



Southeastern Oklahoma State University Student Government Association Bylaws

ARTICLE I TERM OF OFFICE

SECTION 1-1

The President of the SGA, at the last regularly scheduled meeting of the spring semester, shall induct senators elected in the spring semester. The term of office shall begin at the time of induction and shall conclude at the time of induction of the newly elected senators for the next academic year.

SECTION 1-2

If the newly elected student officials are not sworn in their office within two weeks of posting election results, they will remain ineligible to serve their term as stated in Article VIII, Section 8-4 of the SGA Constitution.

SECTION 1-3

Executive Officers of the SGA shall be inducted by either the President of Southeastern Oklahoma State University, the Vice-President for Student Affairs, or the outgoing President of the SGA during the last regularly scheduled meeting of the spring semester. The term of office shall begin at the time of induction and shall conclude at the time of induction of the newly elected officers for the next academic year.

SECTION 1-4

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

ARTICLE II
MEETINGS OF THE STUDENT SENATE

SECTION 2-1

The Student Senate should mandate that meetings occur on minimum weekly basis, unless otherwise approved by the Senate, with additional meetings as the Senate determines during the fall and spring semesters. The official meeting place of the Student Senate shall be the Frost Chambers.

SECTION 2-2

The Student Senate may determine the rules of its regular meeting proceedings, and discipline its members for conduct unbecoming a Senator at said meetings or any University function. Any rule not covered by the governing documents of the SGA is subject to Robert's Rules of Order.

ARTICLE III SUMMER SESSION

SECTION 3-1

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

SECTION 3-2

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

SECTION 3-3

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

SECTION 3-4

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

ARTICLE IV
MATTERS BEFORE THE STUDENT SENATE

SECTION 4-1

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

SECTION 4-2

A proposed expenditure of funds will be called a "Bill."

SECTION 4-3

A proposed policy change or temporary action by the Senate will be brought up in the form of a "Resolution."

SECTION 4-4

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

SECTION 4-5

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

**ARTICLE V
SUPREME COURT**

SECTION 5-1

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

SECTION 5-2

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

ARTICLE VI CAMPUS ORGANIZATIONS

SECTION 6-1

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

SECTION 6-2

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

SECTION 6-3

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

**ARTICLE VII
PRESIDENTS' CLUB**

SECTION 7-1

There shall be a monthly meeting of the presidents of all student organizations on the Southeastern Oklahoma State University campus. This meeting shall serve as a time and place for the presidents to network and learn about upcoming events, as well as form a support system for sharing ideas. The name of this meeting will be "The Presidents' Club of Southeastern Oklahoma State University."

SECTION 7-2

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

ARTICLE VIII OFFICE HOURS POLICY

SECTION 8-1

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

SECTION 8-2

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

ARTICLE IX ATTENDANCE POLICY

SECTION 9-1

Unexcused absences from SGA duties will be counted as follows:

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

SECTION 9-2

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

SECTION 9-3

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

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

SECTION 9-4

Absences will be totaled for the fall and spring semesters separately.

ARTICLE X ELECTION REGULATIONS

SECTION 10-1

During each election, an election booth may be provided for by the Student Senate. The election booth must be manned by at least one Senator or Officer at all times. Biographies of each candidate and proper procedures for voting will be made available. No campaigning may occur within 25 feet of the election booth. In the event of a traditional paper ballot, the booth will also have the ballots and ballot boxes. Position on the Ballots will be in alphabetical order.

In the event of an online election, a web based survey software or website shall be used in the collection of election results. The Student Senate may provide computers for the purposes of voting. No campaigning will be tolerated in any computer lab, room, or open area designated for use of university systems (third floor of the union, first floor of the library, etc.) or within 20 feet of a public university computer unless posted on approved board or posting area.

SECTION 10-2

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

SECTION 10-3

During the tabulation of election results of an online election, the Elections Director or his/her designate, Executive Committee Member, Advisor(s), and one Senator at Large. These individuals will be responsible for the interpretation of the intent of any ballots the web based survey software or website cannot read.

SECTION 10-4

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

SECTION 10-5

At the conclusion of tabulation, the Elections Director will compile the results in a single report. This report will be reviewed and signed by the Elections Director, Executive Committee Member, the Senate Advisor(s), and a Senator at Large. The ratification of these results will take place at the next regularly scheduled meeting of the Student Senate after the report is completed and posted.

Ratification will be by a resolution before the body and the President's signature will be considered the body's endorsement of the final results.

SECTION 10-6

Interpretation and enforcement of this section of the SGA Bylaws will be left solely to the Elections Director unless superseded by the Supreme Court.

ARTICLE XI COMMITTEE STRUCTURE

SECTION 11-1

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

SECTION 11-2

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

SECTION 11-3

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

ARTICLE XII
FROST CHAMBERS POLICY

SECTION 13-1

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

**ARTICLE XIII
OATH OF OFFICE**

SECTION 14-1

All students elected to SGA offices (Executive Officers, Senators, and Supreme Court Justices) will take the following oath:

*"I, **state your name**, do solemnly swear (or affirm) that I will support, obey, and defend the Constitution of the United States, the Constitution of the State of Oklahoma, and the Constitution of the Southeastern Oklahoma State University Student Government Association, and that I will not, knowingly receive, directly or indirectly, any money or other valuable thing, for the performance or nonperformance of any act or duty pertaining to my office, other than the compensation allowed by law; I further swear (or affirm) that I will faithfully discharge my duties as (**insert office**) of the Southeastern Oklahoma State University Student Government Association to the best of my abilities."*

Last Updated: Spring 2020 by Sara Winnett, Student Body President
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