



Bylaws of the Morehead State University Student Government Association

PURPOSE/MISSION STATEMENT:

The Student Government Association will commit itself to addressing student concerns, improving the overall quality of student life and work to make the college experience the best it can be.

ARTICLE I. STANDING COMMITTEES

Section 1.

The standing committees will be established as follows:

- A. Campus Involvement- Develops and manages civic engagement efforts, educational programming, philanthropic programming (e.g. Challenge for Change), and participation in the campus community.
- B. Public Relations- Promotes, publicizes information and maintains social media accounts affiliated with SGA in a professional and positive manner.
- C. Funding and Awards- Evaluates applications for SGA Funding Packets, reviews and selects candidates for SGA awards and oversees the organization's budget as a whole.
- D. Student Life- Researches policies and initiate plans to enhance the quality of student life while serving as a liaison to University departments.

Section 2.

Committee Chairs

- A. The Committee Chair is the presiding Student Senate member of the committee. This person is responsible for managing the committee's operations.
- B. The Committee Chair shall be appointed by the Executive Vice President.
- C. The responsibilities of the chair are to include the following:
 1. To determine a time and place for the meeting to be held.
 2. To produce an agenda for each meeting.
 3. To conduct the meeting pursuant to Roberts Rules of Order.
 4. To report committee progress to Senate.
 5. To report directly to the Presiding Official.

Section 3.

Vice Chairs

- A. The Committee Vice Chair is the second presiding member of the committee. This person is responsible for assisting the chair in managing the committee's operations.
- B. The Committee Vice Chair shall be appointed by the Chair of the Committee with the approval of the Executive Vice President.
- C. In the event of the Committee Chair being removed, his/her position will be filled by the sitting Vice Chair.
- D. The responsibilities of the Vice Chair are to include the following:
 1. To take roll at each meeting.
 2. To submit roll to the Vice President for Administration.

3. To take minutes.
4. To submit the completed committee minutes to the Executive Vice-President.
5. To fulfill the responsibilities of the chair in their absence.

Section 4.

Advisors to Standing Committees

- A. All committees will have an advisor from the Executive Board.
- B. Advisor should be available should the committee require assistance.
- C. The staff advisors will also be an available resource to the committees to advise as necessary.

Section 5.

Ad-Hoc Committees:

- A. The SGA may establish and disband supplemental Committees with the intent of addressing specified purposes. These committees shall be referred to as Ad-Hoc committees.
- B. Ad-Hoc Committees shall be vested with all powers, privileges, and responsibilities as designated to standing committees by the SGA Constitution and Bylaws.

ARTICLE II. ATTENDANCE POLICY

Section 1.

Attendance for Student Senate Members

- A. SGA attendance will be regulated as follows; a maximum of two unexcused absences in total will be permitted per semester. The third unexcused absence will result in dismissal from Senate. This will include attendance to Student Senate and committee meetings.
- B. An absence shall also be defined as any appearance to one of the aforementioned events 15 minutes or more after its official start time.
- C. Any Senator may submit a written excuse to the Vice President of Administration no more than 48 hours after the absence has occurred. The excuse will be reviewed by the Executive Board and the Senator will be notified of the excuse's approval or denial.
- D. Any official university excuse may be submitted no more than 48 hours after the excused absence has occurred and the absence will be excused (e.g. Sporting Events, FYS Speakers).
- E. By the first meeting of the semester, a preapproved list of events, created by the Executive Board, will be presented to Senate. If two of these are attended before the third absence, these events may absolve one absence. No more than one absence can be absolved in one semester.
 - a. The Executive Board will be able to add makeup events as they see fit.
- F. Event attendance can only absolve an absence if it occurs in the same semester as that absence.
- G. The Executive Board will notify SGA Student Senators individually after their first unexcused absence. After the second unexcused absence the Executive Board will notify the member in question to allow them to resign or appeal their absences. The appeal will be heard by the Student Court.

Section 2.

Attendance for the Executive Board

- A. Required to attend weekly Student Senate meetings.

- B. Advisors of the standing Committees are required to attend their respective committee meetings.
- C. Attendance requirements for the Executive Board meetings will follow the policy written in Article 2, Section 1, Part A.

ARTICLE III. DISPENSATION OF SGA FUNDS

Section 1.

- A. Prior to each fall semester the Executive Board shall take into consideration the SGA budget as a whole.

Section 2.

- A. The Executive Board shall earmark funds for SGA standing committees based on analysis of previous and projected expenditures.
 - 1. Any use of SGA standing committee funds must first be proposed by the respective standing committee and approved by a majority vote within the committee.
 - 2. All standing committee transactions must be approved by a majority vote of the Student Senate unless otherwise specified in SGA governing documents.
 - 3. All committee expenditures of less than or equal to \$50.00 may be approved by the Vice President for Finance without a majority vote of the SGA Senate.
 - a) Standing Committees must file a request to dispense funds with the Vice President for Finance and include:
 - a. Amount Requested
 - b. Description of Expenditure
 - c. Sponsorship by the Committee
 - b) If the Vice President for Finance is inaccessible for a signature of approval, committee expenditures of less than or equal to \$100.00 may be approved by the President.

Section 3.

- A. All funds not allocated to SGA standing committees shall be designated as the SGA General Fund.
 - 1. Allocations of the SGA General Fund may be proposed to the Student Senate and approved by a majority vote.
 - 2. The SGA General Fund shall be designated for spending outside the specific duties of the standing committees.

Section 4.

- A. The Executive Board shall present the Dispensation of SGA Funds to Student Senate for ratification, no later than the second Student Senate meeting of each fall semester.

ARTICLE IV. SGA ELECTION RULES AND PROCEDURES

The following are rules by which the campaigning and elections will be governed. Should there be any violations of these rules, then action may be taken against the individual concerned and/or the candidate for which the individual is campaigning.

Section 1.

Election Committee

- A. An election committee of five to seven members of Student Senate shall be formed six weeks prior to the election day(s) by the Executive Vice President.

1. In the event that the Executive Vice President is running for reelection, they must step down from the committee and succession will be followed.
- B. The election committee shall adhere to all regulations and responsibilities designated to committees in the Bylaws.
- C. No candidate for election is eligible for membership in the committee.
- D. The election committee will meet at least two times during the six weeks prior to the election(s).
- E. The committee shall be responsible for:
 1. Setting the election dates,
 2. Setting the date for the candidates meeting,
 3. Setting the date for the debate,
 4. Reviewing campaign violations,
 5. Conduction of a voter drive during the days of the election,
 6. And all other duties as assigned by the Assistant Vice President/Dean of Students.

Section 2.

Voting / Election

- A. In order for a student to vote in the election, he/she must be a full-time student at Morehead State University.
- B. Voting may not be used as bribery or as a way to gain admittance or admission into any function.
- C. The election will be open during the announced time provided by the Student Government Association. The election information will be announced one week prior to the election. Winners will be selected by receiving the highest percentage of votes. Results will be announced at least one week after the election.
- D. If there is any failure of the university data network or alleged violation that would impair at least five percent of the total number of students from voting, the results of the election could be voided, and a new election may be held within 48 hours. The decision to hold a new election or declare an election void is at the discretion of the Assistant Vice President/Dean of Students.
- E. If no Campaign Violation is filed, the results of the election will be posted within 48 hours of the election. If a Campaign Violation is filed, the results will be posted once the violation has been settled.

Section 3.

Candidate Requirements and Responsibilities

- A. Student Government Association Executive Board candidates must meet all the qualifications set forth in the SGA Constitution: be a full-time student, have at least a 3.0 cumulative GPA and be in good disciplinary standing with the university.
- B. Any candidate for the office of President must have successfully completed a minimum of 45 hours of full-time study at Morehead State University.
- C. Candidates for all Executive Board offices must be able to attend at least two SOAR sessions.
- D. Candidates running for any Executive Board office must be available to attend KLA and summer job training unless they are unavailable due to a university sponsored event or if they live outside the university's in-state tuition district.
- E. Each candidate or their campaign manager as designated on the candidate's application must attend the first candidate's meeting as announced by the SGA Election Committee.

At the conclusion of the meeting, each candidate, their campaign manager, or a designated representative must sign a form stating they understand the election rules and regulations.

- a. If a representative is not present at the first candidate's meeting, the candidate will be removed from the ballot.
- F. While campaigning, candidates, their campaign managers, and any other representatives are required to conduct themselves in a professional manner.

Section 4.

Campaign Regulations

- A. Candidates running for office may begin campaigning after, and only after, the first candidate's meeting as announced by the SGA Election Committee.
- B. All campaigning functions including campaign promotion, passing out of campaign materials, social media usage, and any other legal campaigning activities are permitted between the end of the first candidate's meeting until the officially announced ending of the election. Candidates may campaign on election days.
- C. There will be no campaigning on the day of the election within an approximant 25ft radius of the voter drive.
- D. Any campaign activity cannot interfere with the academic mission of the university.
 - 1. Candidates must gain permission from the Area Coordinator and or Director of each residence hall and the visit must be documented by the Area Coordinator and or Director of each residence hall.
 - 2. Candidates must have the proper escort for each building and floor (e.g. female candidates need a male, from that building, escort them on male floors).
- E. No campaign materials may be posted in residence halls
- F. Starting the day after the first candidate's meeting and ending on the day of the election's announced closing, candidates may campaign door-to-door from 5pm-9pm. Any campaign activity cannot interfere with the academic mission of the university.
- G. In order for a candidate to host political activities documented permission must be gained from the Dean of Students or his/her designee and scheduled through the Office of Conference and Event Services.
- H. No voice amplification devices of any kind are to be used.
- I. No mass communication may be sent by a university employee on behalf of a candidate.
- J. Current executive members may not actively endorse candidates or distribute materials on behalf of a candidate.
 - a. The above provision does not apply if the current Executive Member(s) wish to seek election on a joint ticket to an Executive Board position.
- K. No university social media accounts can be used for publicizing any candidate. This includes, but is not limited to the social media accounts owned and operated by an officially listed office, individual, or organization that is directly affiliated with the University. The social media accounts of MSU Athletics, the University's official social media accounts, or the social media accounts of the Student Government Association may not be used to promote the election of any candidate.
- L. Social media accounts run by the candidate, their campaign manager, or any other non-affiliated University personnel may promote and utilize social media platforms both during campaigning and on the days of the elections. All other non-University affiliated

organizations may only begin promoting a candidate on social media after the first candidates meeting and up until the officially announced close of the election

Section 5.

Campaign Materials

- A. A candidate is responsible for all materials, activities or other aspects, relating to his/her candidacy; therefore, he/she should approve all materials and activities related to his/her candidacies that are conducted by his/her campaign manager or supporters.
- B. All campaign materials must include, "Paid for by Candidate" or PFBC.
- C. The Student Government Association logo may not be used on any campaign material.
- D. All political advertising should be put on bulletin boards which are designated for general use and/or other areas designated by the SGA Election Committee. There will be a limit of ONE poster per candidate per bulletin board. No poster on a university bulletin board is to exceed 16'' x 24''. No campaign materials will be allowed to be posted in classrooms, computer labs, on trash cans, departmental boards, utility poles, trees, or other places deemed inappropriate by the Office of Student Affairs
- E. All campaign literature distributed through the University Post Office or Residence Hall mail boxes must be properly addressed with the name and appropriate box number as well as the sender name. Each candidate is entitled to one stuffing of mail boxes in the residence halls during all-campus elections. The Office of Student Affairs must be notified 48 hours prior to the stuffing of Residence Hall mail boxes in order to notify the Office of Student Housing.
- F. Political banners are to be displayed only with the approval of the Office of Student Affairs
- G. No candidate may negatively refer to his/her opponent or other person affiliated with an opponent in any campaign materials or events.
- H. No under-the-door distribution of materials will be approved for elections.
- I. A Candidate's campaign material may be removed only by the candidate, the campaign manager, or a designated representative.
- J. All posted campaign materials must be removed by the candidate or candidate's designated representative 48 hours following the completion of the election.

Section 6.

Campaign Finance

- A. Any candidate running for an Executive Board position or for a position on Student Senate is only permitted to spend up to \$250.00 on campaign advertising materials. Campaign advertising materials is defined as any promotional item that advances the candidates name presence and includes but is not limited to banners, promotional flyers, or business cards. A copy of the receipt for all campaign advertising materials must be turned in and filed with the Office of Student Affairs 24 hours before the opening of voting polls.

Section 7.

Campaign Violations

- A. Any formal complaint about a candidate or their materials must be filed by submitting a Campaign Violation Form to the Election Committee.
- B. Forms must be submitted no more than 48 hours after the election has ended.
- C. Any violation will be reviewed by the election committee, who will determine whether the violation will be submitted to Student Court.

- D. A Student Court hearing will take place no more than 5 business days after the form has been officially submitted by the Election Committee.

Section 8.

The election will follow Robert's Rules of Order to govern election procedure when not in conflict with the election rules. If at any time the election rules are found in conflict with the Constitution of the SGA, constitutional rules and requirements are to be followed.

ARTICLE V. ADDING, STRIKING, AND AMENDING THE BYLAWS OF SGA

Section 1.

Procedure for Adding, Striking, and Amending Bylaws

- A. A motion may be made by any member of Student Senate to add, strike, and amend bylaws.
- B. An Ad Hoc committee, chaired by the Executive Vice President shall be in charge of suggesting, editing, and finalizing a revised copy of the bylaws.
- C. Bylaws may be accepted, rejected, or amended by a TWO-THIRDS vote of Student Senate.

APPROVED by Legislative Committee: 2/20/07

APPROVED by Congress: 2/21/07

REVISED by Congress: 9/26/07

Revised & Approved by Congress: 2/03/10

Revised & Approved by Congress: 9/22/10

Revised & Approved by Congress: 2/26/15

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