

# **Rogers State University Student Government Association**

## **Statutes and Bylaws**



**Updated By 2020-2021 Executive Committee**

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## **TITLE ONE: DEFINITIONS**

### **Chapter One: General Provisions**

SECTION 1: The name of the organization shall be Rogers State University Student Government Association. Rogers State University Student Government Association may be referred to as RSU SGA or SGA. SGA is to serve as a liaison between the student body and administration and faculty. SGA's primary focus is to provide a network of communication between the students' organizations and administration. SGA shall also serve as the governing body of registered student organizations (RSOs).

SECTION 2: Members of RSU SGA shall include the Executive Committee, Freshman Councilmembers, RSO Representatives, a Chief Justice, and Associate Justices. Requirements for membership in each position are outlined in Section 1 within Chapters 1, 2, 3, and 4 of Title 2 respectively. Each SGA member shall have one (1) vote on any issue for which they are eligible to vote, regardless of position(s) held. In the event that an SGA member holds more than one position, they shall be responsible for informing the Executive Assistant the position which their vote represents.

SECTION 3: The Executive Committee (EC) shall be composed of the offices of President, Vice President, Executive Assistant, Parliamentarian, Public Relations Director, Representative Floor Leader, and Director of Diversity and Inclusion. The EC shall be vested with all the administrative powers and responsibilities of RSU SGA as stated in the Statutes and Bylaws and the RSU SGA Constitution.

SECTION 4: In the absence of rules provided in the Statutes and Bylaws, EC shall preside over the decision, with review in the Supreme Court. EC will then be tasked to amend the Constitution and/or Statutes and Bylaws if deemed necessary. EC shall follow the rules for special/emergency meetings as outlined in Title 2 Chapter 1 Section 13. If the Supreme Court is ineligible as defined in Title 3 Chapter 1 Section 1 for ruling, a decision shall be made by RSU Faculty Senate.

SECTION 5: An individual or RSO placed in unfavorable status shall have their voting privileges suspended until favorable status is restored. A RSO placed in unfavorable status shall also be prohibited from requesting SGA discretionary and appropriated funds for the duration. To be taken out of unfavorable status, the individual or RSO must correct the issue which was the cause for their being placed in unfavorable status. Any RSO not in unfavorable status shall be considered in favorable status and shall therefore have the privileges and responsibilities of a RSO.

SECTION 6: A simple majority is 50% +1 of all valid votes cast. A supermajority is 67% of all valid votes cast.

## **TITLE TWO: MEMBERS**

### **Chapter One: Executive Committee**

SECTION 1: All EC members, with the exception of President, Vice President, and Director of Diversity and Inclusion, shall be required to have at least one (1) semester of RSU SGA experience within a one (1) year period immediately preceding their seeking office to be eligible for a position. The SGA President, Vice President, and Director of Diversity and Inclusion must have at least two (2) semesters of experience in RSU SGA, with at least one semester of said experience being the semester immediately

preceding their assuming office. All EC members must be enrolled in at least six (6) credit hours at RSU for the duration of their term of office.

SECTION 2: The office of President shall serve as chair of RSU SGA for a term of one (1) year, beginning immediately after the adjournment of the final Congress meeting of the Spring semester or after the adjournment of the second Congress meeting of the Fall semester in which they are elected and terminating at the end of the final Spring Congress meeting the following year. The President shall also be responsible for overseeing the administrative functions of the RSU SGA Congress. In the event the President shall be absent for an organizational meeting or if the President so desires for any other reason, the President shall appoint the Vice President to serve as chair of the organizational meeting in their place; in any instances the Vice President is unable to preside, a qualified member of the EC shall serve in their place. The President shall within 10 days deliver all legislation to both the Faculty Senate and the Office of Student Affairs. The President shall also be responsible for posting the proposed agenda for each meeting of the RSU SGA Congress at least forty-eight (48) hours before the meeting date. The President shall convey formal reports to the RSU SGA Congress concerning actions taken or recommendations proposed by any university entity pertaining to legislation that originated within the RSU SGA Congress. This report shall be given at the first possible meeting following the President's receipt of such information. The President shall have the power to form standing and ad hoc committees. The President shall have the power to call emergency/special meetings. The President shall call for an annual budget meeting at the end of every fiscal year between the RSU SGA EC and the offices of President, Vice President of Student Affairs, Vice President of Academic Affairs, Vice President of Administration and Finance, and Vice President of Enrollment Management and Registrar.

SECTION 3: The Vice President shall serve for a term of one (1) year, beginning immediately after the adjournment of the final Congress meeting of the Spring semester or after the adjournment of the second Congress meeting of the Fall semester or after the adjournment of the second Congress meeting of the Fall semester in which they are elected and terminating at the end of the final Spring Congress meeting the following year. The office of the Vice President shall be responsible for assisting the President in the execution in their duties, and be able to serve in the absence of the President in any and all administrative functions. In the event that the President becomes unable to perform the duties of their office, the Vice-President shall, upon formal declaration from the Office of the President, either temporarily or permanently assume the office of SGA President. The Vice President is also responsible for assisting the Executive Assistant in overseeing the SGA Congress budget. The Vice President shall also serve as the chair of the Finance Committee and as co-chair of the Freshman Council. The Vice-President shall also be responsible for fulfilling any duty or obligation which the President may assign to them.

SECTION 4: The Executive Assistant shall serve for a term of one (1) year, beginning immediately after the adjournment of the final Congress meeting of the Spring semester or after the adjournment of the second Congress meeting of the Fall semester in which they are elected and terminating at the end of the final Spring Congress meeting the following year. The office of the Executive Assistant shall be responsible for keeping and posting minutes of the meetings and legislation to the public via email to the Web Marketing Coordinator no later than one (1) week following each meeting. The Executive Assistant

shall also be responsible for keeping attendance records, copies of legislation, and keeping a list of active members that comply with the requirements as defined in Chapter Three for being a RSO in good standing. The Executive Assistant shall notify the appropriate EC members after each SGA Congress meeting of the members who are at risk of falling into unfavorable status due to absences. The Executive Assistant shall be responsible for supplying ballots for elections as well as copies and reports for the RSU SGA Congress. The Executive Assistant shall be responsible for all bookkeeping pertaining directly to the RSU SGA Congress. The Executive Assistant shall also be responsible for supplying the current balance of the RSU SGA Congress budget.

SECTION 5: The Parliamentarian shall serve for a term of one (1) year, beginning immediately after the adjournment of the final Congress meeting of the Spring semester or after the adjournment of the second Congress meeting of the Fall semester in which they are elected and terminating at the end of the final Spring Congress meeting the following year. The office of the Parliamentarian shall be responsible for assuring that all members of the RSU SGA Congress are provided the opportunity to become properly versed in parliamentary procedure at a SGA sponsored RSO training event annually. The Parliamentarian shall also be responsible for assuring that all meetings of the RSU SGA Congress are procedurally adequate and shall advise the chair in any and all parliamentary disputes. The Parliamentarian shall have the authority to appoint an Assistant Parliamentarian to aid in the teaching of parliamentary procedure to the RSU SGA Congress as well as assisting in enforcing adequate parliamentary procedure at meetings as necessary. The Assistant Parliamentarian may also serve in the position of Parliamentarian should the Parliamentarian be absent from the meetings. The Assistant Parliamentarian shall at no time be considered a member of the EC unless the appointed assistant already holds an executive office.

SECTION 6: The Public Relations Director shall serve for a term of one (1) year, beginning immediately after the adjournment of the final Congress meeting of the Spring semester or after the adjournment of the second Congress meeting of the Fall semester in which they are elected and terminating at the end of the final Spring Congress meeting the following year. The office of the Public Relations Director shall be responsible for contacting any and all RSO presidents on the RSU campus with reminders and updates as they become available for RSU SGA events via phone, email, social media, or other necessary means. The Public Relations Director shall also be responsible for the preparation of any and all advertising pertaining to RSU SGA events at least one (1) month in advance of the event whenever possible. The Public Relations Director shall assist RSOs with PR materials by request, should those requests be submitted in a timely manner.

SECTION 7: The Representative Floor Leader shall serve for a term of one (1) year, beginning immediately after the adjournment of the final Congress meeting of the Spring semester or after the adjournment of the second Congress meeting of the Fall semester in which they are elected and terminating at the end of the final Spring Congress meeting the following year. The office of Representative Floor Leader shall be responsible for posting the agenda for all Congress meetings at least twenty-four (24) hours before the meeting time, and for conveying information to all other SGA Representatives concerning relevant business relating to the duties of a RSO Representative. The Representative Floor Leader will also work with the SGA Executive Assistant to ensure Representatives

are attending meetings and will notify Representatives, RSO presidents, and RSO advisors via email, social media, and/or other necessary means if the RSO is risking unfavorable status due to non-attendance. The Representative Floor Leader is a member of the EC but may remain an elected representative of their RSO as well.

SECTION 8: The Office of the Director of Diversity and Inclusion shall serve for a term of one (1) year, beginning immediately after the adjournment of the final Congress meeting of the Spring semester or after the adjournment of the second Congress meeting of the Fall semester in which they are elected and terminating at the end of the final Spring Congress meeting the following year. The Director of Diversity and Inclusion shall be responsible for recruiting new members and encouraging involvement in SGA, including leading the planning and execution of at least one (1) event per semester which promotes diversity and inclusion on campus. The Director of Diversity and Inclusion will also make use of email, social media, and/or other necessary means to fulfill their responsibilities. The Director of Diversity and Inclusion shall also serve as co-chair of the Freshman Council and chair of the Diversity Equity Inclusion Committee.

SECTION 9: At no time shall the President be considered a RSO Representative of the Student Congress. No member of the Executive Committee is allowed to simultaneously hold the position of Chief Justice or Associate Justice.

SECTION 10: The EC shall not have the power to compel any action from any officer or branch unless specifically authorized through statutory enactment.

SECTION 11: Members of the EC must attend eighty-five percent (85%) of all EC meetings and RSU SGA meetings, and shall not miss more than two (2) consecutive meetings of the EC, nor two (2) consecutive meetings of the RSU SGA Congress during an academic year. Any such unauthorized absence shall result in forfeiture of office.

SECTION 12: EC members may request an excused absence from the SGA President. An excused absence will not result in the forfeiture of their office.

SECTION 13: The President may call additional meetings of the EC as needed. Such meetings shall not interfere with organizational business. The EC shall not meet during the months of June and July unless a supermajority vote of the EC concur to such a meeting.

## **Chapter Two: Freshman Council**

SECTION 1: The RSU SGA Freshman Council shall be composed of no more than seven (7) members. Members shall be first-time first-year Freshmen and shall serve for a term of one academic year.

SECTION 2: To become a member of the RSU SGA Freshman Council, interested students will be required to submit an application to the SGA Office by the second SGA Congress meeting of the Fall semester. The seven (7) most qualified applicants as determined by the Executive Committee shall be appointed to the Freshman Council and be notified within three (3) business days after the interview process has been completed. Criteria on which to base selection of new members may include such things as involvement in high school extracurriculars and/or community activities, professional conduct at an interview, verbal reasoning skills, demonstration of creative problem solving, being willing and able to work well with others, and/or a genuine desire to be involved in SGA.

SECTION 3: The newly appointed members of the Freshman Council may choose to elect a Secretary from their own membership, whose duties shall mirror those of the SGA Executive Assistant as applicable to Freshman Council business.

SECTION 4: Members of the Freshman Council shall attend SGA Congress and at least one (1) Executive Committee meeting per month in addition to their own monthly Council meetings.

SECTION 5: Each councilmember of the Freshman Council shall be responsible for writing a minimum of one (1) piece of legislation during their term, as well as collectively planning a minimum of one (1) event with the purpose of bettering campus life.

### **Chapter Three: Registered Student Organizations**

SECTION 1: RSOs are created and run by students with support from the University. They range the spectrum from music and dance to politics and debate, from service and social activities to cultural and educational interests.

SECTION 2: Any and all RSOs wishing to be recognized by the RSU SGA shall submit a New Student Organization Registration Form to the Office of Student Affairs and shall have an opportunity to be heard by the RSU SGA Congress for a vote on acceptance.

SECTION 3: To be recognized as a RSO affiliated with RSU SGA Congress, the RSO shall be accepted by a simple majority vote by the RSU SGA Congress, and must have a minimum of five (5) members who are RSU students currently enrolled in at least six (6) credit hours. All members of a recognized RSO must be an RSU student. RSOs may set their own membership qualifications within their RSO constitutions.

SECTION 4: All-RSOs shall have up to two (2) voting representatives whose names shall be submitted to the Executive Committee at the beginning of each semester within the RSU SGA Congress. Each representative shall have one (1) vote each in SGA Congress meetings. The responsibilities of these voting members shall be to represent the RSO in question, and any other duties outlined by the Constitution and the Statutes and Bylaws. Representatives may hold their office for no more than two (2) RSOs per semester and may only enter a "present" roll call for an RSO by whom they were officially

elected as a Representative. Representatives may only cast one (1) vote on any issue for which they are eligible to vote. Representatives shall not simultaneously hold office as SGA President, Chief Justice, and/or Associate Justice.

SECTION 5: The RSOs shall be responsible to ensure their representatives are present at all RSU SGA Congress meetings, and that the RSO does not fall into unfavorable status (as defined in Title I Chapter One section 5) with the RSU SGA. Representatives may request an excused absence from the RSU SGA President. An excused absence will not result in their RSO being placed in unfavorable status. No more than one (1) excused absence will be allowed per semester for a RSO.

SECTION 6: The absence of a RSO shall be defined as neither of the RSO's designated Representatives indicating their presence during roll call of a Congress meeting. In the event that a Representative misses roll call, it shall be their responsibility to inform the Executive Assistant of their presence at the meeting immediately following its adjournment.

SECTION 7: Conditions resulting in unfavorable status for RSOs shall include:

- A. A RSO being unrepresented for two (2) consecutive RSU SGA Congress meetings, or three (3) meetings during an academic year.
- B. A RSO not submitting adequate contact information to the Executive Assistant and/or the Student Activities Coordinator by the second (2nd) Congress meeting of the Fall semester.
- C. Any other action seen as necessary for sanctions as determined by a supermajority vote of the present RSU SGA Congress.

SECTION 8: A RSO in unfavorable status for reasons of nonattendance for a period of one (1) academic year without adequate notification to the President or Executive Assistant shall no longer be considered a RSO and must go through the registration process for new RSOs for favorable status to be restored.

SECTION 9: All new RSOs shall have a one (1) semester grace period in which the consideration of being placed in unfavorable status shall require a supermajority vote of the present RSU SGA Congress; however, upon requesting funds from the RSU SGA Congress, the aforementioned grace period shall be waived.

SECTION 10: Any RSO that is deemed to be in unfavorable status shall be prohibited from voting or participating in RSU SGA business. In order to restore favorable status, a representative of the RSO must attend the next scheduled RSU SGA Congress meeting, resolve whatever issue has placed them in unfavorable status at that RSU SGA Congress meeting, and then attend the next RSU SGA Congress meeting following the aforementioned meeting for the unfavorable status to be lifted.

SECTION 11: All RSOs shall have current contact information of officers, SGA Representatives, and members turned into the RSU SGA President, Representative Floor Leader, and Executive Assistant no later than the second (2nd) meeting of the Fall semester. Any RSO not complying with this section



will be placed into unfavorable status until they have submitted the information and will continue to be in unfavorable status for one (1) SGA Congress meeting following compliance and approval of the RSU SGA Congress.

SECTION 12: New RSOs will not be allowed to request discretionary funds until the second (2nd) RSU SGA Congress meeting following adoption and approval as a new RSO.

SECTION 14: In order to receive appropriations within SGA, as outlined in Title 5, each RSO must have completed five separate SGA approved events within the preceding academic year. This is with exception of new RSOs established during the second semester of the academic year, which must have completed two SGA approved events during the semester in which they joined SGA. In order to qualify for appropriations within SGA, at least two members from each RSO must also attend an SGA sponsored RSO training event. In the case that no such event is held, this requirement is null and void for the specific academic year in which no event is being held. In the event of civil emergency, pandemic, or longstanding manmade or natural disaster, the Executive Committee, with a one-week notice to all registered student organization presidents, may with a supermajority vote temporarily suspend event requirements for the purposes of appropriations. In such event, the SGA Finance Committee shall use the following criteria for determining appropriations:

- A. Does the student organization benefit a significant number of RSU students or the campus as a whole;
- B. Did the student organization already receive appropriations for this activity or project in the immediate past fiscal year;
- C. Does the activity or project proposed by the student organization have the potential to benefit a significant number of RSU students; or
- D. Does the activity or project proposed by the student organization appear feasible, realistic, and attainable given current conditions and outlook?

SECTION 15: Types of SGA Approved Events:

- Community event: a registered event that is sponsored by an individual RSO or group of RSOs independently from the Office of Student Affairs and is open to the campus community. This event may take place on or off an RSU campus.
- Fundraising event: a registered event in which a positive amount of money was raised for a RSO. This event may take place on or off campus.
- Campus-sponsored event: a registered event sponsored by the Office of Student Affairs that enriches campus life and/or the image of Rogers State University to the surrounding community. This event may take place on or off an RSU campus.

SECTION 16: In order to retain membership status, all RSOs must also submit the following forms to SGA by the last SGA Congress meeting of the academic year:

- Advisors agreement;
- Current constitution and bylaws, including any applicable statewide/national organization governing documents;
- End-of-Year report for activities from the academic school year.

## **Chapter Four: Quorum**

SECTION 1: For the purpose of conducting business, the quorum of the RSU SGA Congress shall consist of a simple majority of members on the roster. Members considered for quorum in a meeting of the full RSU SGA Congress shall be the EC, Freshman Council, and SGA Representative(s) from each RSO. Quorum will be assumed for each meeting unless a verified attendance count is officially requested prior to the start of official reports and proceedings.

SECTION 2: Each year, RSOs shall provide the list of its duly authorized officers, as defined by their organizational bylaws or constitution. Updated officer roster must be submitted by the second congressional meeting of the academic year. Before such time as the updated officer rosters are received by the Executive Assistant and/or the RSU Student Activities Coordinator, quorum shall consist of all voting members present at Congress.

## **TITLE THREE: RSU SGA SUPREME COURT**

### **Chapter One: Membership**

SECTION 1: The Supreme Court shall comprise the Chief Justice, and no fewer than four (4) and no more than six (6) Associate Justices. If the no fewer than requirement is not met, the Court is rendered ineligible to make and enforce decisions. Total number on the Court at any given time must comprise an odd number of Justices, including the Chief Justice. If an office within the Supreme Court is vacant, the President of the SGA shall have the authority to nominate a candidate to fill the position for the allotted term upon confirmation by a supermajority vote from the RSU SGA Congress. Any student seeking or appointed to a position in the RSU Supreme Court must be enrolled in at least six (6) credit hours at RSU.

SECTION 2: The Chief Justice shall appoint a Marshal and Deputy Marshal from the members of the Court. The Marshal and Deputy Marshal shall be empowered to serve all process, writs, and subpoenas issued by the RSU SGA Supreme Court, on behalf of the Prosecution in a trial of Impeachment.

SECTION 3: The Chief Justice shall also appoint a Clerk from the members of the Court. The Clerk shall be responsible for taking and keeping accurate records and minutes, compiling the records and procedures of Impeachment into a Trial Journal, and recording the issuance of all summons, writs, and process.

SECTION 4: Every member of the RSU SGA Supreme Court shall be required to attend every part of a trial adhering to Impeachment Procedures.

SECTION 5: The RSU SGA Supreme Court shall meet no less than once every month during the academic year in order to review RSU SGA business and minutes for the purposes of establishing validity and assuring constitutionality. Court members must attend at least seventy-five percent (75%) of all RSU

SGA Supreme Court meetings for the academic year. Failure to comply with attendance requirements will result in forfeiture of office. One (1) excused absence per semester may be obtained from the Chief Justice except under extenuating or emergency circumstances, in which case absences may be excused at the Chief Justice's discretion. with the exception of meetings held for Impeachment processes.

SECTION 6: The Chief Justice may call additional meetings of the RSU SGA Supreme Court as needed. Such meetings shall not interfere with other RSU SGA organizational business. The RSU SGA Supreme Court shall not meet during the months of June and July, unless the RSU SGA Supreme Court agree to such a meeting by a supermajority vote, and the meetings are for the purpose of resolving legislative issues, completion of impeachment proceedings, and/or other official SGA business that cannot be addressed during the academic year.

SECTION 7: At no time shall the Chief Justice or an Associate Justice also be allowed to hold office as RSO Representative, or EC office.

SECTION 8: The Chief Justice of the Supreme Court can ask to be invited to one (1) SGA Congress Meeting and one (1) EC meeting each active month to discuss any Supreme Court business that the Chief Justice sees fit and necessary to communicate to the SGA bodies. The Chief Justice will be treated as a guest in these meetings, will be the first item of business after approval of the respective meeting's agenda, and may only stay for the duration of their report. The EC may ask for the Chief Justice's presence at more than one (1) SGA Congress or EC meeting each active month if there are items that need to be discussed on a more frequent basis. The Chief Justice may also request to be invited to report at more than one (1) SGA Congress or EC meeting each active month if the Chief Justice has any items that need to be discussed on a more frequent basis. Any extra invitations that the Chief Justice of the Supreme Court receives must be approved by a supermajority vote of the EC. At any extra meeting in which the Chief Justice is invited, business with them must be the first item after approval of the respective meeting's agenda, and the Chief Justice must not be present during any discussion of business other than their item(s) on the agenda, with the exception of any swearing in of any members as deemed necessary.

SECTION 9: In the event the Court is ineligible to render a decision in a case, RSU Faculty Senate shall assume all responsibilities and positions of the Court for the case at hand.

## **TITLE FOUR: LEGISLATION AND PROPOSALS**

### **Chapter One: Forms and Styles of Legislation**

SECTION 1: There shall be two styles of legislation considered before the RSU SGA Congress. These styles shall be resolutions and bills.

SECTION 2: As the RSU SGA Congress is the elected voice and representation of the student body, resolutions shall also be considered the opinion and desire of the student body. Resolutions do not require the signature of the RSU SGA President for final approval. Resolutions shall require a simple

majority of the RSU SGA Congress for passage. Resolutions may only be authored by RSU SGA EC Members, RSO Representatives, and/or Freshman Councilmembers.

SECTION 3: Amendments to the RSU SGA Constitution or Statutes and Bylaws shall take the form of a bill. All bills must be presented before EC and pass with a supermajority. Upon passage of the EC, the bill must pass with a supermajority vote in SGA Congress. If the bill includes an emergency clause, the clause must pass with a supermajority vote by SGA Congress. Upon passage of these bodies, the bill must then pass by simple majority vote of the student body in a ballot election as described in Title Five, Chapter Five, Section One of the RSU SGA Statutes if and only if the bill amends the Constitution. Bills shall take effect in regard to their enacting clause upon passage and approval. Bills may only be authored by RSU SGA Executive Officers, Representatives, and/or Freshman Councilmembers.

SECTION 4: All legislation must be presented to the EC. Resolutions will not need a vote of approval by this body, they must only be presented and inspected. Bills must receive a supermajority vote of all EC members present. This legislation will then be presented at the full SGA Congress meeting during the New Business portion of the agenda. At this presentation, questions, amendments, and debate on the legislation can occur, followed by a final Congress vote that very meeting.

SECTION 5: Governing documents of the RSU SGA must be revised and updated following any change or amendment. Revisions and updates must be completed and posted no later than the enactment date of the original legislation. In cases of an Emergency Clause, the governing documents must be revised and updated prior to the next regularly scheduled SGA Congress meeting except in the event of extenuating or emergency circumstances, in which case efforts must be made to update documents as expeditiously as reasonably possible.

## **Chapter Two: Proposals**

SECTION 1: The purpose of a funds proposal shall be for a RSO to request funds for the execution of RSO business, as well as to inform the RSU SGA of their plans to use the said funds.

SECTION 2: Funds proposals shall be presented on an Event Funds Proposal form accompanied by an Event Registration Form, and all monies requested shall take the form of a P.O. (purchase order).

SECTION 3: Any time a RSO spends above its approved amount on an activity that RSO shall be required to cover the difference in a professional and expeditious manner.

SECTION 4: All RSOs that request discretionary funds from RSU SGA for the purposes of facilitating events pertinent to their RSOs and under the guises of RSU, shall be required to submit a completed hard copy of their Event Funds Proposal Form to the Office of Student Affairs no later than six (6) weeks before the date that the funds are needed. If this contact is not made, the request shall be declared void, and the funds shall be re-deposited back into the applicable budget of the RSU SGA for its disbursement. No requests for per diems to students shall be allowed through the RSU SGA. Please see Student Affairs if your RSO wishes to request per diem for a conference or other event.

SECTION 5: Any RSO neglecting to notify the Office of Student Affairs of a purchase order request more than two (2) times per school year, shall be suspended from requesting funds for the remainder of that academic year.

SECTION 6: Any RSO that is requesting funds from the RSU SGA budget must turn in a completed Event Funds Proposal Form no later than 5:00 PM, seven (7) days prior to the Executive Committee meeting preceding the RSU SGA Congress meeting at which the proposal shall be introduced as New Business. All funds proposals shall be introduced during New Business at the RSU SGA Congress meeting preceding the meeting at which the funds proposals shall be heard and voted upon.

SECTION 7: Any RSO that requests funds from RSU SGA must fill out and complete a follow-up form to report the event. (Attendance, the amount of money raised, a brief summary of the event, etc.) That form will need to be completed and returned within one (1) week following the event and reported at the next SGA Congress meeting. No additional funding will be awarded to any RSO that has not completed a follow-up form, and that RSO will be placed on probation until the form is submitted.

SECTION 8: Any proposal requesting funds from the discretionary budget shall require passage by the SGA Congress. Passage of a funds request containing discretionary funds must first pass through the EC where it will be subject to one of the following options:

1. Recommended to pass on to the RSU SGA Congress for a vote;
2. Recommended for revision or denial if the request fails to conform to the RSU SGA Statutes and Bylaws, the RSU SGA Constitution, and/or the RSU Student Organization Handbook.

SECTION 9: All new RSOs will not be allotted discretionary funds until the second (2nd) RSU SGA Congress meeting following adoption and approval as a new RSO.

SECTION 10: No RSO will be allowed to request funds from the RSU SGA to purchase graduation regalia (i.e. stoles, sashes, medallions, pins, cords, etc...). This pertains to requests from appropriated funds and discretionary funds, or any combination thereof.

## **TITLE FIVE: APPROPRIATIONS**

### **Chapter One: Budget of the RSU SGA Executive Committee**

SECTION 1: The EC of the RSU SGA shall be appropriated at the beginning of each academic year not less than fifteen percent (15%) of the gross SGA annual budget.

SECTION 2: Any and all funds proposals regarding RSU SGA Executive officers and/or their offices for less than two hundred fifty dollars (\$250) of discretionary funds shall require a simple majority vote of the EC for passage.

SECTION 3: Any and all funds proposals regarding RSU SGA Executive officers and/or their offices for greater than two hundred fifty dollars (\$250) of the monies appropriated to the EC shall require a supermajority vote of approval from the EC for passage.

SECTION 4: Three (3) weeks prior to the end of the instructional period of the spring semester, all funds in the amended RSU SGA Congress discretionary budget shall be rolled over into the budget of the EC. Any RSO that is within good standing of the SGA shall be able to request funds from the amended EC budget.

## **Chapter Two: Budget of the RSU SGA RSOs**

SECTION 1: There shall be two types of funds available for RSOs:

1. Appropriated funds, which will be requested the academic year before they are used;
2. Discretionary funds, which will be requested at least six (6) weeks prior to when the funds are needed.

SECTION 2: For the purpose of determining appropriated funds and approving the EC budget, the SGA Finance Committee shall consist of the Vice President, Executive Assistant, and three (3) other voting members of the RSU SGA Congress to be determined by a simple majority vote of Congress at its May meeting.

SECTION 3: At the last half of each spring semester, all RSOs shall have the opportunity to request appropriated funds for specific events and RSO supplies to be earmarked for the next academic year. In order to qualify for determination of appropriated funds, each RSO requesting appropriated funds must turn in all requests by the final SGA meeting of the academic year.

SECTION 4: Determination of appropriated funds will be at the complete discretion of the Finance Committee. Any appeals to the decision of the Finance Committee regarding appropriated funds shall be made to the EC at or before their second meeting of the academic year.

SECTION 5: All other funds that are not in the EC budget or earmarked into appropriated funds shall make up the discretionary budget. Any RSO in favorable status is allowed to request to use discretionary funds for events.

SECTION 6: Determination of discretionary funds disbursement shall be at the complete discretion of the EC and the RSU SGA Congress. Requests must be submitted at the SGA Congress Meeting at least six (6) weeks prior to the date where funds are needed. Requests must be submitted to the EC at least seven (7) days prior to the SGA Congress meeting where the request will be proposed. The EC may amend or deny any discretionary funds request before it is proposed to the SGA Congress. All discretionary funds requests require a simple majority vote by both the EC and SGA Congress. The only time RSO may

request to use discretionary funds for t-shirts will be for a specific event, however, there will be a cap of \$300. If the t-shirts are to be sold at an event, the RSO must validate how the money collected will positively contribute to Rogers State University or the surrounding community.

## **TITLE SIX: ELECTION PROCEDURES**

### **Chapter One: General Provisions Pertaining to Elections**

SECTION 1: An academic week is any week (Monday through Sunday) during which the university holds classes for at least one day.

SECTION 2: A business day is any day, excluding Saturday and Sunday, during which normal university operations are being conducted between the hours of 8:00am and 5:00pm

SECTION 3: Campaign spending shall be defined as the retail value of any obligations incurred; the retail value of any goods and services donated and any actual funds expended to promote or oppose the election of any individual to any SGA office with limits as defined in Title VI, Chapter 1, Section 4. If this limit is exceeded the Election Commission will disqualify the offending candidate. This definition shall include the value of any discounts not available to the general public and the retail value of any donated professional services (such as printing, graphic design, entertainment, and advertising). It shall not include the value of donated non-professional services (services performed entirely by Rogers State University students, excluding those students who are providing services in their area of professional employment).

SECTION 4: Campaign spending shall have an upper limit of \$500 not including taxes, per candidate per election cycle. Campaign spending must be recorded and reported to the Election Commission no later than 5pm of each Friday of the election cycle. Two missed submissions will result in the candidate being disqualified.

SECTION 5: The campaign period shall be defined as the time between the formal announcement of the candidates by the EC and the end of the voting period of the election in which they are seeking office.

SECTION 6: Campaigning shall be defined as working in an organized and active way to promote a candidate as a representative of or at the directive of that candidate. This shall not be construed to restrict the rights of independent student speech under 70 O.S. § 2120.

SECTION 7: The voting period for any given election shall be from Monday at 8:00 am to Thursday at 5:00 pm during the specified academic week as provided for in Title 6 Chapter 2 Section 1 or a specified academic week as voted upon by the EC in the case of any special or emergency election.

SECTION 8: A candidate is any person verified by the Election Commission as being eligible to be placed on the ballot for a given election. Any helpers, volunteers, workers, or any other individual expressly or impliedly acting on behalf of a candidate shall be considered an extension of the candidate and shall be beholden to the same rules and regulations regarding the election process.

SECTION 9: Election fraud shall be defined as any act or omission completed or attempted with the intent to deprive a candidate or voter of their rights.

SECTION 10: Publicly posted shall be defined as flyers placed in prominent locations on campus, including the main doors of the Dr. Carolyn Taylor Center, the main doors of the Stratton Taylor Library, the main doors of Herrington Hall, and the main doors of Chapman Dining Hall.

SECTION 11: A designated agent shall be defined as any one (1) person whom a candidate for SGA office names on their application for candidacy to represent the candidate in an official capacity during the election process. Candidates may only name one (1) designated agent.

## **Chapter Two: Candidate Registration, Campaign Times, and Polls Open Times**

SECTION 1: The elections for RSU SGA shall take place five (5) academic weeks prior to Finals Week during the Spring semester. A Fall semester election shall also take place within the first four (4) academic weeks of the semester if deemed necessary by a supermajority vote of the EC to fill offices not satisfactorily filled during Spring elections.

SECTION 2: The time for submitting applications for candidacy shall open four (4) academic weeks prior to election week. Applications will be due two (2) academic weeks after becoming available.

SECTION 3: Campaigning for candidacy shall open upon the formal announcement of the election's candidates by the Election Commission, which shall follow immediately after the mandatory candidates' meeting (as described in Title XI, Chapter Three, Section 4) and close at 5:00 pm on the final day of elections.

SECTION 4: Campaign materials, and the distribution thereof, must comply with publicity policies outlined in the Student Organization Handbook, page 17-8. All campaign materials, posted by the candidate or their volunteers or workers, shall be the responsibility of the candidate whom they endorse, and at the closing of the campaign period, the candidates must remove all campaign materials. Any candidate who alters, destroys, or otherwise defaces the campaign materials of another candidate shall be subject to a referral to the Election Commission. The Election Commission may, under the powers vested to it by the RSU SGA, decide any recourse or disqualification of candidates if necessary.

SECTION 5: As permitted by Oklahoma Statute, this title shall not be construed as restricting the rights of students or individuals under 70 O.S. § 2120. Persons not under the direction of a candidate may still engage in "any lawful verbal, written, audio-visual or electronic means by which individuals may communicate ideas to one another, including all forms of peaceful assembly, protests, speeches and guest speakers, distribution of literature, carrying signs and circulating petitions." This shall occur in "the outdoor areas of campus" which are considered "public forums for the campus community." This shall not prevent RSU, its employees, officers, or volunteers from enforcing reasonable time, place and manner restrictions as duly established by the institution or its governing board.



SECTION 6: In support of the legislative intent 70 O.S. § 2120, the RSU SGA further supports the Chicago Statement, prepared by the University of Chicago Committee on Freedom of Expression, as it relates to student expressive activity and behavior.

SECTION 7: Elections shall be open for four (4) consecutive academic days (Monday through Thursday) online, and notification of the start of the election period shall be given by the Office of Student Affairs via student email.

### **Chapter Three: Election Commission**

SECTION 1: An Election Commission shall preside over election and campaign procedures for the RSU SGA. The Election Commission shall be formed at the first SGA Congress meeting of the Fall semester if Fall elections are required, or at a meeting of Congress in the Spring prior to the opening of the election period and shall be dissolved immediately following the successful election of all offices in the Spring elections. In the event of a resignation of a member of the Election Commission, a new member shall be chosen at the next Congress meeting. In the event that a new member is needed before the next Congress meeting, an eligible member of the Executive Committee shall temporarily serve in the vacated Commission position. The Election Commission shall convene for an initial meeting on the final day of filing for candidacy in all RSU SGA elections, including any special or emergency elections, to verify the validity of candidates' applications for candidacy, and then meet regularly as necessary to review the election process, including but not limited to candidates' spending disclosure sheets and any and all campaigning infractions.

SECTION 2: There shall be five (5) members in the Election Commission, chosen by the SGA Advisor(s) from active SGA Representatives. No individual who has submitted their candidacy for the election(s) over which the Election Commission shall preside may serve on the Election Commission. In the event that a member of the Election Commission decides to run for any SGA office, they must tender their written resignation to the Election Commission before submitting their application for candidacy; failure to resign from the Election Commission before applying for candidacy shall render their application invalid. No more than one (1) member from a RSO's officer team shall serve on the Election Commission. The Election Commission shall, from within its own membership, elect a Chairperson to preside over their meetings and certify the votes from the election.

SECTION 3: Members of the Election Commission shall in all Commission business strive to maintain impartiality; members who find themselves unable to do so are strongly encouraged to recuse themselves or resign from the Commission.

SECTION 4: A mandatory candidates' meeting shall be held on the Friday of the academic week immediately following the close of the application period. During this meeting, all rules for campaigning will be explained, printed copies of the campaigning rules, position descriptions, and a campaign spending disclosure form will be distributed, and candidate questions shall be addressed. Official dates concerning the election process will also be outlined.

SECTION 5: In case of emergency, a candidate can send a designated agent to represent them at the mandatory candidates meeting. The Election Commission will decide what constitutes an emergency.

SECTION 6: The ballot for all RSU SGA elections shall have only the names of candidates and the offices that they are seeking.

SECTION 7: Votes must be certified by the Chairperson of the Election Commission prior to the RSU SGA meeting at which the election results will be announced. The Chairperson of the Election Commission shall deliver the election results at the RSU SGA meeting following the closing of elections.

SECTION 8: In order to request a recount of votes, a candidate must formally submit such a request to the Chairperson of the Election Commission within 24 hours of the announcement of election results. Upon receipt of such a request, the Election Commission shall have 48 hours to manually recount the votes cast for the race(s) in question. After a manual recount, the results of the election are binding and shall not be further contested. Notification of the recount and its results shall be distributed to the student body following the final certification of results.

SECTION 9: In the event of a tie, each affected candidate shall be notified and given one (1) additional academic week to campaign. A secondary or runoff election shall be held from 8:00am on Monday through 5:00pm on Thursday of the following academic week, after which the Election Commission shall certify the votes as provided for in Title 6, Chapter 3, Section 7.

#### **Chapter Four: Election of President, Vice President, Director of Diversity and Inclusion, Chief Justice, and Associate Justices**

SECTION 1: The election of Student Government President, Vice President Director of Diversity and Inclusion, Chief Justice of the RSU SGA Supreme Court shall take place five (5) weeks prior to Finals Week in the spring semester of each year.

SECTION 2: Students interested in the President or Vice President officer positions must have two semesters experience (including the current semester) in the RSU SGA to be eligible for candidacy.

SECTION 3: Students interested in the position of the Chief Justice of the RSU SGA Supreme Court must have two semesters experience (including the current semester) in the RSU SGA to be eligible for candidacy.

SECTION 4: Students interested in a position as an Associate Justice of the RSU SGA Supreme Court will need one (1) semester of experience as a student at RSU.

SECTION 5: Any positions on the Supreme Court of the RSU SGA left vacant at the adjournment of the final RSU SGA meeting of the spring semester shall be included on the fall semester election ballot with any remaining positions.

SECTION 6: The offices of President, Vice President, Director of Diversity and Inclusion, Chief Justice, and Associate Justices shall be elected by a popular vote of the student body. For the election of the Associate Justices, the six (6) students with the highest number of votes shall be considered the victors in the election.

SECTION 7: Related to the elected positions outlined in this chapter, the victors shall assume the office to which they were elected and all associated duties during an inaugural ceremony to be held during the final meeting of the Spring semester of the RSU SGA Congress or the next RSU SGA Congress of the Fall semester if the officer is elected during Fall semester elections.

SECTION 8: If deemed necessary by the EC, the election of any remaining open positions outlined in this chapter shall take place between the first and second SGA Congress meetings of the Fall semester, and shall follow the procedures of Spring elections as outlined in Chapter 2 of this Title on an abbreviated schedule.

### **Chapter Five: Election of the RSU SGA Executive Assistant, Parliamentarian, Public Relations Director, and Representative Floor Leader**

SECTION 1: The offices of Executive Assistant, Parliamentarian, Representative Floor Leader, and Public Relations Director shall be selected by a secret ballot election during the final Spring semester meeting of SGA Congress. Students interested in these positions will need to have at least one (1) semester experience with the RSU SGA immediately preceding their seeking election to this office. Nomination procedures shall be at the discretion of the newly appointed RSU SGA President.

SECTION 2: The availability of any position outlined in this Chapter not filled at the designated Spring SGA Congress meeting shall be announced at the first SGA Congress meeting of the following Fall semester. Nominations and an election by the members of Congress present shall immediately follow the announcement.

SECTION 3: Any position elected by the SGA Congress which becomes vacant through the course of an academic year may be announced and filled at the discretion of the SGA President with a supermajority vote of the EC. The term of the newly elected official shall terminate at the end of the final Spring SGA Congress meeting, regardless of when their election takes place.

### **Chapter Six: Elections Relating to Constitutional Amendments**

SECTION 1: The procedure for ratification of Constitutional Amendments shall be as follows:

- A. The RSU SGA Executive Committee shall review the proposed amendment and oversee the following procedures.
- B. Once the Constitutional Amendment has successfully passed the Executive Committee by a vote of  $\frac{3}{4}$  of all members and passed the full RSU SGA Congress by a  $\frac{2}{3}$  vote of all members

present, copies of the amendment in question, as well as a sample ballot, shall be made available to the student body. Constitutional Amendments must pass by a simple majority of students voting.

- C. Notices shall be publicly posted on campus to give the student body knowledge of the amendment, the election date, and places where copies of the amendment and sample ballots can be seen no less than one (1) week prior to the election.
- D. The polls shall remain open for a minimum of six (6) consecutive hours during an academic day, and upon closing of the polls the votes shall be tabulated by the Executive Committee.
- E. Upon final count of the votes, the results shall be certified by the signature of the RSU SGA President, and if the measure receives a sufficient number of results, the amendment shall be considered law subject to the enacting clause of the legislation.

## **TITLE SEVEN: IMPEACHMENT PROCESS**

### **Chapter One: Impeachment and Removal of RSU SGA Elected Officials**

SECTION 1: For the purposes of clarity and full understanding, the following definitions shall apply as relates to the process of impeachment and removal from office:

- A. Impeachment: The prosecution, by the RSU SGA Congress before the elected RSU SGA Supreme Court of any member of the EC, Student Senate, elected RSU SGA official, or RSO as defined in Title 6 of the RSU SGA Statutes and Bylaws, for willful neglect of duty, corruption in office, gross misconduct, dereliction of duty, or incompetence.
- B. Articles of Impeachment: The written accusation against the defendant(s) approved and adopted by the full RSU SGA Congress.
- C. RSU SGA Supreme Court: A group of no less than five (5) and no more than seven (7) individuals elected by the student body of Rogers State University, or duly appointed by the RSU SGA President and ratified by the RSU SGA Congress that shall preside over impeachment hearings, review questions of constitutionality, conduct student trials, and submit official opinions and rulings.

SECTION 2: Articles of Impeachment must originate in the RSU SGA Congress and must state with reasonable certainty the offense for which the Executive Committee member, Freshman Councilmember, or Supreme Court member is subject to impeachment. If there is more than one (1) offense brought against the said officer, they shall be stated separately and distinctly.

SECTION 3: Upon the adoption of the Articles of Impeachment, the RSU SGA Supreme Court shall be vested with the responsibility of convening to review the Articles of Impeachment. The RSU SGA Supreme Court shall conduct a formal hearing in which the author of the Articles of Impeachment or a person the author names shall serve as prosecutor.

SECTION 4: The RSU SGA Supreme Court shall be responsible for presenting the Articles of Impeachment to the EC within seven (7) days of their adoption in the organization.

SECTION 5: When the RSU SGA Supreme Court has concluded its case in Impeachment Procedures and the Court has exhausted all debate upon the case, the Court shall then move immediately into a separate roll call vote on each charge brought forth in the Articles of Impeachment.

- A. All Court Members present and voting shall cast a vote of either "yea" for concurrence with the charge or "nay" for dissent of the charge
- B. Upon the tally of the roll call, the Chief Justice of the RSU SGA Supreme Court shall determine the verdict.
- C. Any charge not receiving the simple majority shall be dismissed as a "not-guilty" verdict. The punishment for any "guilty" verdict shall be at the discretion of the Court.

SECTION 6: Upon completion of the voting, the Chief Justice of the RSU SGA Supreme Court shall certify the results and affix their signature to the document. The certificate of results shall be included into the Trial Journal and it, along with any opinions, shall be delivered to and filed with the RSU SGA Executive Assistant, by the Court Clerk, immediately upon adjournment of the trial.

SECTION 7: In the event that articles of impeachment against a member of the RSU SGA Supreme Court are adopted, the party against whom said articles of impeachment are filed shall be required to recuse themselves.