

1                   **STUDENT GOVERNMENT ASSOCIATION BY-LAWS**  
2

3 **ARTICLE I – TERM OF OFFICE**

4                   **SECTION 1-1**

5                   The President of the SOSU SGA, at the first regularly scheduled Senate meeting  
6                   following the election, shall induct senators elected in the Fall semester. The term of  
7                   office shall begin at the time of induction and shall conclude at the time of induction of  
8                   the newly elected senators of the regular Fall election.  
9

10                  **SECTION 1-2**

11                  The President of the SOSU SGA, at the last regularly scheduled meeting of the Spring  
12                  semester, shall induct senators elected in the Spring semester. The term of office shall  
13                  begin at the time of induction and shall conclude at the time of induction of the newly  
14                  elected senators for the next academic year.  
15

16                  **SECTION 1-3**

17                  If the newly elected student officials are not sworn in their office within two weeks of  
18                  posting election results, they will be ineligible to serve their term and their position  
19                  considered open as stated in Article VIII, Section 4 of the SOSU SGA Constitution.  
20

21                  **SECTION 1-4**

22                  Officers of the SOSU SGA shall be inducted by either the President of SOSU, the Vice-  
23                  President for Student Affairs of SOSU, or the President of the SOSU SGA during the last  
24                  regularly scheduled meeting of the spring semester. The term of office shall begin at the  
25                  time of induction and shall conclude at the time of induction of the newly elected officers  
26                  for the next academic year.  
27

28                  **SECTION 1-5**

29                  The Executive Officers of the SOSU SGA shall receive compensation for the  
30                  performance of their duties by the SOSU SGA. Certain chairs and/or co-chairs will  
31                  receive compensation for the performance of their duties in a manner to be decided by the  
32                  voting SOSU SGA members. The amount to be paid to these individuals will be included  
33                  in the annual budget to be approved by the SOSU SGA at the beginning of the fall  
34                  semester for the academic year.  
35

36 **ARTICLE II – MEETINGS OF THE STUDENT SENATE**

37                  **SECTION 2-1**

38                  The Student Senate should mandate that meetings occur on minimum weekly basis, with  
39                  additional meetings as the Senate determines during the fall and spring semesters. The  
40                  official meeting place of the SOSU Student Senate shall be the Frost Chambers.  
41

42                  **SECTION 2-2**

43                  The Student Senate may determine the rules of its regular meeting proceedings, and  
44                  discipline its members for conduct unbecoming a Senator at said meetings or any

45 University function. Any rule not covered by the governing documents of the SOSU SGA  
46 is subject to Robert’s Rules of Order.  
47

## 48 **ARTICLE III – SUMMER SESSION**

### 49 **SECTION 3-1**

50 There shall be a Student Senate during the summer semester that shall meet as needed.  
51

### 52 **SECTION 3-2**

53 The Summer Student Senate shall consist of all current Senators and Officers who are  
54 able to serve.  
55

### 56 **SECTION 3-3**

57 In the event that the new President, Vice-President, and Secretary are not able to serve for  
58 the summer session, the Senators participating in the summer session shall elect an acting  
59 chair.  
60

### 61 **SECTION 3-4**

62 All Legislation passed during the Summer Senate shall be designated as part of the  
63 previous Legislature as a Special Session.  
64

## 65 **ARTICLE IV – MATTERS BEFORE THE STUDENT SENATE**

### 66 **SECTION 4-1**

67 Every act of the Student Senate will concern only one subject, which will be clearly  
68 expressed in its title.  
69

### 70 **SECTION 4-2**

71 A proposed expenditure of funds will be called a “Bill.”  
72

### 73 **SECTION 4-3**

74 A proposed policy change or temporary action by the Senate will be brought up in the  
75 form of a “Resolution.”  
76

### 77 **SECTION 4-4**

78 All Legislation that the Student Senate considers must be submitted to the SOSU SGA  
79 Secretary in electronic form before it is considered.  
80

### 81 **SECTION 4-5**

82 A proclamation, commendation, or compliment shall be any announcement, acclaim, or  
83 special recognition by the Student Senate.  
84

## 85 **ARTICLE V – SUPREME COURT**

### 86 **SECTION 5-1**

87 All Supreme Court Justices must be sworn in within three (3) weeks of being appointed  
88 or the appointment will be deemed as null and void and a new appointment shall be  
89 made.

90 **SECTION 5-2**

91 In the event that an issue arises during the Summer Session that would require an  
92 interpretation of the governing documents, two (2) justices and one (1) chief justice shall  
93 be appointed by the chair of the Summer Session of the Student Senate.  
94

95 **ARTICLE VI – CAMPUS ORGANIZATIONS**

96 **SECTION 6-1**

97 Immediately after each organization’s election, each organization will register with the  
98 Office for Student Life the names of the officers and members of such organization.  
99

100 **SECTION 6-2**

101 Any group desiring to be recognized as an official organization on the campus of SOSU  
102 must file the appropriate registration form with the Office of Student Life on a yearly  
103 basis. The request is then forwarded to the Student Senate for consideration and approval.  
104

105 **SECTION 6-3**

106 The Student Senate requires that a current copy of an organization's primary governing  
107 document be submitted along with their registration form. The Student Senate may  
108 periodically request a copy of the organization’s primary governing document and a copy  
109 of all revisions of that organization’s primary governing document must be submitted to  
110 the Office of Student Life. After consideration, the Office of Student Life will send a  
111 recommendation to the Student Senate for final approval.  
112

113 **ARTICLE VII – PRESIDENTS’ CLUB**

114 **SECTION 7-1**

115 There shall be a monthly meeting of the presidents of all student organizations on the  
116 SOSU campus. This meeting shall serve as a time and place for the presidents to network  
117 and learn about upcoming events, as well as form a support system for sharing ideas. The  
118 name of this meeting will be “The Presidents’ Club of Southeastern Oklahoma State  
119 University.”  
120

121 **SECTION 7-2**

122 The Vice-President of the SOSU SGA will be the chairperson of this leadership club.  
123

124 **ARTICLE VIII – OFFICE HOURS POLICY**

125 **SECTION 8-1**

126 All senators of the SOSU SGA shall work a minimum of two (2) office hours each week.  
127 One (1) hour should be performed in the Student Senate office at a regularly scheduled  
128 time each week. One (1) hour may be spent either in the Student Senate office or as  
129 otherwise approved by the SOSU SGA Secretary. The SOSU SGA Secretary may request  
130 follow-up information for any approved office hour.  
131

132 **SECTION 8-2**

133 For each week, the office hours will begin being counted on Thursday Morning, and they  
134 must be completed by Wednesday evening so that the record may be made available to  
135 the SOSU SGA Secretary in time for the regularly scheduled meeting.  
136

## 137 **ARTICLE IX – ATTENDANCE POLICY**

### 138 **SECTION 9-1**

139 Unexcused absences from SOSU SGA duties will be counted as follows:

- 140 A. An absence from an SOSU SGA meeting of the Student Senate will be noted as a  
141 single (1) absence.
- 142 B. The failure to serve an office hour will result in 1/2 absence.
- 143 C. Not appearing at SOSU SGA sponsored events will result in absence(s)  
144 determined by the Executive Committee prior to the event.
- 145 D. The failure to attend a committee meeting of a standing or seasonal committee to  
146 which a Senator has been assigned shall result in a 1/2 absence.

### 147 **SECTION 9-2**

148 A standing House Rules Committee consisting of the Executive Committee and three  
149 Senators at Large (one of which will serve as chair of the committee) elected by a  
150 majority vote of the Student Senate shall be created at the beginning of each legislature in  
151 order to oversee the administration of attendance, ensure the use of the House Rules, and  
152 propose changes to the rules as the need arises.  
153  
154

### 155 **SECTION 9-3**

156 The accumulation of unexcused absences will be dealt with in the following manner:

- 157 A. Two (2) absences will result in a written notice by the Executive Committee.
- 158 B. Five (5) absences will result in the Senator's mandatory attendance at a hearing to  
159 be conducted by the House Rules Committee to discuss the situation. The hearing  
160 will be held to decide the validity of the Senators' absences.
- 161 C. If no absences are voided, a recommendation of impeachment will be presented to  
162 the Senate at the next regularly scheduled Senate meeting.
- 163 D. If absences are voided, the same process will begin again once the Senator has  
164 reached five (5) absences.
- 165 E. Failure to attend the House Rules Committee hearing will result in the ruling of  
166 the Committee without the defense of the Senator in question.
- 167 F. If a member of the House Rules Committee is ever summoned to the Committee,  
168 then a temporary replacement will be selected by a vote of the Committee.

### 169 **SECTION 9-4**

170 Absences will be totaled for the Fall and Spring semesters separately.  
171  
172

## 173 **ARTICLE X – ELECTION REGULATIONS**

### 174 **SECTION 10-1**

175 During each election, an election booth may be provided for by the Student Senate. The  
176 election booth must be manned by at least one Senator or Officer at all times. Biographies  
177 of each candidate and proper procedures for voting will be made available. No  
178 campaigning may occur within 25 feet of the election booth.

179 In the event of a traditional paper ballot, the booth will also have the ballots and ballot  
180 boxes. Also, position on the Ballots will be in alphabetical order.

181  
182 In the event of an online election, Blackboard shall be used in the collection and  
183 tabulation of election results. The Student Senate may provide computers for the  
184 purposes of voting.

185  
186 **SECTION 10-2**

187 During the tabulation of election results of a paper ballot election, the individuals  
188 counting will be the Elections Director or his/her designate, Executive Committee  
189 Member, Advisor(s), and one Senator at Large. These individuals will be responsible for  
190 the interpretation of the intent of any ballots the Scantron machine cannot read.

191  
192 During the tabulation of election results of an electronic ballot election, the Center for  
193 Instructional Development and Technology (CIDT) Director will assist in compiling and  
194 reporting election results to the Election Director.

195  
196 **SECTION 10-3**

197 In the event of an online election, no campaigning will be tolerated in any computer lab,  
198 room, or open area designated for use of university systems (third floor of the union, first  
199 floor of the library, etc.) or within 20 feet of a public university computer unless posted  
200 on approved board or posting area.

201  
202 **SECTION 10-4**

203 Electioneering in any form will not be tolerated. Electioneering is hereby defined as any  
204 action designed to infringe on the principles of free and open elections. This includes, but  
205 is not limited to: intimidation, voter fraud, dorm storming, slander, libel, misuse of  
206 Student Government or University resources in conjunction with a currently held office,  
207 and use of university systems (Blackboard, campus email, etc.) which violates current  
208 terms of use.

209  
210 **SECTION 10-5**

211 At the conclusion of elections, the Elections Director will compile the results in a single  
212 report. This report will be signed by the Director, the Senate Advisor, and a Senator at  
213 Large. In the event of an online election, a staff member from CIDT will also sign the  
214 report. This report will be dispersed to and posted in the Student Senate Office and the  
215 Student Affairs Office. The ratification of these results will take place at the next  
216 regularly scheduled meeting of the Student Senate after the report is completed and  
217 posted. Ratification will be by a resolution before the body and the President's signature  
218 will be considered the body's endorsement of the final results.

219  
220 **SECTION 10-6**

221 Interpretation and enforcement of this section of the SOSU SGA Bylaws will be left  
222 solely to the Elections Director unless superseded by a higher body charged with  
223 interpreting governing documents.

224 **ARTICLE XI – COMMITTEE STRUCTURE**

225 **SECTION 11-1**

226 All standing committees shall set regular dates for meeting within one week after the  
227 committee receives chairmanship. Meetings should take place at least twice a month.  
228 Once the time and location is set, each committee chair shall notify the SOSU SGA  
229 Secretary of that information, and the SOSU SGA Secretary shall post a schedule of all  
230 committee meeting times and locations in the Student Senate office in a prominent  
231 location.

232  
233 **SECTION 11-2**

234 The SOSU SGA Secretary shall keep a roster posted in a prominent location within the  
235 Student Senate office of the membership of each committee.

236  
237 **SECTION 11-3**

238 Each committee chair shall keep track of absences at each committee meeting and  
239 promptly report such absences to the SOSU SGA Secretary.

240  
241 **ARTICLE XII – GOLF CART POLICY**

242 **SECTION 12-1**

243 The SOSU SGA President shall be responsible for the SOSU Student Senate Golf Cart  
244 checkout. No Senator may drive the Golf Cart without presenting a current and official  
245 SOSU Golf Cart license. The Office of Student Affairs will also have a spare golf cart  
246 key.

247  
248 **SECTION 12-2**

249 For non-Student Senate use, the following guidelines will apply:

- 250 A. The Golf Cart may be used by a member of a registered campus organization, for  
251 usage on campus by that organization. Approval for usage of the Golf Cart must  
252 be given by the SOSU SGA President before any checkout may occur.
- 253 B. Any individual who checks out the Golf Cart must present a current and official  
254 SOSU Golf Cart license.
- 255 C. A check out form and check out log shall be maintained by the Office of Student  
256 Affairs, and all checkouts for the Golf Cart Key must be processed by this office.
- 257 D. The checkout form must require the individual to sign a disclaimer/liability form  
258 and leave pertinent contact information.
- 259 E. Any individual who checks out the Golf Cart will be fully responsible for any  
260 damages to the Golf Cart during their usage of it.
- 261 F. Any other entity wishing to use the Golf Cart will be approved at the discretion of  
262 the SOSU SGA President.

263  
264 **ARTICLE XIII – FROST CHAMBERS POLICY**

265 **SECTION 13-1**

266 The use of the Frost Chambers by any other organization will be approved solely on the  
267 permission of the President of the SOSU SGA.

268 **ARTICLE XIV – OATH OF OFFICE**

269 **SECTION 14-1**

270 All students elected to SOSU SGA offices (Executive Officers, Senators, and Supreme  
271 Court Justices) will take the following oath:  
272 “I, **state your name**, do solemnly swear (or affirm) that I will support, obey, and  
273 defend the Constitution of the United States, the Constitution of the State of  
274 Oklahoma, and the Constitution of the Southeastern Oklahoma State University  
275 Student Government Association, and that I will not, knowingly receive, directly or  
276 indirectly, any money or other valuable thing, for the performance or nonperformance  
277 of any act or duty pertaining to my office, other than the compensation allowed by  
278 law; I further swear (or affirm) that I will faithfully discharge my duties as (**insert**  
279 **office**) of the Southeastern Oklahoma State University Student Government  
280 Association to the best of my abilities.”

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