Manual of the Northwest Missouri State University Student Government and the 94th Student Senate

Association

2016 – 2017 Academic Year
Preface

This manual contains the governing documents of the Northwest Missouri State University Student Government Association and its legislative body, the Student Senate. This manual also contains information valuable to student organizations recognized by Student Senate. Copies of this manual shall be made available to be checked out by any Student Senator, recognized student organization, or Northwest student.
Table of Contents

Constitution of the Student Government Association .......................................................... 4

Bylaws of the Student Senate ............................................................................................... 9
  Name ................................................................................................................................... 9
  Mission Statement ........................................................................................................... 9
  Members ........................................................................................................................... 9
  Executive Officers .......................................................................................................... 12
  Appointed Officers ....................................................................................................... 15
  Advisors ......................................................................................................................... 17
  Meetings ......................................................................................................................... 17
  Parliamentary Authority ............................................................................................... 18
  General Powers ............................................................................................................. 19
  Judicial Courts and University Committees ............................................................... 19
  Amendments ................................................................................................................ 23

Standing Rules, Policies, and Special Rules of Order ......................................................... 24
  Standing Rules of Student Senate .................................................................................. 25
  Student Senate Election Commissioner and Election Board Policy .............................. 27
  Student Senate Elections Policy .................................................................................... 29
  Student Senate Funding Policy ..................................................................................... 32
  Student Senate Co-Sponsorship Policy ........................................................................ 35
  Student Senate Organization Recognition Policy .......................................................... 36
  Student Senate Special Rules of Order ......................................................................... 26

Appendix I – Table of Common Motions ....................................................................... 40

Appendix II – Job Descriptions ....................................................................................... 42

Appendix III – Glossary of Terms ................................................................................... 46
Constitution of the Northwest Missouri State University
Student Government Association

As revised September 2011

1. NAME
This organization shall be known as the Northwest Missouri State University Student Government Association. The organization shall henceforth be referred to in this document as the SGA and Northwest Missouri State University shall henceforth be referred to as the University.

2. VISION STATEMENT
The SGA exists to promote the interests of the student body of the University.

3. MISSION STATEMENT
The Mission of the Student Government Association (SGA) is to act as a unified body, advancing the interests and general welfare of every student. The SGA represents each student and serves as a liaison amongst students, the University, and the community.

REVISED August 2006

4. MEMBERSHIP
The membership of the SGA shall consist of the entire student body of the University including all part-time, fulltime, undergraduate, and graduate students.

5. STUDENT SENATE

5.1. The legislative body of the SGA shall be the representative body known as the Northwest Missouri State University Student Senate, henceforth referred to in this document as the Student Senate.

5.2. Self-Governance
The Student Senate shall establish its bylaws and policies to codify issues not addressed by this Constitution. No part of the Student Senate bylaws or its policies shall be in conflict with this Constitution.

5.3. Voting Members
The voting power of the Student Senate shall be vested in twenty-nine representatives based upon academic standing and upon classification.

5.3.1. There shall be one representative from the graduate class.
5.3.2. There shall be four representatives from the senior class.
5.3.3. There shall be four representatives from the junior class.
5.3.4. There shall be four representatives from the sophomore class.
5.3.5. There shall be four representatives from the freshman class.
5.3.6. There shall be five representatives from the students residing in University housing.
5.3.7. There shall be five representatives from the students not residing in University housing.

5.3.8. There shall be one representative from the non-traditional class.

5.3.9. There shall be one representative from the Missouri Academy of Science, Mathematics, and Computing.

5.3.10. There shall be two International Representatives.

5.3.11. There shall be one representative from SAC and RHA.

5.3.12. There shall be one Multicultural Representative.

5.3.13. There shall be one representative of each Greek Council.

5.3.14. There shall be one Student Media Representative.

REVISED February 2013

5.4. Non-voting Members
There shall also be non-voting associate members and appointed officers of the Student Senate as described by the bylaws of the Student Senate.

5.5. Manner of Election

5.5.1. The voting members of the Student Senate shall be elected annually by a plurality vote of the members of the SGA they will represent.

5.5.2. The election shall be administered by the Student Senate according to the bylaws of the Student Senate and its policies regarding elections.

5.5.3. The representatives from the graduate class shall be elected by the Graduate Student Advisory Council.

5.5.4. The representative from the Missouri Academy of Science, Mathematics, and Computing shall be selected by students enrolled in the academy in an election facilitated by the Missouri Academy SGA each fall.

5.5.5. If a tie occurs in any Student Senate election, the tie shall be decided by a plurality vote of the SGA.

5.6. Term of Office
The term of office for the members of the Student Senate shall begin when they are sworn-in to office and shall continue for one academic year or until the members are removed from office or their successors are sworn-in.

6. EXECUTIVE OFFICERS

6.1. Officers of the SGA
The executive officers of the SGA shall be the President, Vice President, Secretary, and Treasurer. Their duties shall include the following:

6.1.1. The President shall call and preside at all meetings of the SGA.

6.1.2. The Vice President shall serve as President in the absence of the President or in the case the President is temporarily unable to serve. If a vacancy occurs in the office of the President, the Vice President shall assume the office of President.

6.1.3. The Secretary shall record all actions and minutes taken at all meetings of
the SGA. Minutes from all SGA meetings shall be made available for public inspection upon request.

6.1.4. The Treasurer shall manage any funds of the SGA and shall make financial records available for public inspection upon request.
6.2. Officers of the Student Senate
The officers of the SGA shall serve reciprocal offices in the Student Senate. They shall perform duties as described by the Student Senate bylaws.

6.3. Manner of Election
   6.3.1. The executive officers shall be elected annually by a plurality vote of the SGA.
   6.3.2. The election shall be administered by the Student Senate according to the bylaws of the Student Senate and its policies regarding elections.
   6.3.3. If a tie occurs in any executive election, the tie shall be decided by a plurality vote of the SGA.

7. STUDENT REPRESENTATIVE TO THE BOARD OF REGENTS
   7.1. Manner of Selection
   The Student Representative to the Board of Regents (Student Regent) shall be selected by the Student Senate in accordance with the Revised Statutes of the State of Missouri.

   7.2. Additional Duties of the Student Regent
   The Student Regent shall give a report on the activities of the Board of Regents at each regular Student Senate meeting prior to and following each Board of Regents meeting.

   7.3. Membership in Student Senate
   The Student Regent shall be a non-voting member of the Student Senate, unless he/she also holds a voting position, in which case he/she shall remain entitled to a vote.

8. MEETINGS
   8.1. SGA Meetings
   8.1.1. The President of the SGA must call a special meeting of the entire SGA upon petition of one percent (1%) or more of the members of the SGA or the written request of five senators.
   8.1.2. Any action carried by a majority of the SGA members in attendance shall be binding upon the Student Senate provided that quorum is present, unless it is in conflict with this Constitution.
   8.1.3. The meetings of the SGA shall be open to the public.
   8.1.4. Any member of the SGA shall have the privilege of the floor upon recognition by the presiding officer.

   8.2. Student Senate Meetings
   8.2.1. The Student Senate shall have at least one meeting per week during the fall and spring academic terms excepting finals weeks and University holidays. Student Senate may cancel a regular meeting with at least one-week public notice. Special meetings may also be called as necessary.
   8.2.2. The meetings of the Student Senate shall be open to the public except when convened in executive session in accordance with state law. Any member of the SGA shall have the privilege of the floor upon recognition by the presiding officer of the Student Senate.
8.2.3. The Student Senate shall keep a Journal of its Proceedings, and such journal shall be available for public inspection upon request; and the Yeas and Nays of the Members of the Student Senate on any question shall, at the desire of one fifth of those Members present, be entered on the Journal.

9. RECALL, REFERENDUM, AND INITIATIVE

9.1. Recall

9.1.1. Any voting member of Student Senate may be subject to recall at any time.

9.1.2. Each Freshman, Sophomore, Junior, Senior, On-Campus, Off-Campus, Non-Traditional and Graduate Representative of the Student Senate may be subject to recall by a petition signed by at least fifteen percent (15%) of his or her constituency, as defined in Article 5.2 of the SGA Constitution.

9.1.3. The President, Vice President, Secretary and Treasurer of the SGA may be subject to recall by a petition signed by at least fifteen percent (15%) of the SGA.

9.1.4. When a recall petition has been duly signed it shall be presented to the Student Senate, thereupon the President shall call a special election which shall be held between the fifth and tenth days after said petition has been presented unless the petitioning party waives this right.

9.1.5. If a majority of the votes cast in said election shall accept the petition, the Student Senate member in question shall be recalled and his or her office declared vacant.

9.1.6. All vacancies due to recall shall be filled according to the By-Laws of the Student Senate. A person who has been recalled shall not be eligible to fill the vacancy.

9.2. Referendum

9.2.1. The Student Senate may, by two-thirds vote, submit any proposal to the SGA for a vote.

9.2.2. The President shall call a special election which shall be held between the fifth and tenth days after said referendum proposal has been adopted by the Student Senate.

9.2.3. If a majority of the votes cast in said election shall accept the proposal, the proposal shall be adopted.

9.3. Initiative

9.3.1. The SGA, by a petition signed by at least five percent (5%) of its members and presented to the Student Senate, shall cause a special election requiring Student Senate to consider a specified proposal.

9.3.2. The President shall call a special election to be held between the fifth and tenth day after said petition has been presented unless the petitioning party waives this right.

9.3.3. If a majority of the votes cast in said election shall accept the petition, the Student Senate shall consider the proposed item within two weeks of the election.
10. QUORUMS
10.1. SGA Meetings
The quorum for all meetings of the SGA shall be ten percent of the membership of the SGA.

10.2. Student Senate Meetings
The quorum for all meetings of the Student Senate shall be two-thirds of the voting membership.

10.3. SGA Elections
The members of the SGA voting in any SGA election shall be considered competent to constitute a quorum.

11. PARLIAMENTARY AUTHORITY
The rules contained in the most recent edition of *Roberts Rules of Order Newly Revised* shall govern the meetings of the SGA in all cases where they are not inconsistent with this constitution or any special rules of order the SGA may adopt. No part of the parliamentary authority nor any part of this constitution may be suspended.

12. AMENDMENTS

12.1. Proposal
Amendments to this constitution may be proposed by a petition signed by at least one percent (1%) of the SGA or by a two-thirds vote of the Student Senate.

12.2. Ratification
Following submission to the University President, the advisors of the Student Senate, the Faculty Senate, and the University Media amendments may be ratified by a majority vote at any meeting or election of the SGA.
Bylaws of the
Northwest Missouri State University Student Senate
As revised April 2013

1. NAME

1.A. The name of this organization shall be the Northwest Missouri State University Student Senate, henceforth referred to in this document as Student Senate.

1.B. Student Senate shall be the legislative body of the Northwest Missouri State University Student Government Association and shall be subject to its constitution.

1.C. Henceforth in this document, Northwest Missouri State University shall be referred to as the University and its Student Government Association shall be referred to as the SGA.

2. MISSION STATEMENT

2.A. Northwest Missouri State University Student Senate acts as the governing body of the Student Government Association. Our mission is to actively represent and advance the views of all students by acting as a liaison between the student body and the University administration. As a governing body, Student Senate is committed to providing opportunities for student development, leadership, and academic success.

REVISED December 2012

3. STATEMENT OF NON-DISCRIMINATION

3.A. The Student Senate and its members shall not discriminate against any individual(s) or student organizations for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status in the meetings, activities, operations, bylaws, or policies of the Student Senate.

4. MEMBERS

4.A. Duties and Responsibilities

4.A.1. All members shall represent the best interest of the SGA at large.

4.A.2. All members shall attend all regular and special meetings of Student Senate.

4.A.3. All members shall be informed on issues pertaining to student affairs.

4.A.4. All members shall abide by all city, state, and federal laws and conduct themselves in a way that reflects positively upon the University by respecting themselves, the environment, and others.

4.A.5. All members shall offer constructive criticism concerning the SGA, its government, and its activities.

4.A.6. Any member not meeting his/her duties shall be subject to removal from office pursuant to Article 4.F of these bylaws.
4.B. Voting Members

4.B.1. Duties:

4.B.1.a. Voting members shall fulfill the duties and responsibilities as outlined in Article 4.A.

4.B.1.b. Voting members shall represent the particular interest group from which he/she was selected.

4.B.1.c. Voting members shall provide a channel of communication between Student Senate and his/her group.

4.B.1.d. Voting members shall serve on a minimum of two Student Senate committees. Graduate representatives and the Non-Traditional representative shall serve on a minimum of one committee.

4.B.1.e. Voting members shall serve at least one posted office hour per week. He/she shall sign in to keep a record of those hours served.

REVISED March 2012

4.B.2. From each of the four undergraduate classes there shall be four class representatives. The representative from each class who receives the most votes among the four shall be the president of that class.

4.B.3. There shall be one representative from the graduate class.

4.B.4. There shall be five On-Campus Representatives.

4.B.5. There shall be five Off-Campus Representatives.

4.B.6. There shall be one Non-Traditional Representative.

4.B.7. There shall be one Missouri Academy Representative.

4.B.8. There shall be one representative from SAC and RHA.

4.B.9. There shall be two International Representatives.

4.B.10. There shall be one Multicultural Representative.

4.B.11. There shall be one representative of each Greek Council.

4.B.12. There shall be one Student Media Representative.

4.B.13. Qualifications:

4.B.13.a. Voting members must be a member of the constituency he/she is representing at the time of taking office, as determined by the Registrar’s Office. Graduate and students of the Missouri Academy of Science, Mathematics, and Computing shall only be qualified to serve in voting positions outlined for their constituencies. They shall not serve as an undergraduate class representative, an on-campus representative, or an off-campus representative.

REVISED December 2015

4.B.13.b. Voting members must have a cumulative grade point average of 2.5 (A=4.0) and must be a full-time student as defined by the University at the time of election and throughout the term of office. An exception will be made for the Non-Traditional representative who may be a full-time or part-time student. Students enrolled part-time shall be qualified for office if they are in their final semester of study and have applied with the University for graduation upon the completion of
the semester.

REVISED January 2012

4.B.13.c. Voting members must not be on any type of University probation at the time of election and throughout the term of office.
4.B.14. Manner of election:
4.B.14.a. Candidates shall be nominated by filing an application for candidacy with the Election Commissioner.
4.B.14.b. Candidates shall be elected by the members of the constituency they represent.
4.B.14.c. Candidates shall be elected by a plurality vote. In case of a tie, a run-off election by the SGA shall be held between tied candidates during the following week, excluding University holidays.
4.B.14.d. All elections shall be held under the supervision of the Election Commissioner and the Election Board.
4.B.14.e. Those members elected in the spring shall be sworn in at the end of the last Student Senate meeting of the spring trimester in the year they are elected. Those members elected in the fall shall be sworn in at the first Student Senate meeting following the fall election.

4.B.15. Replacement
4.B.15.a. Replacements for voting members may be nominated by any member of the SGA. The replacement is then elected by a plurality vote of Student Senate.
4.B.15.b. The qualifications shall be the same as in the original election.
4.B.15.c. All current vacancies in elected offices shall be voted upon any time an election by the SGA is held.
4.B.15.d. Replacements shall not hold a majority of the elected offices from any constituency at any time.
4.B.15.e. An election by the SGA shall be held if the number of replacements from any constituency will exceed two.

4.C. Associate Members
4.C.1. Duties:
4.C.1.a. Associate members shall fulfill the duties and responsibilities as outlined in Article 4.A.
4.C.1.b. Associate members shall serve on a minimum of one Student Senate committee.
4.C.1.c. Associate members shall serve at least one posted office hour per week. He/she shall sign in to keep a record of those hours served.

4.C.2. Qualifications:
4.C.2.a. Associate members must have a cumulative grade point average of 2.0 (A=4.0) and must be a full-time student as defined by University at the time of approval and throughout the term of office. Students enrolled part-time shall be qualified for office if they are in their final semester of study and have applied with the University for graduation upon the completion of the semester.

REVISED January 2012
4.C.2.b. Associate members must not be on any type of University probation at the time of approval and throughout the term of office.

4.C.3. Manner of approval:

4.C.3.a. Candidates shall file an application by the midterm of the fall and spring trimester with the chief of staff unless otherwise approved by the SGA president.

4.C.3.b. Candidates shall be interviewed and approved by the Executive Cabinet.

4.C.3.c. Associate member selection shall be an ongoing process throughout each trimester. Associate members shall be sworn in at the Student Senate meeting immediately following their selection.

4.C.3.d. Associate membership may be revoked at any time by a vote of the Executive Cabinet.

4.D. Term of Office
The term of office for all members shall begin upon being sworn in and shall continue for the duration of the academic year, or until a successor is sworn into office.

4.E. Resignation
The resignation of a senator must be presented in writing at a regular meeting of Student Senate. The resignation shall take effect two weeks after its presentation unless otherwise stated in the letter of resignation.

4.F. Removal from Office

4.F.1. Any member of the Student Senate may be removed from office in accordance with the Student Senate Impeachment Procedure.

4.F.2. Membership on Student Senate is automatically and immediately lost if a member’s cumulative grade point average falls below the minimum allowed by these bylaws, if the member is placed on any type of University probation, or if the member loses his/her full-time status. Grade point average and enrollment status shall be verified through the Registrar’s Office. Probation status shall be verified through the Student Affairs Office.

4.F.3. Membership on Student Senate shall also be forfeited for excessive absences as defined by the attendance policy found in Article 8.D.

4.G. Combinations of Positions

4.G.1. Executive officers shall not be allowed to hold another executive office, a voting position, or an appointed office or representative post.

4.G.2. Senators shall not hold more than one voting position, nor shall they hold more than one appointed office or representative post.

4.G.3. A voting member shall also be allowed to hold one appointed office.

5. EXECUTIVE OFFICERS

5.A. Student Senate Membership
5.A.1. Executive officers shall be considered members of Student Senate. They are subject to the same guidelines as other members, as outlined in Article 4, except as noted in this article.

5.B. Qualifications

5.B.1. Executive officers must have a cumulative grade point average of 2.5 (A=4.0), and must be a full-time student as defined by University at the time of election and throughout the term of office. Grade point average shall be verified through the Registrar’s Office. Students enrolled part-time shall be qualified for office if they are in their final semester of study and have applied with the University for graduation upon the completion of the semester.

*REVISED January 2015*

5.B.2. Executive officers must not be on any type of University probation when elected and throughout the term of office.

5.B.3. Executive officers must have been enrolled at the University for at least two full-time trimesters, verified by the Registrar's Office, by the time of taking office.

5.B.4. Executive officers must have at least two trimesters of Student Senate experience as determined by the Election Commissioner.

5.C. Manner of Election

5.C.1. The manner of election shall be the same as for voting members except as noted below.

5.C.2. In case of a tie, a run-off election by the SGA shall be held between tied candidates during the following week, excluding University holidays.

5.D. Replacement

5.D.1. If a vacancy occurs in the office of the President, the Vice President shall assume the office of President.

5.D.2. Vacancies in the offices of Vice President, Secretary, and Treasurer shall be filled in the following manner:

5.D.2.a. Student Senate shall nominate (a) person(s) to fill the position;

5.D.2.b. If there is only one nominee, the replacement must be elected by a two-thirds vote of Student Senate;

5.D.2.c. If there is more than one nominee, the replacement must be elected by a plurality vote of Student Senate.

5.D.3. Qualifications for replacements are the same as for the original election.

5.E. Duties

5.E.1. President:

5.E.1.a. The President shall call and preside at all meetings of the SGA.

5.E.1.b. The President shall call and preside at all meetings of Student Senate, voting only in the case of a tie.
5.E.1.c. The President shall call special meetings of Student Senate at a time and place deemed advisable

5.E.1.d. The President shall have veto power:

5.E.1.d.1. The President may veto any main motion, resolution, constitutional amendment, or bylaw amendment that is adopted by Student Senate if he/she believes the measure to be detrimental to Student Senate or the SGA.

5.E.1.d.2. The veto must be announced to Student Senate both orally and in writing within one week of the measure’s adoption.

5.E.1.d.3. The veto may be overridden by a two-thirds vote of Student Senate within two weeks of the veto.

5.E.1.d.4. The President may not veto any motion of impeachment or a motion to override a veto.

5.E.1.e. The President shall establish ad-hoc committees and appoint a temporary chairperson subject to approval by a majority vote of Student Senate, and appoint members of all ad-hoc committees.

5.E.1.f. The President shall act as an ex-officio, voting member of all committees established by Student Senate.

5.E.1.g. The President shall provide a channel of communication among the administration, faculty, and SGA.

5.E.2. Vice President:

5.E.2.a. The Vice President shall assume the office of President should a vacancy occur in that office.

5.E.2.b. The Vice President shall act as President in the absence of the President or in the case that the President is temporarily unable to serve.

5.E.2.c. The Vice President shall act as Secretary in the absence of the Secretary or in the case that the Secretary is temporarily unable to serve. This duty shall be subordinate to the duty to act as President.

5.E.2.d. The Vice President shall nominate a chairperson of each standing committee and the Chief of Staff, subject to a majority vote of the three remaining executive officers.

5.E.2.e. The Vice President shall appoint a temporary committee chairperson until one can be approved by a majority vote of Student Senate.

5.E.2.f. The Vice President shall act as coordinator of and an ex-officio, voting member of all Student Senate committees.

5.E.3. Secretary:

5.E.3.a. The Secretary shall record the minutes of all SGA and Student Senate meetings and maintain a file of actions taken.

5.E.3.b. The Secretary shall keep the roll of all members at all Student Senate meetings and meetings of the Executive Cabinet.
5.E.3.c. The Secretary shall serve as office manager and oversee the student labor for Student Senate.

5.E.3.d. The Secretary shall act as President in the absence of the President and Vice President, or in the case that the President and Vice President are temporarily unable to serve.

5.E.4. Treasurer:

5.E.4.a. The Treasurer shall prepare an annual budget for the ensuing year and present it to Student Senate for approval.

5.E.4.b. The Treasurer shall coordinate budget hearings, keep records of expenditures and income, and supervise the management of all financial transactions.

5.E.4.c. The Treasurer shall make a report at Student Senate meetings of major expenditures, income, and balance.

5.E.4.d. The Treasurer shall oversee the financial records of Student Senate in conjunction with the University Vice President for Student Affairs.

5.E.4.e. The Treasurer shall keep financial records available for public inspection at all times.

5.E.4.f. The Treasurer shall act as President in the absence of the President, Vice President, and Secretary, or in the case that they are all temporarily unable to serve.

5.E.5. All officers shall serve at least one office hour per week, which must be at a regularly scheduled time. They shall sign in to keep a record of the hours served.

5.E.6. All executive officers, excepting the President and Vice President as ex-officio voting members, shall not be required to serve on any Student Senate committee.

REVISED May 2013

6. APPOINTED OFFICERS

6.A. Student Senate Membership

6.A.1. Appointed officers shall be considered members of Student Senate. They are subject to the same guidelines as other members, as outlined in Article 4, except as noted in this article.

6.B. Qualifications

6.B.1. Appointed officers must have a cumulative grade point average of 2.5 (A=4.0), and must be a full-time student as defined by the University at the time of appointment and throughout the term of office. Grade point average shall be verified through the Registrar’s Office.

6.B.2. Appointed officers must not be on any type of the University probation at the time of appointment and throughout the term of office.

6.B.3. Appointed officers must have been enrolled full-time at the University for at
least two trimesters, verified by the Registrar's Office, by the time of taking office.
6.B.4. Appointed officers must have at least one trimester of Student Senate experience.
6.B.5. Appointed officers must submit a letter of interest to the executive officer or committee in charge of that position’s appointment.

6.C. Replacement
6.C.1. Temporary replacements are made by the executive officer or committee that made the original appointment/nomination until a replacement can be approved by Student Senate.
6.C.2. Qualifications are the same as for the original appointment.

6.D. Duties
6.D.1. Committee Chairpersons:
   6.D.1.a. Committee Chairpersons shall be responsible for the running of his/her respective committee.
   6.D.1.b. Committee Chairpersons may appoint an assistant from the committee, as deemed necessary, and with the approval of the Vice President.
   6.D.1.c. Committee Chairpersons shall serve at least two posted office hours per week. He/she shall sign in to keep a record of those hours served;
6.D.2. Chief of Staff:
   6.D.2.a. The Chief of Staff shall carry out any reasonable requests delegated by the Vice President.
   6.D.2.b. The Chief of Staff shall coordinate and organize Student Senate retreats.
   6.D.2.c. The Chief of Staff shall coordinate and organize the year-end banquet.
   6.D.2.d. The Chief of Staff shall coordinate associate member interviews.
   6.D.2.e. The Chief of Staff shall coordinate all Senator of the Month nominations.
   6.D.2.f. The Chief of Staff shall be responsible for verifying that all senators’ grade point averages, University disciplinary records, residencies, and class standings are in compliance with these bylaws.
   6.D.2.g. The Chief of Staff shall request attendance records from the Secretary and take action against violating members pursuant to Article 8.D.
   6.D.2.h. The Chief of Staff shall serve as a resource for information regarding Student Senate.
6.D.3. Student Liaison to the City of Maryville, Missouri (City Liaison)
   6.D.3.a. The City Liaison shall be recommended by the Student Affairs Committee, and confirmed by the Senate. The student must be a full time student at Northwest Missouri State University, and live in Maryville.
6.D.3.b. Serves a one year term, starting on May 1\textsuperscript{st} and ending April 30\textsuperscript{th}. Appointed no later than April 1\textsuperscript{st}.
6.D.3.c. Attend City Council meetings including summer months and inform the City Council of University affairs.


6.D.3.e. Regularly communicate with the Mayor of the City of Maryville or his/her designee.

6.D.3.f. Regularly communicate with the Mayor of the City of Maryville or his/her designee.

6.D.3.g. The City Liaison by confirmation of the Senate is a non-voting member of Student Senate unless he/she has been elected to a voting position.

6.D.3.h. The city Liaison can make, second, and debate any motion.

6.D.3.i. The City Liaison does not possess voting rights on the Maryville City Council or have any power to direct the operation or the employees of the City.

REvised March 2013

6.D.4. Additional duties:

6.D.4.a. Appointed officers shall fulfill the duties and responsibilities as outlined in Article 4.A except as noted in this section.

6.D.4.b. Appointed officers serving concurrently as elected senators shall be required to serve on only one Student Senate committee.

7. ADVISORS
Two or more members of the University faculty and the University Vice President for Student Affairs shall act as advisors to Student Senate and the Executive Cabinet without voting privileges.

8. MEETINGS

8.A. Regular Meetings
A regular meeting of Student Senate shall be held each week throughout the academic year, unless Student Senate orders otherwise in advance.

8.B. Special Meetings
A special meeting shall be held upon the call of the President or the written request of three senators. The purpose of the meeting shall be set forth in the notice.

8.C. Quorum
Pursuant to Article 10.2 of the SGA Constitution, two-thirds of the voting membership shall constitute a quorum.

8.D. Attendance

8.D.1. Attendance of all members is required at all meetings. Attendance is defined as presence for the duration of the meeting.

8.D.2. Unexcused absences from three consecutive Student Senate meetings or five Student Senate meetings throughout the year shall result in removal from Student
Senate.
8.D.3. Absences from other meetings held throughout the year, such as committee meetings held weekly, shall fall under the jurisdiction of the committee chairperson and will be overseen by the Vice President if problems shall arise.

8.D.4. To avoid possible removal, a senator has the option of justifying his/her absence to the Secretary. This justification shall be submitted in written form within one week of the missed meeting. The Secretary shall decide on the validity of the excuse; if the excuse is in question, the Secretary shall take the excuse to the Cabinet for a final decision. The criteria for excused absences are the following:

8.D.4.a. Illness shall be considered a valid excuse with no doctor’s excuse needed.

8.D.4.b. Absence caused by illness or death in the family is considered excused without documented proof.

8.D.4.c. Employment shall be considered a valid excuse, so long as it is not excessive. A senator who is employed should, however, make arrangements for time off for Student Senate meetings.

8.D.4.d. Class shall constitute a valid excuse if it causes a senator to arrive late or to leave early. When possible, class schedules should be planned around Student Senate meetings.

8.D.4.e. University-required activities shall be considered valid excuses.

8.D.5. If a senator is removed for the lack of attendance, he/she may appeal the decision to the Executive Cabinet.

9. PARLIAMENTARY AND CONSTITUTIONAL AUTHORITY

9.A. Parliamentary Authority
The rules contained in the most recent edition of Robert’s Rules of Order Newly Revised shall govern Student Senate in all cases where they are consistent with the SGA Constitution, these bylaws, or any special rules of order Student Senate may adopt. REVISED December 2012

9.B. Constitutional Authority

9.B.1. The SGA Constitution shall be the primary governing document of the Student Senate and is binding upon the Student Senate. The constitution may not be suspended. If a conflict arises between the SGA Constitution and the bylaws, policies, standing rules, or special rules of Student Senate, the conflict shall be resolved in favor of the SGA Constitution.

9.B.2. The Student Senate Bylaws are binding upon the Student Senate. The bylaws may not be suspended. If a conflict arises between the bylaws and any of the policies, standing rules, or special rules of Student Senate, the conflict shall be resolved in favor of the Student Senate Bylaws.

9.B.3. The policies, standing rules, and special rules of the Student Senate are binding upon the Student Senate. The policies and rules may be suspended under exigent circumstances by a two-thirds majority of Student Senate unless otherwise stated in the policy or rule.
9.B.4. Appendices to the Student Senate Bylaws are for informational purposes. Appendices are not binding upon the Student Senate.

ENACTED December 2012

10. GENERAL POWERS

10.A. The Student Senate shall promote and regulate student activities.

10.B. The Student Senate shall pass on and recommend to the administration the formation of new societies, clubs, and organizations of any sort.

10.C. The Student Senate shall take necessary action with the cooperation and advice of the administration for the dissolution of existing societies, clubs, and organizations.

10.D. The Student Senate shall control and supervise all SGA elections, including class and student body elections. Elections may be appealed directly to Student Senate, and its decision is final.

10.E. The Student Senate shall expressly provide that nothing in the SGA Constitution, these bylaws, or the policies established under them shall be construed so as to conflict with any established regulations of Northwest Missouri State University.

11. JUDICIAL COURTS AND UNIVERSITY COMMITTEES

11.A. Judicial Courts

The following committees have been established for the purpose of carrying out disciplinary policies and hearings related to charges brought against members of the SGA. Such policies are established and can be changed only by action of both Student Senate and the Board of Regents of Northwest Missouri State University. Student Senate can recommend changes and modifications through the University President.

11.A.1. The Student-Faculty Discipline Committee is composed of a minimum of eight students of whom four shall serve on the committee at any given time, all appointed by the President and approved by a majority vote of Student Senate. The President and Vice President of Student Senate shall not serve on the committee. The committee shall also include four faculty members and a non-voting faculty chairperson to be selected by the President of the University. The student members must have a cumulative grade point average of 2.0 (A=4.0).

11.A.2. The Student Discipline Committee is composed of six student members and a student chairperson all appointed by the President and approved by a majority vote of Student Senate. The student members must have a cumulative grade point average of 2.0 (A=4.0).

11.A.3. The Traffic and Parking Appeals Committee shall consist of two resident students appointed by the Residence Hall Association, two commuter students appointed by Student Senate, two faculty appointed by Faculty Senate, and two support staff appointed by Support Staff Council. The director of campus safety shall appoint a chair at the beginning of each academic year from among the previous year’s committee. The committee shall operate according to the policies and procedures approved by the Board of Regents and Student Senate. The student members must have a cumulative grade point average of 2.0 (A=4.0).
11.B. University Committees

11.B.1. The President shall appoint, with Student Senate confirmation, qualified senators for each Level I Faculty Senate committee to serve as a member of the committee.

11.B.2. The President shall appoint, with Student Senate confirmation, qualified senators for other University committees to serve as a member of those committees after such membership has been requested.

11.B.3. The President shall appoint qualified senators, with Student Senate confirmation, to serve as liaisons with other University committees that do not have student membership.

12. STUDENT SENATE COMMITTEES

12.A. Executive Cabinet:

12.A.1. The Executive Cabinet shall be composed of the executive officers, the committee chairpersons, and the Chief of Staff, who shall be a non-voting member.

12.A.2. The Executive Cabinet shall be chaired by the Vice President. If the Vice President is absent, the Secretary shall take the chair. If the Secretary is also absent, the Treasurer shall take the chair.

12.A.3. The Executive Cabinet shall function in an advisory capacity to the President.

12.A.4. The Executive Cabinet shall delegate Student Senate-sponsored activities and events to the Student Senate committee deemed most appropriate. Activities and events assigned to committees in these bylaws may be reassigned or canceled by the Executive Cabinet.

12.A.5. The Executive Cabinet shall have authority over the affairs of Student Senate between its meetings, shall make recommendations to the Student Senate, shall perform any duties specified elsewhere in these bylaws, and shall act as directed by Student Senate. No action of the Executive Cabinet shall conflict with the SGA Constitution, these bylaws, or any action taken by Student Senate.

12.A.6. The Executive Cabinet shall not make any motion or resolution unless otherwise specified in these bylaws.

12.A.7. The Executive Cabinet shall nominate the Sergeant at Arms subject to a majority vote of Student Senate.

12.A.7.a. The Sergeant at Arms shall seal the chambers and maintain order at Student Senate meetings when requested to do so by the presiding officer.

12.A.7.b. The Sergeant at Arms shall serve as page (messenger) during the course of the Student Senate meeting.

12.A.7.c. The Sergeant at Arms shall be a current member of Student Senate with the responsibilities and duties pursuant to Article 4.A and 4.D.

12.B. Standing Committees

12.B.1. The Committee on Civic Service shall:
12.B.1.a. Coordinate and execute Student Senate’s service related events including semi-annual blood drives;

12.B.1.b. Collaborate with the Governmental Affairs Committee to conduct voter registration in the fall trimester;

12.B.1.c. Work cooperatively with the volunteer office, University organizations, and local community organizations to ensure Student Senate’s support and participation in various service events;

12.B.1.d. Carry out and coordinate all other civic service events not otherwise assigned by Student Senate or enumerated in these bylaws.

12.B.2. The Committee on Events Planning shall:

12.B.2.a. Coordinate and execute Student Senate’s activities in the following periodic and/or annual events:

12.B.2.a.1. Homecoming;

12.B.2.a.2. Northwest Week;


12.B.2.b. Coordinate and execute all other Student Senate events not otherwise assigned by Student Senate or enumerated in these bylaws.

12.B.3. The Committee on Governmental Affairs shall:

12.B.3.a. Make recommendations for any changes to the SGA Constitution and the bylaws, standing rules, policies and special rules of order of Student Senate;

12.B.3.b. Nominate the Parliamentarian subject to a majority vote of Student Senate.

12.B.3.b.1. The Parliamentarian shall be knowledgeable in the area of parliamentary procedure.

12.B.3.b.2. The Parliamentarian shall ensure that all meetings of Student Senate are conducted according to the SGA Constitution, these bylaws, and the parliamentary authority.

12.B.3.b.3. The Parliamentarian shall keep time when requested to do so by the presiding officer.

12.B.3.b.4. The Parliamentarian shall be a current member of Student Senate with responsibilities and duties pursuant to Article 4.A and 4.D.

12.B.3.c. Conduct the Legislative Reception;

12.B.3.d. Update and publish the Manual of the Student Government Association and of Student Senate;

12.B.3.e. Establish and maintain communications with governmental agencies on a local, state, and federal level;
12.B.3.f. Collaborate with the Civic Service Committee to conduct voter registration during the fall trimester;
12.B.3.g. Establish and maintain communications with student governments of other institutions of higher education;
12.B.3.h. Consider all other issues relating to governmental affairs not otherwise assigned by Student Senate or enumerated in these bylaws.

12.B.4. The Committee on Organizational Affairs shall:
12.B.4.a. Recommend new student organizations for approval by Student Senate;
12.B.4.b. Maintain a database of student organizations including current and archival information;
12.B.4.c. Work with the Office of Student Affairs regarding student organizations placed on probationary status;
12.B.4.d. Maintain organizational mailboxes;
12.B.4.e. Recommend the appropriation of funds to student organizations;
12.B.4.f. Distribute, collect, and process organizational update forms each spring academic term;
12.B.4.g. Consider all other issues relating to student organizations not otherwise assigned by Student Senate or enumerated in these bylaws.

12.B.5. The Committee on Public Relations shall:
12.B.5.a. Facilitate communication between Student Senate and the campus media and provide the campus with information relevant to student issues;
12.B.5.b. Assess student concerns through various means (e.g. surveys, focus groups, etc.) and publish responses;
12.B.5.c. Publicize SGA and Student Senate elections;
12.B.5.d. Make presentations to Freshman Seminars to inform students about Student Senate;
12.B.5.e. Assist other committees by publicizing Student Senate activities;
12.B.5.f. Actively recruit members of the SGA to join Student Senate;
12.B.5.g. Consider all other issues relating to dissemination of information not otherwise assigned by Student Senate or enumerated in these bylaws.

12.B.6. The Committee on Student Affairs shall:
12.B.6.a. Promote academic and personal responsibility among the Student Senate and the student body;
12.B.6.b. Facilitate communication among the SGA, Student Senate, faculty, administration, Faculty Senate, University President’s Cabinet, and the Board of Regents;
12.B.6.c. Conduct the selection of Northwest students for the following:
12.B.6.c.1. The Northwest Service Awards Banquet
12.B.6.c.2. The Student Representative to the Board of Regents.

12.B.6.d. Consider all other issues relating to student welfare not otherwise assigned by Student Senate or enumerated in these bylaws

*REVISED November 2016*

12.B.7. The committee of Inclusion, in keeping with the Northwest Missouri State University Strategic Three Objective, shall:
12.B.7.a. Promote diversity and equitable representation within Student Senate that includes but is not limited to, focusing on the non-discrimination policy of this university.
12.B.7.b. Have one member of this committee serve on the election board to actively seek diversification among candidates in the election process.
12.B.7.c. Have one member of this committee serve on the election board to actively seek diversification among candidates in the election process.
12.B.7.e. Advise Student Affairs with visiting student organizations advertising Student Senate, how to run for positions, and how Student Senate can assist their organizations.
12.B.7.f. Host at least one event in coalition with underrepresented student organizations.
12.B.7.g. Hold multiple forums on the topic of DEI based on the current climate on and off campus.
12.B.7.h. Facilitate communication between Student Senate, the DEI office, the International Student office, and the Office of Student Involvement.

12.C. Special Committees

12.C.1. Special committees may be created by a majority vote of Student Senate. The membership and authority of such committees shall be decided at the time of formation.

13. OATH

13.A. Administration
The following oath of office shall be administered to all senators at the beginning of their term of office. It shall be administered by the President or the presiding officer at the meeting when the senators are installed. Any current member of Student Senate who is subsequently elected or appointed to another position during their term shall be considered installed at the time of election.

13.B. Oath of Office
“I do solemnly swear that I will uphold the Constitution of the Student Government Association and the bylaws of Student Senate, that I will faithfully perform the duties of my office, and that I will work for the general welfare of all members of the Student Government Association.”

14. AMENDMENTS

14.A. Proposal
Amendments to these bylaws and the policies subordinate to them shall be submitted in typed form to each member of Student Senate. Material to be inserted shall be printed in
boldface, and material to be deleted shall be placed in brackets.

14.B. Ratification
Debate and voting on the proposed amendment are postponed until the next regular meeting of Student Senate. A two-thirds vote of Student Senate is required to pass any amendment to these bylaws or policies.
Standing Rules, Policies, and Special Rules of Order
Standing Rules of Student Senate

1. Student Senate shall hold a regular meeting each week on Tuesday at 7:00 p.m.

2. After having called the meeting to order, the presiding officer or his/her designee shall lead the Senate in a voluntary recitation of the Pledge of Allegiance to the Flag of the United States of America.

3. Members shall stand when giving a report to Student Senate.

4. There shall be no talking among members when business is being discussed before Student Senate.

5. First priority for seating at the Student Senate table shall be for officers and voting members.

6. Members shall not vote by proxy.

7. Each constituency shall be required to present a monthly “Sense of the Constituency” report regarding issues and needs of the senators’ represented populations. These reports shall be submitted in written form to the President at least 24 hours before the Student Senate meeting and presented to the Senate Body by an alternating designated representative from each constituency during the first senate meeting each month.

REVISED September 2004
Student Senate Special Rules of Order

1. Each person shall be granted the opportunity to debate an unlimited number of times on each motion, and those debates shall be limited to five minutes each.

2. Following the adoption of an order for the previous question, all persons already placed on the speakers’ list by the presiding officer will be allowed to debate before the debate is closed. No additional persons shall be added to the speakers’ list following the adoption of an order for the previous question.

3. The maker of a motion to suspend the rules shall be granted the right to explain the purpose for the motion. No other debate shall be allowed on a motion to suspend the rules.

4. Student Senate meetings shall be open to all persons who wish to attend. For reasons of privilege, members shall be defined and as executive officers, appointed officers, voting members, associate members, and advisors. Guests shall be defined as members of the SGA who are not members of Student Senate, recognized representatives of student organizations, representatives of the press, invited speakers, and other guests. Members and guests shall have the following rights and privileges in meetings:
   a. Voting members and appointed officers shall have the right to present a motion, second a motion, debate any motion, and other privileges as outlined by the bylaws and the parliamentary authority;
   b. Associate members shall have the right to make a motion, second a motion, debate any motion and other privileges as outlined by the bylaws and the parliamentary authority;
   c. Executive officers and advisors shall have the right to debate any motion and other privileges as outlined by the bylaws and the parliamentary authority. If the presiding officer wishes to debate, he/she must vacate the chair until the motion is disposed of.

5. Members of the SGA who are not members of Student Senate shall have the right to debate any motion.

6. Recognized representatives of student organizations shall have the right to debate any motion and shall have the right to submit a report from their organization to Student Senate.

7. Representatives of the press, after recognition by the presiding officer, have the right to put a direct question to the presiding officer or any person who has participated in the debate of the current motion. Representatives of the press shall also have the right to debate any motion if he/she is also a member of the SGA.

8. Invited speakers may be invited by the President or by any member with the prior consent of the President. Invited speakers shall, as a portion of the President’s report, be granted as much time as they require to present the information they were invited to introduce. Following their presentation, invited speakers shall answer direct questions put by any member or privileged guest. A presentation or discussion may be terminated by the invited speaker or by a motion to end the presentation, processed as a motion to close debate.

9. Other guests shall have the right to present information or debate any motion only when requested by the presiding officer or any member or invited speaker.

10. Any motion regarding the expenditure of funds shall be decided by a roll call vote. 

ENACTED April 2012
Student Senate Election Commissioner and Election Board Policy

Qualifications:

The Election Commissioner and the members of the Election Board must:

1. Be members of Student Senate in good standing;
2. Be able to perform their duties in an unbiased manner in the best interests of the SGA;
3. Not be running for an office in the current election. Manner of Selection:
   1. There shall be one Election Commissioner and a three to five member Election Board appointed for each election administered by the Student Senate.
   2. For the annual Spring election, the Election Commissioner position shall be held by the current Senior Class President, unless he/she is unable to fulfill these duties. If so, the Election Commissioner position shall be filled by a current Senior Class Representative, chosen by the Executive Cabinet.
   3. For the annual Spring election:
      a. The Election Commissioner and Board shall be chosen no later than three weeks before the election, excluding University holidays.
      b. The Election Commissioner and Board shall be nominated by a two-thirds vote of the Executive Cabinet, subject to a majority vote of the Student Senate.
   4. For the annual fall and special elections, the current President of the SGA shall serve as the Election Commissioner, and the current class presidents shall serve as part of the Election Board.
   5. One of the members of the Election Board shall be elected the presiding officer of the Board by the members of the Board.

REVISED December 2009

Duties and Powers:

1. The Election Commissioner shall be in charge of the election and shall make decisions about the election and campaign process, so long as those rulings are not in conflict with any Student Senate policies.
2. The Election Commissioner shall be the trustee of the election results. He/she will be responsible for retrieving them at the end of the election and safeguarding them until he/she announces them at the next Student Senate meeting.
3. The Election Commissioner shall preside over all election meetings with the exception of any meeting of the Election Board, including the Discrepancy meeting.
4. The Election Commissioner shall work with various campus offices to ensure that their relevant policies are enforced.
5. A majority vote of the Election Board shall have the power to overrule any decision made by the Election Commissioner. The Election Commissioner shall have no power to make any unilateral decision regarding the Election Board.

6. The Election Board shall hear and decide on all alleged violations of the Elections and Campaigning Policy (discrepancies).

REVISED September 2004
Student Senate Elections Policy

Qualifications for Candidacy:

1. Applications for candidacy shall be due to the Election Commissioner no later than one week prior to the rules meeting, excluding university holidays. This is to allow time for candidates’ eligibility to be verified.

2. Candidates must meet the same criteria as the position for which they are running.

3. Candidates for an executive office shall not be allowed to run for another office during the same election.

Meetings:

1. 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.

2. 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 be placed on the ballot.

3. A discrepancy meeting shall be held between the end of the voting period and the time the results of the election are announced.
   a. 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.
   b. If a discrepancy is found to be justified, a loss of votes may be assessed against the candidate(s) involved.
   c. 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.
   d. In extreme cases, a candidate 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 Student Senate.

Campaigning:

1. Campaigning may begin after the rules meeting and must terminate by the end of the voting period.

2. All campaigning must adhere to this policy and all relevant University regulations, local ordinances, state laws, and federal statutes. Relevant University policies must be considered when campaigning, including but not limited to the following:
   a. Door-to-door campaigning in the residence halls must adhere to University and Residential Life solicitation policies;
   b. All posters and their display must adhere to the University Posting Policy and must carry the endorsement of a recognized student organization;
   c. Email messages must adhere to the University Computer User’s Guide.
3. The content of all campaign materials must be approved by the Election Commissioner, including but not limited to the following:
   a. Posters and flyers;
   b. Radio, television, or newspaper advertisements;
   c. Electronic mail (email) messages;
   d. Social media events, groups, etc.

4. Candidates are responsible for all campaign activities they perform or are performed by other persons associated with their campaign. Candidates are not responsible for the actions or statements of persons not associated with their campaign.

5. Physical campaign materials must be removed by the end of the voting period. Electronic campaign materials do not need to be removed.

6. Bribing of voters is strictly prohibited.

7. No candidate(s) may attempt to interfere with or influence a voter in the process of voting.

8. No candidate shall provide any voter with an official ballot, nor shall any candidate provide any voter with a polling location.

9. Removal or defacing of another candidate’s campaign materials shall not be allowed.

10. Student Senate’s involvement in campaigning:
    a. Candidates may use Student Senate’s organizational name for the poster approval process only.
       1. Receiving poster approval using Student Senate’s name is not an endorsement Student Senate.
    b. Student Senate resources shall not be used in or for the campaign of any candidate.

11. Recognized student organizations may endorse, publicly support, and/or campaign on behalf of any candidate.
    a. Organizations must inform the candidate of their support or endorsement in writing, and the candidate must inform the Election Commissioner of any such support or endorsement in writing.
    b. If a candidate rejects an organization’s endorsement, the organization shall not campaign for, publicly support, or endorse the candidate.
    c. Organizations campaigning for any candidate 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.
    d. Candidates may not seek organizational endorsement more than two (2) weeks prior to the campaigning period. Organizational endorsements shall not be official more than two (2) weeks prior to the campaigning period.

**REVISED April 2013**

Discrepancies:

1. 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.
2. Any member of the SGA may report discrepancies. The Election Commissioner and the members of the Election Board shall not report discrepancies.

3. 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 Student Senate office.
Student Senate Funding Policy

Application Procedure

1. A recognized organization that wishes to request funds must obtain a Student Senate Appropriations Application, which is available in the Student Senate Office.
2. Only those organizations that have submitted a current update form by the time designated by the Committee on Organizational Affairs shall be eligible to receive funding.
3. The application must be received by a senator, who shall date and initial it.
4. Applications must be received by the close of the Student Senate Office at least two weeks prior to the event for which the organization is requesting funds.

Committee Hearing Procedure

1. The Committee on Organizational Affairs shall hold hearings on each request to fully research the organization, event, and allow the organization to express its opinions concerning the funding request.
2. The requesting organization may be represented at the Committee on Organizational Affairs meeting by any members who can best present the request. Faculty sponsors may also attend the meeting. The president and treasurer of the organization shall attend the Committee on Organizational Affairs meeting. If the president or the treasurer cannot attend, prior arrangements must be made with the Committee on Organizational Affairs Chairperson.
3. No senator shall be allowed to represent the organization’s funding request.
4. The Committee on Organizational Affairs reserves the right to refuse to recommend any request for funding to Student Senate, while retaining the right to recommend only partial funding.

Student Senate Hearing Procedure

1. The members that represented their organization at the committee hearing shall also be present at the Student Senate meeting where the allocation of funds is voted on.
2. Senators making a motion or debating about the allocation of funds to an organization, of which they are members, must make their membership known to Student Senate.
3. The Chairperson of Committee on Organizational Affairs or his/her designee shall report on all hearing requests heard by the committee. If the committee is recommending allocation of funds, the report shall include a motion to allocate those funds. If the committee is recommending that no allocation be made, no motion shall be presented.
4. The motion made by the committee shall be subject to amendment according to Student Senate policies and parliamentary procedure. Following a recommendation by the committee not to allocate any funds, a motion by an individual to allocate funds shall be in order.

Post-Allocation Procedure

1. Full documentation, all receipts, bills, and a detailed Post-Allocation Report must be submitted to the Committee on Organizational Affairs to account for all money allocated by
Student Senate. Failure to comply will result in the organization being required to return the allocated money to Student Senate.

2. Student Senate reserves the right to investigate the use of all funds allocated.

3. Any money spent that is not accounted for may be recovered by Student Senate or the organization members may be held liable. If the money is not returned in one week after the investigation, the organization will lose its recognition and all its operations on this campus shall cease.

4. Student Senate reserves the right to cancel a portion or all of the allocation within two weeks after the allocation is made.

Guidelines for Receiving Funds for an Off-Campus Activity

1. Organizations must demonstrate an attempt to acquire funds through fund-raisers, departments and other means.

2. Banquets, recreational activities, and non-recruitment tours and opportunities awarding school credit shall not be considered a valid reason for receiving funding.

3. Food costs shall not be funded by Student Senate.

4. University transportation may be considered for full funding. Other forms of transportation may be considered up to $100 per person to a maximum of $500 total.

5. Lodging costs may be considered up to $100 per person to a maximum of $500 total.

6. Event registration may be considered up to $100 per person to a maximum of $500 total.

7. Organizations may only receive funding once per academic year.

8. The benefit and importance of the activity to the University shall be critically evaluated.

9. Student Senate shall not allocate money funds for general operating costs. Organizations requesting allocations must show specific use for the funds requested.

10. Generally, allocations shall not exceed $1,000.

11. Student Senate Allocations are supplemental funds and shall not exceed 50% of total cost of the activity.

*REVISED April 2013*

Guidelines for Receiving Funds for an On-Campus Activity

1. Organizations must demonstrate an attempt to acquire funds through fund raisers, departments, and other means.

2. The event must be in accordance with Northwest Missouri State University’s mission and vision.

3. Organizations that receive funding shall not spend any portion of the allocation on Homecoming or Northwest Week events.

4. Private banquets, recreational activities, and non-recruitment tours shall not be considered a valid reason for receiving funding.
5. Costs for food, supplies, facilities rental, etc. for the activity may be considered to an aggregate of $2000.

6. Lodging, travel, and speaking fees for invited speakers or special guests may be considered to an aggregate of $500. Student Senate shall not allocate funds for cash honorariums or commemorative gifts.

7. Student Senate allocations are supplemental funds and shall not exceed 50% of the total cost of the activity.

8. Organizations may only receive funding once per academic year.

9. The benefit and importance of the event to the University shall be critically evaluated. Attendance at the activity must be open to all students.

10. Student Senate shall not allocate funds for general operating costs of the organization. Organizations requesting allocations must show specific use for the funds requested.


12. Student Senate reserves the right to cancel a portion or all of the allocation within two weeks after the allocation is made prior to the activity if the activity is deemed to be in contrast to University mission and vision.

*REVISED April 2013*

Guidelines for Charitable Contributions:

1. Any request for funds which will directly or indirectly benefit a charitable organization shall be considered a charitable contribution. Requests of this type commonly include but are not limited to:
   a. Direct donations;
   b. Sponsoring participants in a philanthropic/charitable event;
   c. Purchasing supplies to support a philanthropic/charitable event;

2. All requests for charitable contributions both from recognized student organizations and from non-student groups shall be processed as a funding request by the Committee on Organization Affairs.

3. When applicable, charitable contributions shall be subject to the appropriate guidelines for other fund requests.

4. Charitable contributions shall not exceed $500 per request. Aggregate charitable contributions shall not exceed 10% of the annual Student Senate budget.

*ENACTED April 2012*
Student Senate Co-Sponsorship Policy

Application Procedure
1. A recognized organization that wishes to request co-sponsorship must obtain a Student Senate Co-Sponsorship Application, which is available in the Student Senate office.
2. Only those organizations that currently have 10 members and that have submitted a current update form on time shall be eligible.
3. Applications must be received at least two weeks prior to the event being co-sponsored.

Guidelines
1. Requests will be considered on a case-by-case basis.
2. Prior Student Senate co-sponsorship does not guarantee that Student Senate will continue to co-sponsor the event in the future.
3. The event must be conducted in Missouri, Nebraska, Iowa, or Kansas. Performing groups may be considered for co-sponsorship of an interstate recruitment tour.
4. All posted publicity that includes the names of the co-sponsored organization(s) shall also include the name of Student Senate.
5. Student Senate shall not fund more than an equal portion of the monetary cost.
6. Organizations must show an attempt to acquire funds through fund-raisers, departments, etc.
7. Organizations shall not receive co-sponsorship more than once per academic term.

REVISED August 2006

Committee Hearing procedure
1. The Executive Cabinet shall hold a hearing on the request to allow the organization to express their opinions concerning the request.
2. The president and at least one other member of the requesting organization shall be required to attend the Executive Cabinet meeting. If the president cannot attend, prior arrangements must be made with the Vice President.
3. No senator shall be allowed to represent the organization’s co-sponsorship request.

Student Senate Hearing procedure
1. The members that represented the organization at the committee hearing shall also be present at the Student Senate meeting where the co-sponsorship request is to be voted on.
2. Senators making a motion or debating about co-sponsorship an organization, of which he/she is a member, must make that membership known to Student Senate.
3. The Chairperson of the Committee on Organizational Affairs or his/her designee shall report on all hearing requests heard by the Cabinet. If the Cabinet is recommending co-sponsorship, the report should include a motion to that effect. If the Cabinet is recommending against co-sponsorship, no motion should be presented.
4. The motion made by the Cabinet shall be subject to amendment according to Student Senate policies and parliamentary procedure. Following a recommendation by the Cabinet not to co-sponsor, a motion by a member of Student Senate to co-sponsor shall be in order.
Student Senate Organization Recognition Policy

Recognition of student organizations

1. Requirements
   i. Organizations must have a sponsor who is a member of the University faculty, staff, or administration.
   ii. Members must have at least a 2.0 cumulative grade point average on a 4.0 scale.
   iii. Organizations must submit a constitution and/or bylaws.
   iv. Organizations must submit a list of officers and general members to include local addresses, e-mail addresses, and phone numbers.
   v. Organizations must adhere to all University policies.

2. Additional:
   i. Organizations must send a representative to at least two General Student Senate meetings except those with specific titles per year.

Application Procedure

1. Organizations that wish to become recognized must contact the Organizational Affairs Committee, to schedule a hearing.

Requirements

1. Organizations must have a sponsor who is a member of the University faculty, staff, or administration.
2. Members must have at least a 2.0 cumulative grade point average on a 4.0 scale.
3. Organizations must submit a constitution and/or bylaws.
4. Organizations must submit a list of officers and general members to include local addresses, e-mail addresses, and phone numbers.
5. Organizations must adhere to all University policies.
6. Organizations must send a representative to at least two General Student Senate meetings except those with specific titles per year.

Senate Hearing Procedure

1. The Chairperson of the Committee on Organizational Affairs or his/her designee shall report on all requests of organizations to become recognized. If the committee is recommending recognition of an organization, the report should include a motion to recognize it. If the committee is recommending that no recognition be granted, no motion should be presented.

2. The motion made by the committee shall be subject to amendment according to Student Senate policies and parliamentary procedure. Following a recommendation by the committee not to recognize an organization, a motion for recognition by an individual shall be in order.

3. Following a motion to recognize a student organization and debate on that motion, Student Senate shall vote to recognize or not to recognize the organization.
4. Representatives of the organization requesting recognition shall be present at the Student Senate meeting when the recognition is debated and voted on.

5. Senators making a motion or debating about the recognition of an organization, of which they are members, must make their membership known to Student Senate.

Rights of recognized organizations

1. Use of any meeting rooms on campus, free of charge.

2. Use of the University Conference Center, free of charge. (It must be reserved in advance.)

3. The right to request posting privileges on University posting bulletin boards.
4. The right to request permission to perform sidewalk chalking.
5. The right to request funds from the Student Senate Committee on Organizational Affairs.
6. The right to request a listing of the organizational database.
7. The right to officially endorse or campaign on behalf of candidates in SGA and Student Senate elections subject to the Student Senate Elections and Campaigning Policy. Organizations not adhering to the aforementioned policy may lose all rights granted by this policy for a period of one academic term.

Update Forms
1. Organizations must submit an update form by the deadline established by the Committee on Organizational Affairs.
2. Organizations that do not submit an update form during the spring trimester by the deadline will lose those rights granted to them in the Organization Recognition Policy. All rights will be reinstated upon submission of an update form except for Student Senate funding, which shall be withheld the remainder of the academic term.
3. Organizations that do not submit an update form will lose their status as a recognized organization. The organization may be reinstated upon written appeal to the Committee on Organizational Affairs.

Organizational Name/Purpose Changes
1. If an organization wishes to change its name or purpose it must fill out the appropriate application available in the Student Senate Office.
2. Name changes and/or purpose changes shall be granted upon approval by the Committee of Organizational Affairs.
3. Purpose changes will require recognition as a new organization.

REVISED September 2004
Student Senate Impeachment Policy

1. Any member of the SGA may bring articles of impeachment against an executive officer or member of the Student Senate for the purpose of removal from office.

2. The articles of impeachment must:
   a) Vote of Censure
      i. A vote showing that a majority does not support the policy of a leader or governing body.
   b) Malpractice
      ii. Instance of negligence or incompetence on the part of a representative
   c) Neglect of Duty
      iii. the neglect or failure on the part of a public officer to do and perform some duty or duties laid on them as such by virtue of their office

3. Within three days of the time the articles of impeachment are delivered to the Student Senate, written notice of the articles of impeachment and the charges presented shall be given to all members and faculty advisors of the Student Senate.

4. The defendant(s) shall be tried before an executive session of the Student Senate. Only the executive officers, voting members, appointed officers, associate members, and faculty advisors may attend the trial. If a defendant wishes to be tried publicly, he/she must waive the right to an executive session trial.

5. The president of the Student Senate shall preside over the trial. In the case that the president is impeached, the vice president shall preside over the trial.

6. At least one of the persons who signed the articles of impeachment shall serve as managers of the Senate for the duration of the trial. The managers shall present the charges as well as the evidence and witnesses to the merit of the charges.

7. The defendant(s) shall be allowed to rebut the charges and present evidence and witnesses testifying to their innocence. The defendant(s) shall provide for their own defense. They may be represented by any member of the University community.

8. The managers and the defendant(s) shall be provided the opportunity to rebut evidence presented and to cross-examine witnesses.

9. The managers, defendant(s), and witnesses must answer any germane question posed to them. There is no protection from self-incrimination.

10. At any point in the trial, after receiving recognition from the presiding officer, the members of the Student Senate shall be allowed to address germane questions to the managers, the defendant(s), or any witness currently testifying.

11. After all evidence and witnesses have been presented, the Student Senate shall debate the merit of the charges.
   a. The first phase of debate will consist of the Student Senate asking questions of the defendant(s), manager(s), and witness(es). No defendant, manager or witness shall be permitted to participate in the debate except to answer a question addressed to them by a
member of the Student Senate.
b. The second phase of debate will consist of the members of Student Senate debating the merit of the charges among themselves. The defendant(s), manager(s), and witness(es) shall be excluded from the meeting room for this portion of debate.

12. The Student Senate shall then vote to convict or acquit the defendant(s) of each charge presented.
   a. The defendant(s), manager(s), and witness(es) shall be allowed to vote if they are voting members of Student Senate.
   b. Each charge shall be voted upon separately.
   c. Voting shall be by secret ballot.
   d. A majority of the votes cast shall be required to convict a defendant of a charge.

13. If a defendant is convicted of any charge, the Student Senate shall debate whether the conviction warrants removal from office. This decision shall be based upon the principle of previous precedent and upon the circumstances of the situation. The defendant(s), manager(s), and witness(es) shall be excluded from the meeting room for this portion of debate. If a defendant has been convicted of more than one charge, the Student Senate may also consider whether the totality of the convictions warrants removal from office.

14. The Student Senate shall then vote to remove or retain the defendant(s).
   a. The defendant(s), manager(s), and witness(es) shall be allowed to vote if they are voting members of Student Senate.
   b. Voting shall be by secret ballot.
   c. A two-thirds majority of the voting members present is required to remove an executive officer or a member of the Student Senate from office.

15. In the event that a defendant is convicted of charges enumerated in the articles of impeachment but is not removed from office, the Student Senate shall convene a sanctioning hearing in executive session within one week following the trial. A majority vote of the members present shall be required to adopt any motion to sanction a defendant. Sanctions may include but shall not be limited to the following:
   a. A written warning;
   b. Suspension from office for a specific period of time;
   c. Being placed on a probationary status of strict scrutiny;
   d. Any combination of the above.
   e. Student Senate shall not levy punitive monetary fines against its members.
   f. Student Senate shall not sanction a defendant in a manner which violates the University policy on hazing.
**Appendix I – Table of Common Motions**

The table below lists a number of common motions and answers the following questions regarding each motion:

1. Does the motion require a second?
2. Is the motion debatable?
3. Is the motion amendable?
4. What vote is required to pass the motion? (M = simple majority & 2/3 = 2/3)

Many motions involve special cases. Please see the notes on the next page for explanations.

<table>
<thead>
<tr>
<th>Motion</th>
<th>Second?</th>
<th>Debate?</th>
<th>Amend?</th>
<th>Vote?</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MAIN MOTION</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fix a time at which to adjourn</td>
<td>Yes</td>
<td>No</td>
<td>Yes 1*</td>
<td>M</td>
<td></td>
</tr>
<tr>
<td>Adjourn</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td></td>
<td>M</td>
</tr>
<tr>
<td>Recess</td>
<td>Yes</td>
<td>No</td>
<td>Yes 1*</td>
<td>M</td>
<td></td>
</tr>
<tr>
<td>Raise a question of privilege</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>2*</td>
<td>3*</td>
</tr>
<tr>
<td><strong>PRIVILEGED MOTIONS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SUBSIDIARY MOTIONS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lay on the table</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>M</td>
<td></td>
</tr>
<tr>
<td>Previous Question (end debate)</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
<td></td>
</tr>
<tr>
<td>Limit or extend debate</td>
<td>Yes</td>
<td>No</td>
<td>Yes 1*</td>
<td>2/3</td>
<td></td>
</tr>
<tr>
<td>Postpone to a certain time</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes 1*</td>
<td>M</td>
<td>4*</td>
</tr>
<tr>
<td>Refer to committee (commit)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>M</td>
<td>4*</td>
</tr>
<tr>
<td>Amend (the current motion)</td>
<td>Yes</td>
<td>Yes 5*</td>
<td>Yes 6*</td>
<td>M</td>
<td></td>
</tr>
<tr>
<td>Postpone indefinitely</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>M</td>
<td></td>
</tr>
<tr>
<td><strong>INCIDENTAL MOTIONS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appeal the decision of the chair</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>M</td>
<td>3*</td>
</tr>
<tr>
<td>Consider motion by paragraph</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>M</td>
<td></td>
</tr>
<tr>
<td>Division of the question</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>M</td>
<td></td>
</tr>
<tr>
<td>Division of the assembly (call for a hand vote)</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>7*</td>
<td>3*</td>
</tr>
<tr>
<td>Object to the consideration of the question</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
<td>3*</td>
</tr>
<tr>
<td>Parliamentary inquiry</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>2*</td>
<td>3*</td>
</tr>
<tr>
<td>Point of order</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>2*</td>
<td>3*</td>
</tr>
<tr>
<td>Suspend the rules</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
<td></td>
</tr>
<tr>
<td>Take from the table</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>M</td>
<td></td>
</tr>
</tbody>
</table>
Notes on Common Motions

1* The only portion of the motion that can be amended is the specific time or amount of time involved.

2* The motion is addressed and processed by the president. No vote is taken. 3* Motion can be made while interrupting another speaker.

4* The motion to commit can only be made if the issue is not already being discussed in a committee and the motion must include what committee the issue is being referred to. The motion to commit may also include a date when the specified committee should report back to the assembly on the issue.

5* An amendment to the current motion is debatable only if the current motion is also debatable.

6* An amendment can be amended, but no amendment can be proposed to an amendment to an amendment. The line is drawn at second-level amendments so that issues do not become too confusing.

7* The demand of even a single member compels a hand vote.
Appendix II – Job Descriptions

Students can become involved in Student Senate on a variety of levels. These various levels and positions come with various duties, privileges and qualifications.

These job descriptions reflect information found in the SGA Constitution and the Student Senate Bylaws and should not be construed to correct, amend, or supersede any information found in those documents.

President
Qualifications:
- Must have at least one year’s experience on Student Senate.
- Must have at least a 2.5 cumulative GPA.
- Must not be on any form of University Probation. Duties:
  - Serves the dual role of presiding officer of the Student Senate and Student Body President.
  - Acts as a channel of communication among the students, faculty, and administration.
  - Presides over all meetings of Student Senate and the Student Government Association.
  - Attends all meetings of Senate.
  - Serves at least one regularly scheduled office hour per week.
  - Appoints members to University committees.
- Serves as Election Chair for the fall election. Privileges:
  - When acting as presiding officer, the President cannot debate. If they want to debate an issue, they can step down as presiding officer until the motion has been voted on. Once they have stepped down, they can debate any motion.
  - The President has the prerogative to veto any motion that is passed by the Student Senate.
  - The President has the power to create ad-hoc committees when necessary.

Vice President
Qualifications:
- Must have at least one year’s experience on Student Senate.
- Must have at least a 2.5 cumulative GPA.
- Must not be on any form of University Probation. Duties:
  - Serves as presiding officer of the Senate when the President is unable to serve.
  - Takes the roll call and minutes when the Secretary is unable to serve.
  - Attends all meetings of Senate.
  - Serves at least one regularly scheduled office hour per week.
- Appoints the Committee Chairpersons and the Chief of Staff. Privileges:
  - The Vice President has the right to debate any motion.
• The Vice President assumes the presidency if a vacancy occurs.
• The Vice President has the power to appoint temporary Committee Chairpersons when necessary.

Secretary
Qualifications:
• Must have at least one year’s experience on Student Senate.
• Must have at least a 2.5 cumulative GPA.
• Must not be on any form of University Probation. Duties:
  • Takes the roll call and minutes at all Student Senate and Student Government Association Meetings.
  • Serves as presiding officer of the Senate when the President and Vice President are unable to serve.
  • Attends all meetings of Senate.
  • Serves at least one regularly scheduled office hour per week.
• Oversees the labor in the Senate office and establishes office procedures. Privileges:
  • The Secretary has the right to debate any motion.

Treasurer
Qualifications:
• Must have at least one year’s experience on Student Senate.
• Must have at least a 2.5 cumulative GPA.
• Must not be on any form of University Probation. Duties:
  • Prepares an annual budget for the Student Senate.
  • Keeps the financial records of Senate accurate and available for public inspection.
  • Makes periodic financial reports at Senate meetings.
  • Serves as presiding officer of the Senate when the President, Vice President, and Secretary are unable to serve.
  • Attends all meetings of Senate.
• Serves at least one regularly scheduled office hour per week. Privileges:
  • The Treasurer has the right to debate any motion.

Voting Members
Qualifications:
• Must be from the constituency they wish to represent.
• Must have at least a 2.5 cumulative GPA.
• Must not be on any form of University Probation. Duties:
  • Represents the interests of their constituency and the student body as a whole.
  • Attends all meetings of Senate.
  • Serves on at least two Student Senate standing committees.
  • Serves at least one scheduled office hour per week.
Privileges:
- Voting members can make, second, debate, and vote on any motion.
- Voting members can serve on University committees and Judicial Courts.
- Voting members can also serve as an appointed officer.

Associated Members
Qualifications:
- Must have at least a 2.00 cumulative GPA.
- Must not be on any form of University Probation. Duties:
  - Attends all meetings of Senate.
  - Serves on at least one Student Senate standing committee.
- Serves at least one scheduled office hour per week. Privileges:
  - Associates can make, second and debate any motion.
  - Associates can serve on University committees and Judicial Courts.
  - Associates can also serve as an appointed officer.

Appointed Officers (Committee Chairpersons, Chief of Staff, Sergeant at Arms, and Parliamentarian) and Student Representatives.
1. Qualifications:
   - Must have at least one trimester of Senate experience.
   - Must have at least a 2.5 cumulative GPA.
   - Must not be on any form of University Probation.
   - The representative shall be recommended by their respective executive council and the Student Senate Cabinet. The Representative shall then be approved by the Student Senate general assembly.

2. Duties:
   a. Committee Chairpersons run the meetings and day-to-day affairs of their committee.
   b. The Chief of Staff plans retreats, banquets, and assists the Vice President.
   c. The Sergeant at Arms delivers messages during meetings.
   d. The Parliamentarian makes sure Senate meetings are run by Robert’s Rules of Order.
   e. All appointed officers attend all meetings of Senate.
   f. All serve on at least one Senate standing committee.
   g. All serve at least one scheduled office hour per week. Committee Chairpersons work at least two office hours.
   h. Attend weekly Student Senate meetings.
   i. Serve on one Student Senate Committee meeting.
      i. Appointment to a committee is at the discretion of the Vice President
   j. Form a report for Student Senate of events at the first Student Senate meeting of each month.
   k.

3. Privileges:
   l. Appointed officers can make, second, and debate any motion.
m. Appointed officers can serve on University committees and Judicial Courts.
n. Appointed officers can also serve as an associate or voting member.
o. The representative shall hold all of the privileges of a voting member of Student Senate.
p. The representative can make, second, and debate any motion.

**Combinations of Positions**
Voting, Associate members and Representatives can also hold an appointed office at the same time. If a senator holds two positions, they need to be qualified for both positions and must fulfill the duties of both. In this spirit, if an appointed officer becomes a voting member, they need to serve two office hours and be on two committees. If an associate member becomes an appointed officer, they are now required to have a 2.5 GPA and at least one trimester of experience.
**Student Activities Council Representative**
There will be one Student Activities Council Representative.

Qualifications:
q. The representative shall be recommended by the Student Activities Council Executive Cabinet and the Student Senate Executive Cabinet. The Representative shall then be approved by the Student Senate general assembly.

Duties:
r. Attend weekly Student Senate meetings.
s. Attend weekly Student Activities Council meetings.
t. Attend weekly Organizational Affairs Committee meetings.
u. Inform Student Senate of events and financial expenditures at the first Student Senate meeting of each month.
v. Inform Student Activities Council of Student Senate and University affairs discussed during Student Senate meetings.
w. Serve on the Organizational Affairs Committee.

Privileges:
x. The representative shall hold all of the privileges of a voting member of Student Senate.
y. The liaison can make, second, and debate any motion.

**Residence Hall Association Representative**
There will be one RHA Representative

Qualifications:
z. The representative shall be recommended by the RHA Executive Officers and the Student Senate Executive Cabinet. The Representative shall then be approved by the Student Senate General Assembly.

Duties:
aa. Attend weekly Student Senate Meetings
bb. Attend weekly RHA meetings
cc. Inform the Senate of RHA affairs during the Senate Meetings
dd. Inform RHA of Senate Affairs Privileges:

Privileges:
e. The representative shall hold all of the privileges of a voting member of Student Senate.
ff. The liaison can make, second, and debate any motion.
Appendix III – Glossary of Terms

This glossary shall be considered an appendix to the Student Senate Bylaws and shall be binding upon the Student Senate.

Adjourn
A motion to adjourn in the Senate (or a committee) ends that day's session.

Adjournment Sine Die
The end of a legislative session "without day." These adjournments are used to indicate the final adjournment of an academic term.

Adjournment to a Day and Time Certain
An adjournment of the Senate that fixes the day and time for its next session.

Attendance
According to the Student Senate bylaws, “attendance shall be defined as presence for the duration of the meeting.” Members should be at the meeting by the time that the roll is called, and they should not leave until the meeting has been adjourned. If a member arrives late or leaves early, they will be considered absent from the entire meeting. If a member needs to arrive late or leave early and does not wish to be counted as absent, they should contact the secretary prior to the meeting to be excused for a portion of the meeting.

Bylaws
Bylaws are the internal rules of the Student Senate, which is an amendable document. The bylaws cannot be suspended and require a two-thirds vote to be amended. The bylaws are meant to help the Student Senate run more smoothly, not hinder its members.

Committees
Ad-hoc Committees
Ad-hoc committees are committees that are set up temporarily to address a specific issue. The ad-hoc committee is designed to examine the issue at hand more closely than the entire organization could do. The committee then reports its findings or recommendations to the organization for a final decision.

Standing Committees
Permanent committees established under the by-laws of the Student Senate and specializing in the consideration of particular subject areas. There are currently six standing committees. Each standing committee has one chairperson in charge of the actions of the committee and that chairperson may designate assistants as needed.

University Committees
Northwest’s Faculty Senate has established a vast array of “University committees” to deal with issues the campus faces. Some of the committees are composed of only faculty members, but the Faculty Senate has requested that the Student Senate provide student members for many of these University committees – often with voting privileges. Some University committees are permanent and others are formed to deal with a specific, temporary issue. Being appointed, by the Student Senate President with Student Senate confirmation to a University committee is an excellent way for Senators to become more
involved and informed, and it is a very effective means for students to have an active voice in the University’s major policy and administrative decisions.

Special or Select Committees
A committee established by the Student Senate for a limited time period to perform a particular study or investigation. These committees might be given or denied authority to report legislation to the Senate.

Student Senate Committees
When a reference is made to Student Senate committees, it normally refers to the Senate’s standing committees. See “Standing Committees” for more information.

Excused and Unexcused Absences
All members of Student Senate are expected to attend all meetings of the Student Senate. According to the bylaws, if a member misses three meetings in a row or a total of five meetings throughout the year without valid excuses, they automatically vacate their position on Senate. If senators have a valid reason for missing a meeting, they should submit in writing to the secretary before the meeting or as soon after as possible and ask to have their absence excused. Senators can be excused for a variety of reasons including illness, class work, family emergencies, etc. See Article 7.D of the bylaws for a specific list of valid excuses.

Floor
Action "on the floor" is that which occurs as part of a formal session of the full Senate. An action "from the floor" is one taken by a Senator during a session of the Senate. A Senator who has been recognized to speak by the Presiding Officer is said to "have the floor."

Judicial Courts
Student-Faculty Discipline Committee
The Student-Faculty Discipline Committee is the highest-level jury in the University discipline system and primarily hears cases concerning “class C” violations. The SFDC is composed of a number of students - mostly Student Senate members and members of the faculty. Both student and faculty members usually serve on a rotating basis. For more information on the SFDC, please see the bylaws, the University student handbook, or contact the Assistant Vice President for Student Affairs.

Student Discipline Committee
The Student Discipline Committee is the second-highest level jury in the University discipline system and primarily hears cases concerning “class A” and “class B” violations. The SDC is composed solely of students, including the chairperson. Members of the SDC typically serve on a rotating basis. For more information on the SDC, please see the bylaws, the University student handbook, or contact the Assistant Vice President for Student Affairs.

Traffic and Parking Appeals Committee
The Traffic and Parking Appeals Committee, also known as Traffic Court, hears appeals for parking and traffic tickets issued by Campus Safety. The committee is composed of two off-campus students, two on-campus students, two faculty members, two members of the support staff, and a Campus Safety advisor. For more information on the Traffic Court, please see the bylaws or contact the Director of Campus Safety.
Majority Vote
Most motions require a majority vote to be passed. A majority means that more than half of those who voted were in favor of the motion.

Minutes
The minutes are the official record of the actions of Student Senate, as recorded by the secretary. The minutes from each meeting are presented for the approval of the Senate at the following meeting.

University Probation
When the term “University probation” is used by the bylaws, it refers to Campus Conduct Probation and Strict Campus Conduct Probation as defined in the University student handbook. It does not refer to academic probation or to residence hall probation.

Office Hours and Student Labor
Voting members, executive officers, associate members, and appointed officers are required to work at least one hour per week in the Student Senate office and committee chairpersons are required to work at least two hours per week. Student Senate does not hire any workers for its office, so it requires that members of Senate to staff the office. Senators are expected to sign up for times that they will be able to work each week, and they need to sign in to prove that they worked those hours. The secretary oversees the student labor in the Senate office and establishes procedures and guidelines for Senators to follow while working in the office. Attendance at serving office hours is as strictly enforced as is attendance at meetings, and members should contact the secretary if they will be unable to serve their hours so that a replacement can be found. A senator will be removed from office for failing to serve their office hours.

Parliamentarian
The Parliamentarian is the Senate's advisor on the interpretation of its rules and procedures. The Parliamentarian sits on the Senate dais and advises the Presiding Officer on the conduct of Senate business.

Parliamentary Authority
“Parliamentary Authority” is the term for rules used to govern meetings. Student Senate’s parliamentary authority is the most current version of Robert’s Rules of Order. As of the 90th Student Senate, the most recent edition is the 11th edition.

Parliamentary Inquiry
A question from the floor to the Presiding Officer by a Senator requesting a clarification of the procedural situation on the floor. Responses to parliamentary inquiries are not rulings of the Presiding Officer, but may lead the Senator posing the inquiry or another to raise a point of order.

Plurality vote
A plurality vote usually applies when there is more than just a yes or no question to be settled. For instance, if there is an election where three or four people are running for the same position, the plurality vote simply says that the winner is the person who receives the highest number of votes, regardless of whether or not the person actually receives a majority of votes.
**Point of Order**
A claim made by a Senator from the floor that a rule of the Senate is being violated. If the Presiding Officer sustains the point of order, the action in violation of the rule is not permitted.

**Pro Forma Session**
A brief meeting, sometimes only several seconds, of the Student Senate in which no business is conducted. It is held usually to satisfy the constitutional obligation that the Student Senate shall have at least one meeting per week during the fall and spring academic terms.

**Question**
Any matter on which the Senate is to vote, such as passage of a bill, adoption of an amendment, agreement to a motion, or an appeal.

**Quorum**
A quorum is the number of members that need to be in attendance for an organization to conduct official business. For Student Senate, quorum is 2/3 of the voting membership, or 24 voting members. Quorum for a meeting of the entire Student Government Association is 10% of the SGA membership.

**Quorum Call**
A call of the roll to establish whether a quorum is present. If any Senator "suggests the absence of a quorum," the Presiding Officer must direct the roll to be called. Often, a quorum call is terminated by unanimous consent before completion, which permits the Senate to use the quorum call to obtain a brief delay to work out some difficulty or await a Senator's arrival.

**Recognize**
The Presiding Officer permits a Senator to speak by recognizing him or her; the Senator then "has the floor." When time is controlled, a Senator must have time yielded to him or her before he or she can be recognized.

**Reconsider**
Senate rules permit one motion to reconsider any question decided by vote, if offered by a Senator who voted on the winning side. Normally a supporter of the outcome immediately moves to reconsider the vote, and the same Senator or another immediately moves to table this motion, thus securing the outcome of the vote.

**Resolution**
Any motion expressing the opinion of the Student Senate is called a resolution. Most resolutions contain one or more paragraphs beginning "Whereas…" which describe the reasons for the resolution, followed by one or more paragraphs beginning "Resolved…” which state the opinion of the Student Senate on the matter.

**Roll Call Vote**
A vote in which each Senator votes "yea" or "nay" as his or her name is called by the Secretary, so that the names of Senators voting on each side are recorded. Under the Constitution, a roll call vote must be held if demanded by one-fifth of a quorum of Senators present.
**Senator of the Month**

Student Senate has set up a Senator of the Month award and an Associate Member of the Month award to recognize its outstanding and dedicated members on a regular basis. Committee chairpersons and the executive officers nominate members for their exemplary service to their committees and to Senate as a whole.

**Service on Committees**

Serving on Student Senate’s committees is an essential part of being a member of Student Senate. Voting members and appointed officers of Senate are required to serve on at least two of Student Senate’s standing committees. Associate members and graduate representatives are required to serve on at least one committee. Serving on a committee means regularly attending committee meetings and carrying out any reasonable request of the committee chairperson. If a senator cannot meet at the regular times for the required number of committees but can still help with committee projects, they should make arrangements with the committee chairpersons. Members of Senate will be removed from office for failing to properly serve on committees.

**Session**

The period during which Senate assembles and carries on its regular business. Each Student Senate generally has two regular sessions (a first session and a second session), based on the academic year, a fall and spring session.

**Student Government Association**

The “Student Government Association” is the highest student governing body. Every student enrolled at the University – part-time or full-time, graduate or undergraduate – is a voting member of the SGA. The SGA elects the Student Senate to represent it in interactions with the faculty, staff, administration, Maryville community, state and national levels. The executive officers of the Senate are also the executive officers of the SGA.

**Student Senate**

The Student Senate is the elected, representative governing body of the Student Government Association. It makes decisions for the SGA, and expresses the official opinion of the University student body. There are four representatives from each class, two from the graduate students, five representatives for the off-campus students, and five for the on-campus students. Any member of the student body is welcome and encouraged to join Senate as either a voting member or as a non-voting associate member. Being a Student Senator means that you are serving a very important role representing your fellow students. Senators are expected to serve on Senate committees and are encouraged to serve on University committees as well to further serve their constituents. Student Senate also provides students with an excellent opportunity to get involved on campus, to stay informed on important issues, and to develop lasting relationships with other student leaders and influential campus administrators.

**Two-thirds Vote**

Some motions require a two-thirds vote to pass. That is, two-thirds or more of the votes cast on the motion are in favor of passing the motion. Bylaw amendments and ending debate are common examples of motions that require a two-thirds to pass.
Unanimous Consent
A Senator may request unanimous consent on the floor to set aside a specified rule of procedure so as to expedite proceedings. If no Senator objects, the Senate permits the action, but if any one Senator objects, the request is rejected. Unanimous consent requests with only immediate effects are routinely granted, but ones affecting the floor schedule, the conditions of considering a bill or other business, or the rights of other Senators, are normally not offered, or a member will object to it, until all Senators concerned have had an opportunity find it acceptable.

Vacancy
If a senator resigns or is removed from office, then there is a vacancy in the office. If a vacancy occurs, Senate has the authority, with certain restrictions, to elect a replacement. Since there can be an unlimited number of associate members, it is never considered that a resigning associate leaves a vacancy.

Voice Vote
A vote, in which the Presiding Officer states the question, then asks those in favor and against to say "Yea" or "Nay," respectively, and announces the result according to his or her judgment. The names or numbers of Senators voting on each side are not recorded.

Vote
Unless rules specify otherwise, the Senate may agree to any question by a majority of Senators voting, if a quorum is present. The Presiding Officer puts each question by voice vote unless the "yeas and nays" are requested, in which case a roll call vote occurs.

Yea and Nays
A Senator who wants a roll call vote on a pending question asks for the "yeas and nays" on the question. The request will be granted if seconded by one-fifth of a quorum, but this action does not bring debate to an end; it only means that whenever debate does end, a roll call vote will occur.

Yield
When a Senator who has been recognized to speak "yields" to another, he or she permits the other to speak while the first Senator retains the floor. Technically, a Senator may yield to another only for a question.

Yield the Floor
A Senator who has been recognized to speak yields the floor when he or she completes his or her remarks and terminates his or her recognition.

Yield Time
This process is not commonly used by Student Senate. The Senate may reach a unanimous consent agreement limiting the time for debate and placing it under the control of the Presiding Officer. The Presiding Officer then recognizes the Senator receiving the time to hold the floor. That Senator may yield his or her time to another Senator until the time limit has been reached.