



STUDENT GOVERNMENT BYLAWS

Passed into law in 1992-93.
Amended: October 1993, February 1994,
March 1995, September 1995,
November 1996, December 1996,
January 1997, April 1997, September 1997, March 2005.

PREAMBLE

These By-Laws are the law of Student Government at Midwestern State University, being necessary to carry into effect the legislative power delegated to it by the Student Body.

ARTICLE I - ELECTION CODE

I. Board of Elections

A. Purpose

The purpose of the board shall be to supervise, coordinate, and judge all student body elections. During elections of SGA officers and student senators, the Board shall also supervise campaigns.

B. Membership

1. The Board of Elections shall be composed of a chairman and six to ten members appointed prior to the second Student Senate meeting of the fall semester, by the President of SGA, with the consent of the Student Senate.
2. The Associate Vice President of Student Affairs and the Student Government officers will serve as ex-officio members.
3. All members must attend a mandatory meeting to develop and maintain a thorough working knowledge of the Election Code.
4. If a member of the Board of Elections should become an opposed candidate in an election for a SGA office or MSU honor, that member shall step aside for the period that he or she is a candidate, and the President of SGA shall appoint a temporary replacement.

5. The President of SGA shall have the authority to remove, with the consent of the Student Senate, board members for cause, and to fill, with the consent of the Student Senate, any vacancies occurring on the board.

C. Responsibilities

1. Submit a recommendation for the schedule of student body election dates for the following year to the student senate for approval
2. To provide computers for online voting at common places including the atrium, Ligon, and the residence halls
3. The Election Commission is responsible for running elections
4. Recruit commissioners to supervise election code
5. Confirm and announce election results

II. Election Procedures

A. Filing Procedures

1. Candidates wishing to file their candidacy for SGA offices and Student Senate positions may obtain a copy of the Election Code and filing form in the SGA office or in the Office for the Associate Vice President of Student Affairs.
2. Candidates must read and understand the Election Code, sign a statement confirming that they understand it, and realize that they may be subject to penalty if they violate it.
3. Filing forms must be submitted to the SGA Office or the Office of the Associate Vice President of Student Affairs before 5:00 p.m. on the last day of filing in order for an applicant to be placed on the ballot.
4. Write-in candidates for SGA offices and Student Senate positions will be accepted upon presentation of a petition containing no fewer than 25 names of the electing group for which the write-in candidate will be a nominee. The petition must be filed by 5:00 p.m. the Friday immediately before the first scheduled voting period in the Office of the Associate Vice President of Student Affairs, and the eligibility of the candidate must be certified prior to the first scheduled voting period.
5. No candidate may file for more than one office.

6. The Election Board Chairperson shall conduct a meeting with all candidates to review the Election Code and to answer any questions that the candidates may have. All candidates shall be responsible for attending said meeting before voting begins or shall be disqualified. Candidates who must miss the meeting shall submit a written excuse prior to the meeting. The Board of Elections is to determine if such excuses are valid.

B. Campaign Procedures

1. Campaign will begin two weeks prior to the election dates
2. Campaigning shall be defined as any public soliciting of votes for a particular candidate, slate of candidates, or issues involved in the election concerned.
3. There shall be no campaigning within any MSU Computer Labs or within areas defined by the election board
4. Campaigning may not be done and campaign literature may not be distributed until official campaigning opens. Campaigning shall be limited to:
 - (a) Speeches;
 - (b) Signs, freestanding only;
 - (c) Handbills;
 - (d) Personal solicitation;
 - (e) Mass media is defined as televisions, radio, or newsprint. There shall be no solicitation of votes or campaigning in, on, or with a computer.
 - (f) Other campaign items not listed are subject to the approval by the Election Commission before use in campaign practices.
5. All candidates are liable for the actions and remarks of their manager(s).
6. Candidates, campaign managers, and any individuals shall refrain from actions and remarks that will be in any way detrimental, defamatory, ridicule, or embarrass any individual, including but not limited to reference to race, color, creed, or national origin.
7. Signs
 - (a) The candidate is responsible for campaign debris remaining after the polls have closed; this includes all handbills and signs. This debris must be removed within twenty-four (24) hours to avoid election sanctions.
 - (b) Pictures of candidates may appear on signs.

8. Handbills
 - (a) No limit on number.
 - (b) Handbills may not be affixed to permanent objects.
 - (c) Handbills may not be affixed to personal property without consent of the owner.
9. Any candidate found in violation of one or more of these rules may be disqualified at the discretion of the board of elections.

C. Voting Procedures

1. Voting hours shall be determined by the Election Board
2. Run-off elections shall be held one week following the general elections.
3. At least one week prior to the elections for graduate and undergraduate class senators and Student Government officers, due notice of such elections shall be posted in various buildings around campus. Such notice shall include all dates and times for the elections. All posters shall conform to the standards set by the Clark Student Center office, and responsibility for posting them shall rest with the election board
2. Ballots and their use.
 - (a) Balloting will be computer-type ballots.
 - (b) Ballots shall contain the following information:
 - (i) The designation of the "Student Government Official Ballot."
 - (ii) Title of office and government unit.
 - (iii) Date of election.
 - (iv) Specific balloting instructions pertaining to the number of candidates to be selected and the manner to which they are to be chosen.
3. (i) Students must have a valid MSU computer account.
(ii) Voting by proxy is strictly prohibited.
4. In all elections, for all position, listing of the candidate's name on all ballots shall be determined by random selection by the Election Board at the filing deadline. Selection will be held in the SGA office, and candidates may be present.
5. Candidates shall indicate on the validation form how they wish their names to appear on the ballot.

6. Should a voter be illegally influenced while voting , the Election Board will if necessary, will determine what penalties to impose on those who violated the Election Code.

D. Withdrawal from the ballot.

1. Within one (1) hour after the filing deadline, the Election Commission must meet to review any candidate who wishes to withdraw his or her name from the ballot. The candidate must meet with the Election Commission at that time or by special appointment for verification of his or her withdrawal.
2. If, in any single race, a candidate has withdrawn his or her name, the Election Commission shall re-open that position for one (1) class day.
3. No candidate that has withdrawn from the ballot shall be able to run in any race in that election.
4. .In the event of a filing deadline extension, no campaigning shall be done until the end of the new deadline.
5. Each candidate shall register the name of his or her campaign manager(s) at the time of filing. Any change thereof must be documented in the SGA office within twelve (12) hours.

E. Tabulation of Votes

A. Ballots

1. The tabulation of votes shall be computerized and over seen by the Election Commission with assistance from Computer Services.
2. All ballots shall be anonymous

B. Announcement of Results

The Election Commission will publish the results in a form of their choosing

III. Election Requirements

Grade-point averages and classification requirements have been established by previous legislation and are listed in the M.S. U. Student Handbook.

IV. Protest and Appeals

- A. Protest of campaign conduct or election irregularities shall be made in writing by 5:00 p.m. on the next school day following the election. The appeal of an election should include: the rule(s) that was broken, how it was broken, whether or not such affected the outcome of the election, the date filed, and the signature, printed name, address, and phone number of the person(s) filing the protest.
- B. The Board of Elections shall hold a hearing and render a ruling within 3 days after the protest is received. A 3/5 majority vote of those Election Board members present will be required to void an election or impose penalty on a candidate.
- C. For an election to be thrown out, it must be proven by the plaintiff that the candidate had violated the Election Code to an extent that it affected the outcome of the election in question.
- D. A person found guilty of violation of the Election Code will be subject to penalty by the Board of Elections.
- E. The Election Board shall have the authority to investigate and remedy any election or campaign irregularities which are not formally protested. 3/5 of the Election Board must be present for such an investigation and 3/5 of those present must vote to void the election in question or to impose penalties.
- F. To appeal the decision of the Board of Elections, a complaint must be submitted in writing to the Student Government Office by 5:00 p.m. the next school day, and must include the same information included in above Article IV, Section A, plus the reasons for the appeal.
- G. The appeal will be heard, discussed and voted upon at the next scheduled Student Senate meeting. The decision of the Student Senate is final.

V. Interpretation of Election Code

- A. In order to execute the duties of the Election Board in a timely manner, the Election Board will have the authority to reasonably interpret the intent and/or meaning of the Election Code. The SGA Officers and the Vice President for Student and Administrative Services shall advise the Election Board in this process.

VI. Oaths of Office

- A. Before the President, Vice-President, or Secretary of the Student Government Association; a Senator; or any Student Government official can assume his/her office. he or she shall take the following oath or solemn affirmation:

I. (insert name), do hear by swear (or solemnly affirm), that I will faithfully cam' out my duties as (insert office) and will do everything in my power to preserve and protect the interests and well-being of the student body which I serve.

- B. The oath will be administered to the President-elect, Vice-President-elect, Secretary-elect and to other Student Government Officials who are not members of the Student Senate by the President of the Student Government prior to their taking office, or by some other person the President designates if he or she is not able to deliver the oath or affirmation himself or herself.
- C. The oath will be administered to new Senators by the Vice-President of the Student Government Association or by some other person the Vice-President designates if he or she is not able to deliver the oath or affirmation himself or herself.

ARTICLE II - SENATE

I. Sessions, Meetings, and Bills

- A. A session of the Senate shall have the duration of one regular school year.
- B. Bills shall only be adopted during the session in which they are introduced in the Senate, during a special session held between the first and last meeting of a regular session if the legislation was introduced during that regular session, or during a meeting of a regular session if the bill was introduced during a special session held between the first and last meeting of that regular session.
- C. A bill may only be introduced on the Senate floor if it had been on file in the Student Government Office for three days, unless the Senate, by a two-thirds (2/3) vote, shall move the bill to the floor. A call list for legislation shall be posted in the Student Government office at the end of business hours three days before each Senate meeting.
- D. The Senate shall meet on the first and third day that the current administration's President deems fit of every month September through May inclusive, excepting the first Thursday in September, the second Thursday in December, the first Thursday in January, and the second Thursday in May. If a regular meeting day shall fall during Spring Break, the Senate shall hold that meeting either the week before or the week after Spring Break.
- E. All meetings shall be open to observation by the campus and local communities, as well as the press. All students have the right to address the Student Senate on issues of importance at a designated time set-aside in the agenda.

II. President Pro-Tempore

- A. The President Pro-Tempore of the Senate shall be elected from among the members of the Senate by a simple majority vote of the Senators present at the second meeting of a regular session. He/she shall serve through one regular session of the Senate and as many special sessions as are held during that time. The Senate may at any time elect a new

President Pro-Tempore, and if a vacancy occurs in that position, the Senate shall conduct elections as soon after the vacancy occurs as is feasible.

III. Parliamentarian

- A. The Parliamentarian of the Senate shall be elected from among the members by a simple majority vote of the Senators present at the second meeting of a regular session. He shall serve through one regular session of the Senate and as many special sessions as are held during that time. The Senate may at any time elect a new Parliamentarian, and if a vacancy occurs in that position, the Senate shall conduct elections as soon after the election occurs as is feasible.
- B. The Parliamentarian shall render advisory opinions on questions of procedure to the President or other presiding officer of the Senate. It shall be incumbent upon him to render such opinions on his own initiative whether requested to do so by the presiding officer or not.

IV. Senators

- A. A Senator can only be removed from the Senate by the organization he represents or by the Senate acting upon the requirements listed in Sections 7 and 8 of Article III of the Constitution.
- B. No Senator may represent more than one organization.
- C. At the end of each school year, the Senate shall honor a "Senator of the Year," which is to be chosen by the entire Senate.

V. Board or Regents Observer

- A. The Student Observer to the Board of Regents shall be elected by a majority vote of the Senators present, such observer being a member of either branch of the Student Government Association, at the second meeting of a regular session. The Senate may at any time elect a new Student Observer, and if a vacancy occurs in that position, the Senate shall conduct elections as soon after the vacancy occurs as is feasible.
- B. The Student Observer shall represent student interests in meetings of the Board of Regents and shall give input into issues when the Board requests it.
- C. This section of the By-Laws shall be deemed to supersede any prior legislation enacted by the Senate regarding this position, notwithstanding any other clause within these By-Laws.

VI. Faculty Senate Observer

- A. Student Observer to the Faculty Senate shall be elected by a majority vote of the Senators present, such observer being a member of either branch of the Student Government Association, at the next meeting. The Senate may at any time elect a new Student Observer, and if a vacancy occurs in that position, the Senate shall conduct elections as soon after the vacancy occurs as is feasible.
- B. The Student Observer shall represent student interest in meetings of the Faculty Senate, and it shall give input into issues when the Senate requests it.
- C. This section of the By-laws shall be deemed to supersede any prior legislation enacted by the Senate regarding this position, notwithstanding any other clause with in these By-laws.

ARTICLE III - STANDING AND UNIVERSITY COMMITTEES AND APPOINTMENTS

I. List

These shall be the standing committees of the Student Senate: Public Policy, Campus Environment. Campus Culture. Community Service, and Student Leadership, Mentor Program, and Publicity.

II. Public Policy Committee

- A. The Public Policy committee shall consist of a chairperson and four members. The Student Government Vice-president shall be the chairperson, unless the Student Senate provides otherwise, in which case the SGA President shall appoint a chairperson with the consent of the Senate. The four members shall be appointed by the SGA President with the consent of the Senate. The SGA President shall present his appointees for approval before November 1 of each year. No Student Government officer, except the Vice-president, shall serve on this committee.
- B. The SGA President shall have the authority to remove committee members for cause. with consent of the Student Senate, and to fill, with Senate approval, any vacancies occurring on the committee.
- C. A quorum for meetings shall consist of at least three members of this committee.
- D. The committee shall recommend to the Senate positions of advocacy for the SGA in regional, state, and national affairs, so long as these positions deal with issues directly concerning M.S.U., higher education in general, or the status of college students.
- E. The committee shall co-ordinate on-campus programs that deal with public issues and are sponsored by SGA.

- F. The committee shall recommend to the Senate SGA membership in regional, state, and national organizations-providing cost estimates for every membership.
- G. The committee shall co-ordinate SGA attendance at all seminars, conventions, and gatherings outside of Wichita Falls.
- H. The committee shall submit an annual budget for approval by the Student Senate for all operations which it co-ordinates, including memberships in regional, state, and national organizations.

III. Campus Environment Committee

- A. The Campus Environment committee shall consist of a chairperson and four members. The chairperson and members shall be appointed by the SGA President with the consent of the Senate. The SGA President shall present his appointees for approval before November 1 of each year. No Student Government officer may serve on this committee.
- B. The SGA President shall have the authority to remove committee members for cause, with consent of the Student Senate, and to fill, with Senate approval, any vacancies occurring on the committee.
- C. A quorum for meetings shall consist of at least three members of this committee.
- D. The committee shall concern itself with the following issues:
 - 1. sidewalks, buildings, streets, outdoor signs, and other physical structures.
 - 2. vegetation, artwork, and ground keeping.
 - 3. police patrols and other questions of public safety.
 - 4. parking.
 - 5. any other areas of concern directly related to the university's permanent physical environment.
- E. The committee shall solicit input from the student body and perform research.
- F. The committee shall recommend to the Student Senate positions of advocacy in its areas of concern.

IV. Campus Culture Committee

- A. The Campus Culture committee shall consist of a chairperson and at least four members. The chairperson and members shall be appointed by the SGA President with the consent of the Senate. The SGA President shall present his appointees for approval before November 1 of each year. No Student Government officer may serve on this committee.

- B. The SGA President shall have the authority to remove committee members for cause, with consent of the Student Senate, and to fill, with Senate approval, any vacancies occurring on the committee.
- C. A quorum for meetings shall consist of at least three members of this committee.
- D. The committee shall concern itself with the following issues:
 - 1. Efforts to expand student activities on campus.
 - 2. Efforts to broaden our campus's cultural horizons.
 - 3. Efforts to bring a more "collegiate" atmosphere to MSU and to keep students on campus for more than just classes.
 - 4. Any other areas of concern related to the university's cultural environment.
- E. The committee shall solicit input from the student body and perform research.
- F. The committee shall recommend to the Student Senate positions of advocacy in its areas of concern.
- G. The committee may recommend expenditure of SGA money to support cultural activities and may prepare an annual budget for approval by the Student Senate.

V. Community Service Committee

- A. The Community Service committee shall consist of a chairperson and at least four members. The chairperson and members shall be appointed by the SGA President with the consent of the Senate. The SGA President shall present his appointees for approval before November 1 of each year.
- B. The SGA President shall have the authority to remove committee members for cause, with consent of the Student Senate, and to fill, with Senate approval, any vacancies occurring on the committee.
- C. A quorum for meetings shall consist of at least three members of this committee.
- D. The committee shall concern itself with charitable, public service, and community development activities in which Student Government might participate. It shall recommend to the Student Senate participation in any activities it considers worthwhile and shall co-ordinate volunteers for these activities.

VI. Publicity Committee

- A. The committee shall consist of four members and a chairperson. The members of this committee shall be nominated by the President of the Student Government Association and shall be approved by a majority vote in the Student Senate. The President shall make his recommendations no later than the second meeting in the fall semester.

- B. The President may, with the approval of a majority of the Senate, remove and replace members of this committee.
- C. A Quorum on this committee shall consist of three members.
- D. This committee shall be responsible for maintaining line of communication between the Student Government and all media outlets. The Committee shall also be responsible for using all available means to publicize Student Government Meetings and Events. The committee shall maintain and update the Student Government bulletin board in the dark Student Center. Finally, the committee shall endeavor to create new avenues of communication with the student body as a whole.
- E. The committee shall organize and conduct a "Faculty Appreciation Day" at least once every school year.
- F. The committee shall help organize the presentation of 'Faculty of the Year', 'Senator of the Year', 'Faculty Advisor of the Year', and 'Staff of the Year', which shall be chosen by the entire Student Senate.

VII. Student Leadership Fund Review Committee

- A. This committee shall consist of a chairperson and four members. The chairperson and the members shall be appointed by the SGA President with the Senate's consent. The SGA President shall present the appointees for approval before November 1 of each year.
- B. The SGA President shall have the authority to remove committee members for cause, with the consent of the Student Senate, and to fill with the Senate approval, any vacancies occurring on the committee.
- C. A quorum for meetings shall consist of at least three members of this committee.
- D. This committee will assist the Executive Branch in improving student leadership development on campus.
- E. This committee shall formally review all requests for student leadership funds and verify eligibility. This committee will review the request after verification by the Director of Student Activities, and before the passage if the senate.
- F. This committee is to report to the Student Senate all denials and their reasons.
- G. After the request has been formally review, the request will then be presented to Student Senate by the Student Leadership Fund Review Committee Chair. This presentation shall consist of, but not be limited to the following:
 - 1) Name of the organization
 - 2) the amount of the funds requested

3) an explanation of the nature of the leadership request. If the committee approves the request, a simple majority vote shall be required for distribution of the funds. If the committee rejects the request, then a three fourths majority shall be required before the funds shall be released.

H. This committee is responsible for defining what constitutes student development and leadership, with Senate approval.

I. This committee is also responsible to assist the Executive Branch in maintaining the follow-up of presentation of skills learned.

VIII. Student Mentor Programming Committee

A. This committee shall consist of a chairperson and four members. The chairperson and the members shall be appointed by the SGA President with the Senate's consent. The SGA President shall present the appointees for approval before November 1 of each year.

B. The SGA President shall have the authority to remove committee members for cause, with the consent of the Student Senate, and to fill with the Senate approval, any vacancies occurring on the committee.

C. A quorum for meetings shall consist of at least three members of this committee.

D. This committee will be responsible for monitoring the mentor program through out the year and make policy changes if it deems necessary with the consent of the Senate.

IX. University Committees and other appointments

A. The SGA President shall have the authority to appoint students to official university committees and other bodies as required by the MSU

B. The committee shall take other measures as it deems appropriate to honor or assist our faculty.

ARTICLE IV - STUDENT GOVERNMENT RECORDS

A. The Executive Council shall be responsible for maintaining accurate and complete records of Student Government matters. The Executive Council shall consist of the President, Vice-president, and Secretary of Student Government.

B. The Executive Council will formulate and compile an officer training syllabus in booklet form. Such syllabus shall be approved by the Senate and kept on open file by the SGA Secretary. The three officers will be responsible for keeping the syllabus up-to-date once approved. Each current officer will provide extensive training based on this syllabus within two weeks after all officer elections are concluded.

- C. The Executive Council shall be responsible for maintaining the Student Government Journals, which track Student Senate minutes, legislation, and other matters throughout Student Government history.
- D. The Executive Council shall be responsible for keeping posted an up-to-date list of legislation on file or passed during its term.
- E. The Executive Council shall be responsible every Spring for setting meeting dates and times for the regular session following its term. These dates and times shall be submitted to the Student Senate for approval.
- F. The Student Government President shall present to the Student Senate a report on the State of Student Government at the end of his term.
- G. All Student Government documents are open to inspection by all people.

ARTICLE V – IMPLEMENTATION

- A. These By-Laws may be amended by a three-fifths vote of the Student Senate or through a referendum or initiative as outlined in Article III, Section 12, of the Constitution.
- B. These By-Laws will take effect upon approval by a two-thirds vote of the Student Senate during a meeting of the Spring, 1993, semester.