

# Minot State University Student Government Association Constitution

Revised October 2021

## ARTICLE I                    GENERAL PROVISIONS

### ***Section 1. Mission***

1. The purpose of the Student Government Association shall be to promote the general welfare of the students, increase student involvement within the university, and provide an official voice through which student opinion may be expressed. It is the responsibility of the Student Government Association to foster communication between the students, staff, and administration of Minot State University.

### ***Section 2. Membership***

1. Membership in the Student Government Association, hereafter “SGA,” shall consist of all students who have paid activity fees to Minot State University, hereafter “MSU,” and are currently registered at MSU. The membership shall be represented by the elected and appointed officials of the SGA.
2. No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity within this organization based on the grounds of race, color, creed, national or ethnic origin, age, sex, gender identity or expression, sexual orientation, marital or parental status, disability, source of income, status as a veteran, or other such factors that cannot be considered lawful in admission to, access to, treatment in, or employment in this organization’s programs and activities. Any inquiries concerning the application of Title IX may be referred to the University Title IX Coordinator or the Office for Civil Rights.

## ARTICLE II                    ORGANIZATION AND OFFICIALS

### ***Section 1. Student Senate***

1. The Student Senate, hereafter “Senate,” in its entirety shall consist of the following officials:
  - a. Senators.
2. The Executive Board, hereafter “Board,” consisting of the following Executives:
  - a. Officers
3. All officials of the Senate shall maintain full-time student status.

### ***Section 2. Officers***

1. Officers shall consist of the following:

- a. President.
  - b. Vice President of Finance.
  - c. Vice President of Internal Affairs.
  - d. Vice President of State Affairs.
2. Officers shall be elected to one-year terms.

### **Section 3. Senators**

1. Senators shall consist of:
  - a. One Senator for every 200 students enrolled in each academic colleges;
  - b. One Senator for every 200 students enrolled as Bachelor of General Studies;
  - c. The President and Vice President and/or their designates of Residence Hall Association, hereafter "RHA" shall serve as senators;
  - d. Two Senators representing students living off-campus; and
  - e. Two Senators representing students in the Freshman class.
  - f. One Senator representing graduate students.
2. Senators shall be elected to one-year terms.

### **Section 4. Advisors**

1. An advisor to the SGA shall be a member of the staff, faculty, or administration.
2. Advisors shall be appointed to two-year terms.
3. Advisors shall be non-voting officials.

## **ARTICLE III PRIMARY ROLES**

### **Section 1. The Senate**

1. The Senate shall strive to act in the best interest of the student body, shall have power to act on all matters involving the expenditures of the Association and may delegate powers to the officials and committees, and shall have power to act on matters of discipline with the exception of those proceedings reserved for the Board.

### **Section 2. General Duties of Officials**

1. All officials of the SGA shall:
  - a. Uphold an appropriate level of personal and academic conduct to represent MSU and SGA.
  - b. Serve actively on the Senate and relevant committees.
  - c. Perform the duties of their office as outlined in the Constitution and By-Laws.
    - i. Perform and pursue any other duties which will benefit students of MSU.
  - d. Communicate with the student body as is described in their respective position descriptions. (See Section III of the By-Laws)

### **Section 3. President and Vice President of Finance**

1. The President shall:
  - a. Be the official spokesperson and President of the MSU student body.

- b. Preside over the Senate and other SGA meetings and functions.
2. The Vice President of Finance shall:
  - a. Be the financial officer of the SGA.
  - b. Perform the duties of the President in the President's absence or upon request.
  - c. Assume the office of President in the event of vacancy.

#### **Section 4. The Executive Board**

1. The Board:
  - a. Carry out their individual responsibilities while working collectively as a team to represent SGA and the student body.
  - b. Provide financial oversight of the SGA.
  - c. Make appointments to committees as needed.
  - d. Appoint new members to fill empty seats in the Senate in the absence of an Election Committee with the approval of the Senate.
  - e. Have other powers and responsibilities as prescribed in the Constitution and By-Laws.

#### **Section 5. Senators**

1. Senators shall:
  - a. Represent the interests of their constituents on the Senate and on committees.

#### **Section 6. Advisors**

1. Advisors shall:
  - a. Provide leadership, guidance, mentorship, and liaisons.
  - b. Facilitate transition of SGA officers and elected senators.
  - c. Inform the SGA of infractions of their Constitution, By-Laws, or standing rules.
  - d. Represent the SGA in any conflicts with MSU faculty or staff.

## **ARTICLE IV SELECTION OF OFFICIALS**

### **Section 1. In General**

1. Officials of the SGA shall be selected through election by the student body or through appointment.

### **Section 2. Elections and Appointments**

1. Any degree-seeking student enrolled at MSU, including candidates for office, may vote in the elections for Officers and/or Senators.
2. The Election Committee shall facilitate the Spring General Election, no later than the final Friday in March.
3. Advisors shall be selected as outlined in Article V, Section 5 of the By-Laws

## **ARTICLE V GRIEVANCES AND REMOVAL FROM OFFICE**

1. The Senate shall have the responsibility to utilize impeachment, removal, and disciplinary action within the Senate when such action is necessary and based on formally submitted complaints.

## **ARTICLE VI VACANCIES**

1. A vacancy occurs whenever a member of the Senate is unable to serve due to absence, resignation, removal from office, or lack of student status. The president shall have the task of appointing any vacancies with approval of the senate.

## **ARTICLE VII MEETINGS**

### ***Section 1. In General***

1. The Senate shall meet no fewer than two times per month during the academic year, except during vacations and exam periods.
2. One-half of the members of the Board shall constitute quorum at meetings of the Board.
3. Two-thirds of the Senate plus one shall constitute quorum at all meetings of the Senate.
4. Except as otherwise provided in this Constitution, one-half of those present plus one shall constitute a majority.
5. All Senate meetings shall be open to all members of the MSU community, unless decided against in advance by the President.

### ***Section 2. Parliamentary Authority***

1. Robert's Rules of Order Newly Revised shall be the parliamentary authority.

## **ARTICLE VIII FINANCES**

### ***Section 1. In General***

1. The SGA shall be funded through the Student Activity Fee. The Board shall have the authority to utilize the collected monies in such a way that provides a benefit or service to the MSU student body.

### ***Section 2. Use of Funds***

1. Acceptable utilizations of these monies may include, but are not limited to:
  - a. Providing on- and/or off-campus entertainment.
  - b. Providing intramural sports.
  - c. Providing monies for legislative affairs.
  - d. Acquiring materials to be used in some capacity as advertising for the SGA.
  - e. Delegating the use of a portion of the monies to worthy club and organizations.
  - f. Compensating Executives for their service to SGA and the MSU student body.

- g. Compensating the Senate with uniform and materials for their service to SGA and the MSU student body. Members of the Senate who have been performing their duties throughout their entire term will be allowed to keep any tangible items they receive.

## **ARTICLE IX AMENDMENT PROCESS AND BY-LAWS**

1. All members of the Senate shall be bound by relevant provisions of the SGA Constitution and By-Laws.

## **ARTICLE X ENABLING ACT**

1. This Constitution shall take effect upon approval by two-thirds of the members present at the meeting, assuming quorum is met.

# Minot State University Student Government Association By-Laws

## ARTICLE I GENERAL ELIGIBILITY OF OFFICIALS

### *Section 1. Officials*

1. Officers and senators of the SGA must maintain no less than a 2.0 cumulative grade point average on a 4.0 scale.
2. Officials of the SGA must carry no less than 12 semester credit hours.
3. Any official who resigns shall not be eligible to hold office again for one year without gaining approval of the Board.

### *Section 2. Presidential Candidates*

1. Candidates seeking the office of President of the SGA must have served as an official of the Senate for one academic year or gain approval of the Senate.

## ARTICLE II COMMITTEES

### *Section 1. In General*

1. Officials of the Senate that sit on SGA and administrative committees shall provide a report to the Senate regarding the proceedings of these committees.
2. Ad hoc committees may be formed as necessary and prudent.

### *Section 2. Clubs & Student Organizations (CSO)*

1. The Club & Student Organization Committee, hereafter "CSO," shall be charged with distributing designated funds to the clubs and student organizations of MSU, with approval of the Senate, as it deems appropriate based on the proposals of those clubs and organizations who seek funds and meet all criteria as outlined here and in Article IX, Section 3 of the By-Laws.
2. Membership shall include a non-voting advisor and the following voting members:
  - a. Chair: Vice President of Finance.
  - b. Four or more other members of the SGA.
3. The Chair shall:
  - a. Call an initial meeting, no later than six weeks after the semester begins, which one representative from each fund-seeking club or organization must attend.
  - b. Call no more than one meeting per month, unless necessary.
4. Each club and organization with a proposal must ensure the following before the proposal will be heard by this committee:
  - a. The proposal shall have been submitted electronically one week prior to the initial CSO meeting.

- b. The club or organization's most current constitution shall have been submitted to the SGA or be on file one week prior to the initial CSO meeting.
- c. The club or student organization's proposal must abide by all university funding policies.

### **Section 3. NDSA Committee**

1. This committee's charge shall be to:
  - a. Represent the MSU student body at the monthly meetings of the North Dakota Student Association, hereafter "NDSA," with no less than six delegates and provide a report to the Senate.
2. Membership shall include:
  - a. Chair: Vice President of State Affairs.
  - b. Five or more other Officials of the SGA or current students.

### **Section 4. Constitutional Review Committee**

1. This committee shall be charged with reviewing and revising the SGA Constitution and By-Laws, with approval of the Senate, as necessary and prudent.
2. Membership and a Chair shall be appointed by the President, with approval of the Senate.

### **Section 5. Student Outreach Committee**

1. This committee's charge shall be to:
  - a. Administer surveys and compile data in order to give SGA an accurate interpretation of student opinion.
  - b. Host student outreach events no less than once per month.
  - c. Implement and execute face to face recruitment strategies.
  - d. Advertise SGA initiatives through a variety of mediums.
2. Membership shall include:
  - a. Chair: Vice President of Internal Affairs
  - b. Vice Chair: shall be elected within the committee and must be a senator of the SGA.
  - c. Four additional members of the SGA.

### **Section 6. Election Committee**

1. This committee's charge shall be to:
  - a. Organize and facilitate the Spring General Election
  - b. Organize and facilitate the Fall Midterm Election as necessary.
  - c. May make recommendation to president to Filling all vacancies in the Senate.
2. Membership shall include:
  - a. Chair: SGA Advisor
  - b. One Senator representing the College of Arts & Sciences.
  - c. One Senator representing the College of Education & Health Sciences.
  - d. One Senator representing the College of Business.
  - e. Two Senators representing the Senate at large.

## **Section 7. Administrative Committees**

1. Officials of SGA shall represent the student body on various administrative committees outside of SGA.
2. The Vice President of Internal Affairs shall maintain and update a list of these committees.

## **ARTICLE III DUTIES**

### **Section 1. In General**

1. All Officials of the SGA are encouraged to attend a majority of SGA-sponsored events.
2. Fulfill all officer hours between the hours of 8:00 am and 4:30 pm, Monday through Friday, unless approved by the Vice President of Internal Affairs.
3. All officers must aid their successor with transitioning into office (post-election or post-appointment).

### **Section 2. President**

1. The President shall:
  - a. Chair all meetings of the Senate and Board.
  - b. Call meetings of the SGA at such times as deemed necessary or as directed by the Senate.
  - c. Create the SGA budget with the Vice President of Finance and advisors, with approval of the Senate, based on fees distributed by the SGA Activity Fee.
  - d. Create ad hoc committees to address issues inappropriate for the Senate to discuss.
  - e. Appoint members to all committees as necessary and with approval of the Senate.
  - f. Appoint vacant members as necessary to fulfill senate with approval of senate
  - g. Maintain a minimum of seven office hours a week.

### **Section 3. Vice President of Finance**

1. The Vice President shall:
  - a. Be the presiding officer over the CSO Committee. (Refer to Articles II and IX of the By-Laws for more information regarding CSO.)
  - b. Work with the President and advisors in the creation of the SGA budget.
  - c. Ensure payment of bills and completion of contracts.
  - d. Document an accurate record of the following:
    - i. All collections and disbursements.
    - ii. All money recipients allocated from budget hearings.
  - e. Maintain an updated copy of the SGA budget to disperse it to the Senate.
  - f. Serve as a representative on the Student Fee Committee.
  - g. Maintain a minimum of six office hours a week.

### **Section 3. Vice President of Finance**

1. The Vice President shall:
  - h. Be the presiding officer over the CSO Committee. (Refer to Articles II and IX of the By-Laws for more information regarding CSO.)
  - i. Work with the President and advisors in the creation of the SGA budget.

- j. Ensure payment of bills and completion of contracts.
- k. Document an accurate record of the following:
  - i. All collections and disbursements.
  - ii. All money recipients allocated from budget hearings.
- l. Maintain an updated copy of the SGA budget to disperse it to the Senate.
- m. Serve as a representative on the Student Fee Committee.
- n. Maintain a minimum of six office hours a week.

#### **Section 4. Vice President of Internal Affairs**

1. The Vice President of Internal Affairs shall:
  - a. Record and make available to the public minutes of the following meetings:
    - i. Senate
    - ii. CSO
    - iii. Constitutional Review Committee
  - b. Track Senate and committee meetings, communicating meeting dates and times to Senate members.
  - c. Track all office hours completed by all members of the Senate.
  - d. Maintain a current listing of all committees and committee members.
  - e. Notify the SGA President of members of the Senate who are in violation of their membership requirements, and notify the Senate, with approval of the President.
  - f. Organize annual Senate pictures to be taken in fall retreat.
  - g. Plan and develop internal and external marketing and public relation efforts to enhance the campus environment.
  - h. Maintain and update the SGA website, social media, and campus calendar with all SGA sponsored events and other relevant information.
  - i. Understand and abide by all rules of the Minot State University Institutional Review Board (IRB) in regard to surveying the student body.
  - j. Maintain a minimum of six office hours a week.

#### **Section 5. Vice President of State Affairs**

1. The Vice President of State Affairs shall:
  - a. Be the direct liaison between the State NDSA and MSU SGA.
  - b. Chair the NDSA committee and, as Chair:
    - i. Attend every NDSA meeting and provide a report regarding MSU.
    - ii. Provide a report to the SGA regarding the attended NDSA meeting.
    - iii. Ensure MSU delegate awareness through “delegate packets.”
    - iv. File vehicle requests.
    - v. Book other necessary accommodations.
    - vi. Provide the Vice President of Finance with list of who attended NDSA meeting
2. Organize an annual State NDSA meeting hosted by the MSU SGA.
3. Submit a final written report of the year’s activities at the last SGA meeting of the year.
4. Maintain a minimum of six office hours each week.

## **Section 6. Senators**

1. In general, Senators shall:
  - a. Meet periodically with their constituents in order to represent them honorably and effectively.
  - b. Serve actively on three or more Senate or administrative committees.
  - c. Volunteer at three or more SGA-sponsored events per semester.
  - d. Maintain one office hour per week.
  - e. Must have two completed reports
2. Senators representing academic colleges shall:
  - a. Meet with chairs council of the respective colleges and report to the Senate biannually.
  - b. If unable to meet with the chairs council, meet with the Vice President for Academic Affairs and report to the Senate biannually.
3. Senators representing the RHA shall have the following duties:
  - a. Maintain a relationship with residence hall staff and residents of the campus, and report to the Senate as necessary.
4. Senators representing off-campus students shall:
  - a. Meet with the Vice President for Student Affairs and report to the Senate biannually.
  - b. Their meeting should focus on the needs and concerns of students who live off-campus.
5. Senators representing the Freshman class shall:
  - a. Be exempt from the GPA requirements for their first semester.
  - b. Meet with the Vice President for Academic Affairs and report to the Senate biannually.
  - c. Their meeting should focus on the needs and concerns of the Freshmen class.
6. Senators representing athletics shall:
  - a. Maintain a relationship between MSU students and MSU student-athletes.
7. Senators representing International students shall
  - a. Maintain a relationship between MSU International students and SGA, and coordinate with the international student office
8. Senators representing the student body at large shall:
  - a. Maintain relationships with students at large
  - b. Must submit two senator reports

b.

## **Section 7. Advisors**

1. Advisors shall:
  - a. Ensure at least one advisor be present at each Senate meeting as a resource to the SGA.
    - i. The role shall not be to interfere unless requested to do so.
    - ii. In the event that no Advisor is available, the Vice President for Student Affairs or their designee will appoint a temporary advisor for that meeting.
  - b. Objectively mediate interpersonal conflicts between Officials of the SGA.
  - c. Be available to represent the SGA in any conflicts with MSU faculty or staff.
  - d. Inform the SGA of infractions of their Constitution, By-Laws, or standing rules.
  - e. Call extra meetings of the Board as they deem necessary and prudent.

## **ARTICLE IV RECOGNITION**

### ***Section 1. Senator of the Month***

1. Nominations and the election of a Senator of the Month will be on the first meeting of the following month.
2. Senators will only be eligible for nomination if they have completed all their required office hours and have no unexcused absences for the said month.
3. Those elected as the Senator of the Month will receive:
  - a. Parking rights for the Senator of the Month parking spot in the Administration parking lot.
  - b. Recognition on all SGA social media platforms.

## **ARTICLE V SELECTION OF OFFICIALS**

### ***Section 1. Election Committee***

1. The Election Committee shall be formed by the President in the spring semester.
2. The Election Committee shall be charged with:
  - a. Facilitating the process of the election of the following officials:
    - i. Officers and Senators.
  - b. Holding the Spring General Election.
  - c. Regulating nominations, campaigning, and the election process.
  - d. Holding a Fall General Election if deemed necessary.

### ***Section 2. Campaigning***

1. Candidates may campaign for office.
2. Campaigning materials must be removed from polling locations the day before the polls open.
  - a. Any candidate may receive a 10 percent loss of votes if campaigning or campaign materials are discovered in polling locations while polls are open.
  - b. Any candidate may be disqualified from an election if they or a member of their campaign committee is found to be operating or supervising a polling location.
3. Other campaigning guidelines shall be set by the Election Committee, with approval of the Senate.

### ***Section 3. Officers***

1. All candidates may run for up to one Officer position and one Senator position but shall only hold one if elected.
2. All Officers shall be elected by the student body at large in the General Election.
3. All Officers shall run on separate tickets.
4. The Officers shall take office on April 16.
  - a. The interim between election and taking office shall serve as a mandatory training period.
4. Presidential Candidates:
  - a. Candidates seeking the office of President of the SGA must have served as an official of the Senate for one academic year or gain approval of the Senate.
5. Vice President of Finance Candidates:

- a. Candidates seeking the office of Vice President of Finance of the SGA must have served as an official of the Senate for one academic semester or gain approval of the Senate.
- 6. Vice President of Internal Affairs Candidates
  - a. Candidates seeking the office of Vice President of Internal Affairs of the SGA must have served as an official of the Senate for one academic semester or gain approval of the Senate.
- 7. Vice President of State Affairs Candidates:
  - a. Candidates seeking the office of Vice President of State Affairs of the SGA must have served as an official of the Senate for one academic semester or gain approval of the Senate.
  - b. Candidates must hold a valid driver's license at the time of elections.
  - c. Candidates must have attended at least two North Dakota Students' Association (NDSA) meetings before the time of elections.

#### **Section 4. Senators**

- 1. All Senators, excluding Freshmen, will be elected in the General Election.
  - a. Those elected shall take office no later than April 16.
- 2. Freshmen Senators will be appointed in the Fall as determined by the President with approval of the Senate.

#### **Section 5. Advisors**

- 1. The Senate shall appoint or re-appoint Advisors every other Spring Semester in even years following the General Election.
  - a. Re-appointment of current Advisors may occur through a simple majority.
- 2. In the event of appointing a new advisor:
  - a. The President shall assemble a panel, with the approval of the Senate, charged with appointing no more than two advisors.
    - i. This panel must consist of the President, Vice President of Finance, no less than two senators, and no less than one faculty or staff member.
    - ii. These appointments must be made in no longer than one calendar month.
    - iii. Those appointed shall take office immediately upon appointment.

## **ARTICLE VI DISCIPLINE AND REMOVAL FROM OFFICE**

#### **Section 1. In General**

- 1. Decisions regarding discipline up to and including removal from offices of the SGA are the responsibility of the SGA Board.

#### **Section 2. Complaints**

- 1. No disciplinary action shall be considered unless a formal, written complaint is submitted by a member of the SGA to the President. If the complaint should be against the President, the written document should be submitted to the Vice President of Finance. Complaints must be as specific as possible, so the charges against the member are clear and understandable. Anonymous complaints will not be accepted.

- a. If the complaint is regarding the SGA President, the Vice President of Finance shall take on the duties of the President outlined in Article VI.
  - b. If the complaint is regarding the SGA President from the Vice President of Finance, the Vice President of Internal Affairs shall take on the duties of the President outlined in Article VI.
2. The Senator or Board member for whom the complaint is against will be provided a copy of the complaint, excluding the submitter's name. The senator will have three school days to provide a written response. Responses after the specified deadline will not be accepted.
3. The President shall consult with the complainant and the subject senator (separately) in an attempt to fully understand the relevant issues prior to presenting the complaint to the Board. The advisor shall be used as consult as needed and may be present at the interviews
4. The Board will review written statements provided and hear from the President regarding the initial consultation. An advisor will be present during all such meetings. Should the complaint be against a member of the Board or the President, that member will be recused from the process except as the subject senator.
5. The Board may choose to consider the written documents only or may choose to interview anyone that may have information regarding the matter. Interviews will not be conducted as a hearing. The Board will make a recommendation to the President regarding disciplinary action, and the President (in consultation with an Advisor) will implement disciplinary action and document the final decision. The recommendation of the Board will be written and will include a brief justification and/or reasoning behind the recommendation. The President is not required to accept the recommendation of the Board.

### ***Section 3. Discipline***

1. The recommendation of the Board regarding discipline may include:
  - a. Dismissal of the charges
  - b. Verbal counseling
  - c. Documented counseling
  - d. Documented reprimand
  - e. Probation
  - f. Suspension with or without pay
  - g. Removal from office
2. The President's final decision will be made in writing and addressed to the subject Senator or Board member with copies to the complainant.
3. With any disciplinary action, the Senator or Board member has the right to attach written comments for the record.
4. With any action that involves the loss of pay or removal from office, the Senator or Board member has the right to appeal the action.
5. When the final decision involves removal from office the Senator or Board member will have to option to resign. If this option is exercised the right of appeal is forfeited.

### ***Section 4. Appeals***

1. Any Senator or Board member subject to disciplinary action resulting in a loss of pay or removal from office may appeal that decision.

2. To appeal, the Senator or Board member must file a written appeal to the President within seven calendar days of the decision. The appeal may not introduce new information that was not previously documented and available to the Board.
3. Upon receipt of the appeal notification, the President will convene the full Senate to review and discuss the original complaint, the response provided by the Senator or Board member, the Board recommendation, and the President's final decision. Senate members may make inquiries of the Board and President to ascertain relevant facts of the matter. A motion to overturn the disciplinary action must be made by an SGA member and then seconded. A two-thirds vote of those present (provided a quorum is present) is required support the motion. If no motion is made or no second is made then the appeal will not be overturned.
4. If the disciplinary action is overturned, all loss of pay will be reinstated, if applicable. If a removal action is overturned the Senator or Board member will return to office as if they had not been removed.
5. A lesser form of discipline may be implemented based by a separate motion passed by a simple majority of the Senate.

### ***Section 5. Recordkeeping***

1. All documentation related to this section will be maintained in the Student Advisor's office and will be maintained in compliance with the Family Educational Rights and Privacy Act (FERPA).

## **ARTICLE VII VACANCIES**

### ***Section 1. Resignation***

1. Any member of the Senate may resign by submitting a signed and dated letter of resignation to the President. Letters of resignation shall appear in the next Senate meeting's minutes.
2. If an SGA member should vacate their position and had no longer been performing their duties, they will be expected to return their binder, jacket, polo, name tag, remaining business cards, and any other tangible items. All SGA members, no matter their position in this organization, will be held to this standard, except if the student is graduating or has completed their coursework before the end of the academic year. If these items are not returned the cost of these items will be charged to their Minot State University account.

### ***Section 2. President***

1. If the office of President becomes vacant, the Vice President of Finance shall assume the position and appoint their replacement from among the members of the Senate.

### ***Section 3. Officers***

1. If an officer position becomes vacant the president shall appoint someone to fill the position among the members of the Senate with the approval of the senate.

## **ARTICLE VIII MEETINGS**

### ***Section 1. Attendance of Senate Meetings***

1. If any member is absent without proxy and/or excusal by the President from three Senate meetings during their term, then that member must meet with the President and Vice President of Finance.
  - a. The President may recommend that the Senate vote on whether to retain that member.
  - b. If the member does not meet with President and Vice President of Finance in a reasonable amount of time, the President may recommend that the Senate vote on whether to retain that member without meeting with that member.
  - c. A two-thirds vote shall be required to remove a member from the Senate.
    - i. The member shall have the opportunity to speak on their own behalf.
    - ii. The member may not be present during deliberation and voting and may not vote.
  - d. Removal of members shall be subject to question after the second unexcused absence or tardiness from a mandatory meeting and/ or an event that an SGA member agreed to attend. An excused absence must be requested to the President at least 48 hours prior to the meeting or event. If the absence is questionable then the Board will vote whether it is excused or unexcused.

### ***Section 2. Attendance of Board Meetings***

1. If a Board member is absent without excusal by the President from two Board meetings during their term, then that member must meet with the President and Vice President of Finance.
  - a. The same procedure shall be followed as outlined in Article VIII, Section 1.

## **ARTICLE IX FINANCES**

### ***Section 1. In General***

1. All contracts and bills related to or paid through SGA funds must have signatures obtained from one officer and one advisor of the SGA.

### ***Section 2. Payment of Officials***

1. The officers of the Senate and SGA shall be placed on the payroll on April 16th of the year in which they are elected. They shall remain on the payroll until April 15th of the following year, unless they vacate their position before that time, whereas salary will be terminated effective the day of resignation.
2. In case of an appointment to a vacated position, the officer shall be placed on the payroll the day that they were appointed.
3. Any paid position within the Senate and/or Association will follow MSU Employee Guidelines.

### ***Section 3. Club Funding Procedure***

1. The primary purpose of the SGA's allocation process through CSO is to ensure that student activities and student life at MSU are able to be enhanced through efforts by clubs and organizations.
2. Meetings of the CSO shall be called by the SGA Vice President of Finance, acting as committee Chair, no later than six weeks after the semester begins.

3. To be eligible for funding through CSO, the following criteria must be met:
  - a. The clubs and organizations, hereafter simply “organizations,” must be official and authorized by MSU and SGA.
  - b. The organization’s CSO representative must have perfect attendance at CSO meetings in the current semester.
  - c. The organization’s proposal shall have been submitted electronically to the SGA Vice President of Finance, acting as CSO Chair, one week prior to the initial CSO meeting of the current semester.
  - d. The organization’s most current constitution shall have been submitted to the SGA or be on file one week prior to the initial CSO meeting of the current semester.
  - e. The organization must not be receiving student activity fee monies.

#### ***Section 4. Student Fees***

1. Any changes made past 10% of student fees per semester requires a two-thirds vote by the Senate.

### **ARTICLE X CONSTITUTION AMENDMENT PROCESS**

#### ***Section 1. Procedure for proposing and accepting an amendment***

1. Any current student or Official of the SGA may propose an amendment or resolution via a Senator or member of the Board.
2. Upon being brought before the Senate, the proposed amendment or resolution shall be tabled without discussion until the next meeting.
3. The proposed amendment or resolution shall be submitted to the Red & Green upon request.
4. If the proposed amendment is defeated by the Senate, the student has a right to petition, as drawn out in Section 2.
5. A two-thirds vote by the Senate will approve all proposed amendments and resolutions.

#### ***Section 2. Alternative procedure for proposing and accepting an amendment***

1. Any current student may petition an amendment at any time, if they obtain 300 or more student signatures.
2. An accepted petition will be voted on by the student body.
3. Approval or disapproval of the petitioned amendments will be decided by a simple majority of the voting student body.