#### **D: Information Services**

The Information services committee oversees the usage of technology-related services on campus. Works collaboratively with administrative departments to promote student usage of Wi-Fi, MSU Mobile, BearPass cards, and the Missouri State website. Serves on IT Council, the Learning Management Advisory Committee, and Instructional Technology Advisory Committee.

#### **E: Internal Affairs**

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

#### **F: Student Affairs**

The Student Affairs focuses on engaging the student body through programming, events, and addressing student concerns in regards to improving campus life. The Student Affairs committee will also focus on the advancement and welfare of the student body especially, regarding student services and rights. This position oversees the continuance of the career center, the dean of student's office, and office of the registrar as well as student services.

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#### G: University Affairs

The University Affairs committee will enrich the campus in the Public Affairs Mission while promoting the welfare of students. Will assist in the Public Affairs Conference. Serve as the liaison in internal university affairs and advocate for ways to advance the university in the community, state, and national levels.

#### H: Outreach and Development

The Outreach and Development committee will focus on amplifying voices in and out of Student Government by intentionally recruiting senators and commissioners, as well as Campus Judicial Board members. Will aid in improving the leadership skills of our members with an emphasis on retention within SGA.

#### I: Health and Wellness

The Health and Wellness committee will focus on mental, emotional, and physical health of students by fostering programming and outreach that enhance and encourage all aspects of health and wellness. This committee will bring awareness to and coordinate with university-wide resources that promote inclusive health and care.

#### J: Graduate Studies

The Graduate Studies committee shall be upheld through the Graduate Student Senate and led by the Graduate Student Senate President or an appointed representative. The Graduate Studies director will serve on cabinet and attend all Cabinet and Senate meetings or send a GSS representative and act as a liaison between the Graduate College and Student Government Association ensuring all Graduate Students feel supported on campus.

### **Section 2: Subcommittees**

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

### **Section 3: Ad Hoc Committees**

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



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#### **Section 4: Committee Membership**

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

#### **Section 5: Committee Guidelines**

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

#### **Section 6: Standing Executive Commissions**

- A. Wyrick Student Project Fund Commission  
This commission administers the Wyrick Student Project Funds for the good of the student body in accordance with the Wyrick Commission guidelines.
- B. Elections Commission  
This commission will oversee all regular and special elections of the SGA. This commission must also monitor the behavior of the candidates in campaigns to ensure adherence to the SGA Constitution, Bylaws, and city, state, and federal statutes. The Chief Elections Commissioner must be submitted for Senate approval by the President (or their designee) no later than the last SGA meeting of October.
- C. Sustainability Commission  
This commission will administer the Sustainability Fund for the good of the student body in accordance with the Sustainability Commission Guidelines.
- D. Title IX Commission  
The Title IX Commission is dedicated on working to prevent sexual assault on campus. The commissioner will lead the commission and will work closely with Missouri State's Title IX coordinator, Green Dot coordinator, and the Title IX task force.
- E. Senior Class Gift Commission  
This commission will be overseen by the Senior Class President. This commission will be responsible for the acquisition of the senior class gift on behalf of the class.
- F. Senators may not serve on commissions except for the Senior Class Commission.

#### **Section 7: Ad Hoc Commissions**

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

#### **Section 8: Faculty Senate Liaison**

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

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accordance with Article IV, Section 11, Subsection F of the Constitution of the Student Government Association of Missouri State University.

### **ARTICLE III: EXECUTIVE ELECTIONS**

#### **Section 1: Elections Commission, Powers and Duties**

- A. The Chief Elections Commissioner will choose no less than two students to serve as Elections Commissioners.
- B. These appointments will be subject to approval by a simple majority of Senate seats filled.
- C. The Elections Commissioner, under the direction of the Chief Elections Commissioner, will organize and publish all constitutional provisions, bylaws, and resolutions concerning student voting and the qualifications and procedures of the voting area.
  - 1. The Elections Commission will review, revise and publish annually a guide pertaining to election campaigning for all SGA elections and work the appropriate authorities for elections concerning Wyrick proposals.
  - 2. The Elections Commission will continually revise and update a guide for operation of elections by which all elections will be run in accordance with the Constitution and Bylaws.
- D. The Elections Commission will review annually all constitutional provisions, bylaws, operating procedures, resolutions and issues concerning student voting and candidates or issues in accordance with all relevant sections of this Article. Recommendations will be forwarded to the incoming administration prior to the end of the academic year.
- E. The election cycle will officially commence upon the first listed date as stipulated in the Elections Code.
- F. For the sake of fair and legitimate elections once the SGA elections cycle begins no changes may be made to any governing documents concerning election procedures unless due power is explicitly stated.