

# STUDENT GOVERNMENT ASSOCIATION BYLAWS

## Article I Executive Officers

- Section 1. Chief Executive power shall be held by the Office of the President, with the exceptions noted in the Constitution and Bylaws.
- Section 2. The executive function shall be utilized through the Executive Branch, consisting of the President, Vice President, Treasurer, Secretary, Chief of Staff, and members of the Executive Cabinet.
- Section 3. Any Executive Officer shall be automatically and immediately removed from office if his/her academic standing is academic probation.
- Section 4. All Executive Officers shall maintain a full-time equivalency status throughout their terms of office.
- Section 5. President
- A. Shall call and preside at all meetings of the Executive Cabinet and of Executive Officers
  - B. Shall review the proposed budget drawn up by the Treasurer prior to the academic year.
  - C. Shall act as an ex-officio, non-voting member of all Executive Commissions, Student Senate, and Ad-Hoc Committees.
  - D. Shall establish Executive Commissions for research into various areas of concern.
  - E. Shall appoint all Secretaries of the Executive Cabinet.
  - F. Shall provide a channel of communication between the administration, faculty, student body, and Student Government Association.
  - G. Shall furnish a comprehensive report to the Student Senate with an update on the Executive Slate's platform progress once every academic month.
  - H. Shall issue orders to and require reports from Executive Officers and Secretaries in pursuance of the executive function.
  - I. Shall have the power to sign Student Senate legislation thereby making it effective, or veto the legislation thereby sending it back to Student Senate.
  - J. Shall act upon all legislation passed by Student Senate that has passed concurrent with Article III.2.B.6.

- K. Shall appoint the appropriate number of students as stated in the Constitution of the University Senate to the Campus Council following the Spring elections of the Student Government Association, before or on the University Senate's final meeting in the Spring.
- L. Shall be a member of the University Senate Governance and Elections Committee.

Section 6. Vice President

- A. Shall serve as Chief Administrative officer of the Student Government Association under the President.
- B. Shall preside in the absence of the President at the meetings of the Executive Branch.
- C. Shall attend functions in the absence of the President, as desired by the President.
- D. Shall serve as Chief Justice of the students sitting on the University Review Board.
- E. Shall serve as the President of Student Senate.
- F. Shall act upon matters as directed by the President of the Student Government Association.
- G. Shall serve on the University Senate Student Rights, Ethics, & Standards Committee.

Section 7. Treasurer

- A. Shall draw up the proposed budget for the ensuing year.
- B. In concurrence with the President, shall submit a proposed budget to the Student Senate. This proposed budget will be submitted to the Student Activity Fee Committee for allotment.
- C. Shall prepare a written statement of all expenditures, income, and balance to be presented at a regular meeting of Student Senate, with copies available for each member of Student Senate once every eight weeks.
- D. Shall require financial reports from the respective areas of the Student Government Association.
- E. Shall make disbursements and receive income in a timely manner.
- F. Shall keep the books of the Student Government Association.
- G. Shall keep the books open for public inspection at all times.
- H. Shall act upon matters as directed by the President of the Student Government Association.
- I. Shall serve on the University Senate Student Financial Assistance Committee.
- J. Shall serve on the University Senate Financial and Budgetary Affairs Committee.

Section 8. Secretary

- A. Shall coordinate the operation of the Student Government Association office.

- B. Shall be in charge of the hiring and firing of all Student Government Association office workers.
- C. Shall serve as the executive secretary for Student Senate and the Executive Branch.
- D. Shall be responsible for the publishing and distribution of all minutes.
- E. Shall maintain correspondence to all entities from the Student Government Association.
- F. Shall act upon matters as directed by the President of the Student Government Association.
- G. Shall serve on the Credentials Board as an ex-officio, non-voting member.
- H. Shall serve on the University Senate Student Center Committee.

Article II  
Chief of Staff and Executive Cabinet

- Section 1. All Cabinet Members shall serve at the discretion of the President of the Student Government Association with respect to specific duties and terms of office and may be removed from office by the President at any time.
- Section 2. Any Cabinet Member shall be automatically and immediately removed from office if his/her academic standing is academic probation.
- Section 3. All Cabinet Members shall maintain a full-time equivalency status throughout their terms of office.
- Section 4. Chief of Staff
  - A. Shall be in charge of executive transitions.
  - B. Shall be in charge of providing the President of the Student Government Association with students to fill University Governance positions.
  - C. Shall aid in the execution of legislation.
  - D. Shall be in charge of projects and ideas of the Executive Branch.
  - E. Shall act upon matters as directed by the President of the Student Government Association.
  - F. Shall attend meetings as assigned by the President of the Student Government Association.
- Section 5. The following Cabinet Members shall be established for the purpose of carrying out the executive function of the Student Government Association.
  - A. Press Secretary
  - B. Secretary of Justice
  - C. Secretary of Community Relations
  - D. Secretary of Governance
  - E. Secretary of Information Technology
  - F. Secretary of Diversity

- Section 6. Press Secretary
- A. Shall create and provide concise reports to local and campus media outlets outlining current and future Student Government Association initiatives.
  - B. Shall keep records of all such releases and communicate them to the Secretary of the Student Government Association and the Secretary of Information Technology.
  - C. Shall be prepared to field specific and technical questions to the media regarding all aspects of the executive agenda.
  - D. Shall represent the Executive Officers of the Student Government Association to the media at large if they are not available for comment.
  - E. Shall coordinate any open forums, press conferences, or other related matters wherein the primary focus is dissemination of information to the public.
  - F. Shall act upon matters as directed by the President of the Student Government Association.
- Section 7. Secretary of Justice
- A. Shall serve as an ex-officio, non-voting member of the Student Government Association Judicial Court and shall act as chair of that body.
  - B. Shall make reports to the Executive Officers and Student Senate regarding the actions of the Judicial Court.
  - C. Shall oversee the operations and proceedings of the Judicial Court.
  - D. Shall be responsible for finding applicants to fill any vacant seats on the Judicial Court.
  - E. Shall make recommendations to the Executive Officers on any matter that falls under the express jurisdiction of the Judicial Court.
  - F. Shall act upon matters as directed by the President of the Student Government Association.
- Section 8. Secretary of Community Relations
- A. Shall monitor and oversee the actions of the Mayor's Commission.
  - B. Shall represent the interest of the Student Government Association before community organizations and activities as directed by the President of the Student Government Association.
  - C. Shall manage the Student Government Association relations with other non-governmental bodies within the off-campus community.
  - D. Shall monitor the action of local, state, and national governmental bodies and report those matters of interest to the Student Government Association.
  - E. Shall attend all Muncie City Council meetings.
  - F. Shall act upon matters as directed by the President of the Student Government Association.
- Section 9. Secretary of Governance
- A. Shall monitor and coordinate student attendance at all University Senate Council and Committee meetings.

- B. Shall receive and organize minutes and reports for all areas of University Governance for distribution and publication to the Student Government Association.
- C. Shall work with the President and the Chief of Staff of the Student Government Association to find qualified students to fill all available seats within the University Governance structure.
- D. Shall work with the Under-Secretary of University Senate to maintain an orderly record of minutes, reports, and student attendance from within the University Governance structure.
- E. Shall serve as an ex-officio, non-voting member of the University Senate Governance Committee and shall be the designated proxy for the President of the Student Government Association if he or she cannot attend.
- F. Shall act upon matters as directed by the President of the Student Government Association.

Section 10. Secretary of Information Technology

- A. Shall promote the Student Government Association website.
- B. Shall monitor and update the Student Government Association website as needed.
- C. Shall maintain contact with University Computing Services.
- D. Shall receive and publish minutes, reports, and legislation from the Secretary of the Student Government Association.
- E. Shall receive and publish minutes, reports, and legislation from the Secretary of Governance.
- F. Shall provide technological recommendations to the Executive Officers.
- G. Shall sit on the University Senate Information Technology Committee.
- H. Shall act upon matters as directed by the President of the Student Government Association.

Section 11. Secretary of Diversity

- A. Shall act as liaison between multicultural student organizations and the Executive Officers.
- B. Shall promote multicultural student activities.
- C. Shall cooperate with all campus groups to promote campus unity.
- D. Shall monitor and work with the Multicultural Center.
- E. Shall advise the President of the Student Government Association in selecting a diverse group of students for presidential appointments.
- F. Shall make recommendations to the Executive Officers regarding the climate of diversity on campus.
- G. Shall serve as the chief officer of Ball State University's Multicultural Council.
- H. Shall act upon matters as directed by the President of the Student Government Association.

Article III  
Legislative

Section 1. Membership

- A. Numerical representation shall be as stated in the Elections Code.
- B. Any senator shall be automatically and immediately removed from office if his/her academic standing is academic probation.
- C. All senators shall maintain a full-time equivalency status throughout their terms of office.
- D. On-Campus Representatives
  - 1) The On-Campus District shall include all residence hall students.
  - 2) All qualifications and procedures of Student Senate shall apply to On-Campus senators.
- E. Off-Campus Representatives
  - 1) The Off-Campus District shall include all students not living within residence halls.
  - 2) Those students that participate in the spring election shall prove his/her upcoming fall semester residence to be off campus in order to run in the election as an Off-Campus senator.
  - 3) The Elections Board shall determine the proof required to run in the election.
  - 4) All qualifications and procedures of Student Senate shall apply to Off-Campus senators.
- F. At-Large Representatives
  - 1) At-Large senators shall represent the entirety of the student body.
  - 2) All qualifications and procedures of Student Senate shall apply to At-Large senators.
- G. Freshman Representatives
  - 1) Freshman senators shall represent the entirety of the freshman class.
  - 2) All qualifications and procedures of Student Senate shall apply to freshman senators.
- H. Graduate Representatives
  - 1) Graduate senators shall represent the entirety of the graduate classes.
  - 2) All qualifications and procedures of Student Senate shall apply to graduate senators.
- I. Organization Representatives
  - 1) Shall consist of one representative from each of the following: Asian-American Student Association, Black Student Association, Disabled Students in Action, Interfraternal Council, Latino Student Union, National Pan-Hellenic Council, Panhellenic Council, Spectrum, Student Voluntary Services, University Programs Board.
  - 2) Shall represent the entirety of their respective organizations.

- 3) All qualifications and procedures of Student Senate shall apply to organization senators.
- J. Elections shall be held in accordance with the Student Government Association's Election Code.
- K. Replacements
- 1) Vacancies in the position of On-Campus senator can be replaced in accordance with each individual residence hall's constitution during the first fourteen (14) days of vacancy.
  - 2) All other candidates for the position of senator must petition for a Student Senate seat by submitting at least fifty (50) student signatures and completing all necessary forms.
  - 3) Candidates for vacant seats shall be reviewed by the Credentials Board, whereupon the Board shall select potential senators to be approved by a simple majority vote of Student Senate.
- L. Attendance
- 1) Attendance is mandatory for all voting members of the Student Senate. Attendance is defined as being present from the opening roll call to the closing roll call. If a senator, or his/her proxy, fails to answer any roll call during the Senate meeting, the Secretary may assess the respective senator with a tardy. For every three (3) tardies accumulated by a senator, the Secretary may assess that senator with an unexcused absence.
  - 2) Two (2) unexcused absences will result in automatic dismissal from Senate. Special circumstances will be handled by the Secretary.
  - 3) Senators shall initially be limited to two (2) proxies per one (1) semester. When a senator has reached the proxy limit, the Secretary shall notify the Senate of such and it shall then require a two-third (2/3) vote of the senators present to approve a proxy for the senator. Proxies may not vote at any time, no shall they have parliamentary authority.
  - 4) The quorum necessary for the Student Senate to conduct business shall be a simple majority of those senators duly elected, appointed, or otherwise chosen to serve. The quorum shall be determined by counting only those seats which are filled; vacant Student Senate seats shall not be counted in the computation of quorum.
- M. Organizational Expansion
- 1) The organization applying for a Student Senate seat must be recognized by Ball State University.
  - 2) Ball State University must employ the organization's advisor.
  - 3) Organizations seeking to regain a seat after the seat has been lost may do so within two (2) semesters of losing the seat and under the following conditions:

- a) Obtain two (2) letters of recommendation from the organization's faculty advisor and from an administrator of Ball State University.
  - b) Submit a letter to the Credentials Board Chair and to the President of the Student Senate including, but not limited to, the explanation of the following things:
    - i) Why the organization lost its seat.
    - ii) The argument as to why the organization should be let back onto the Student Senate floor.
    - iii) Contributions the organization could offer to the Student Senate.
    - iv) If there would be any future problems with retaining a seat in the Student Senate.
  - c) Be interviewed separately by both the Credentials Board and an interview board made up of the President of the Student Government Association, the President of the Student Senate, and the President Pro Tempore of the Student Senate.
  - d) Approval shall take place upon a two-thirds (2/3) vote of the Student Senate.
- 4) Organizations that have lost their seat three (3) times within five (5) years may reapply if the application process outlined in this section is completed and if a meeting with the Student Government Association Advisor takes place.
- 5) Organizations wanting to obtain a seat on the Student Senate floor must go through the following application process:
- a) Obtain three hundred (300) signatures from the student body.
  - b) Submit a written proposal to the Credentials Board following the guidelines established.
  - c) Be interviewed by the Credentials Board.
  - d) Be recommended for approval by the Credentials Board.
  - e) Approval shall take place upon a two-thirds (2/3) vote of the Student Senate.

Section 2. Duties and Powers

A. Types of Legislation

1) Bills

- a) Bills create official Student Government Association policies, rules, and regulations, and are only appropriate for matters within the Student Government Association jurisdiction.
- b) Changes to the Elections Code shall require a two-thirds (2/3) vote, while all other bills require a majority vote of voting members present.

- c) A bill is subject to one (1) reading in Agenda Committee, two (2) readings during separate meetings upon the Student Senate floor, and approval or veto by the President of the Student Government Association.
  - 2) Resolutions
    - a) Resolutions formalize official Student Government Association opinions, views, or calls to action including all matters not within the Student Government Association jurisdiction.
    - b) A resolution is subject to one (1) reading in Agenda Committee, two (2) readings during separate meetings upon the Student Senate floor, and approval or veto by the President of the Student Government Association.
  - 3) Senate Orders
    - a) Senate Orders are formalized recognitions for on-campus individuals, student organizations, and other groups deemed fit by the Agenda Committee.
    - b) Senate Orders will be announced in the Student Senate during Special Orders of Business.
    - c) A Senate Order is subject to one (1) reading in the Agenda Committee and an announcement in Student Senate.
- B. Legislative Process
  - 1) All legislation must be authored or sponsored by a senator.
  - 2) All new legislation must be submitted to the chair of the Agenda Committee of Student Senate and shall be acted upon as defined in Article III.8.D.1.
  - 3) Legislation shall be acted upon by the appropriate Student Senate Committee as directed by the Agenda Committee of Student Senate.
  - 4) Legislation shall be acted upon by the Student Senate when the appropriate number of readings and committee actions have been taken.
  - 5) The preceding process may be suspended because of extenuating circumstances by a two-thirds (2/3) vote of the Student Senate.
  - 6) All legislation is subject to presidential approval or veto.
    - a) Legislation shall become effective with the signature of the President of the Student Government Association.
    - b) If the President of the Student Government Association has objection to the legislation and vetoes it, the Student Senate shall have the power to override the President's veto by a two-thirds (2/3) vote.
    - c) If the President neither signs nor vetoes the legislation by the next regularly scheduled meeting of the Student Senate, it shall become effective at that time.
  - 7) If a senator votes within the minority on a piece of legislation, he or she has the right to file a dissenting opinion.

- a) The author(s) of the dissenting opinion must submit the essay to the Agenda Committee by the second Friday at office closing after the vote passes.
  - b) There shall only be one dissenting opinion per piece of legislation.
    - i. Upon submission of the dissenting opinion, the President Pro Tempore will contact the author(s) of the original piece of legislation informing the author(s) they may submit a majority opinion by the next Friday at office closing.
    - ii. After receiving both dissenting and majority opinions, the Agenda Committee must create a Special Order of Business the Wednesday immediately following their submission to announce their submission.
    - iii. The dissenting and majority opinions will then be filed in the office with the original piece of legislation.
- 8) If a senator votes within the majority on a piece of legislation, but for reasons other than what are given by the majority, he or she has the right to file a concurring opinion.
- a) The author(s) of the concurring opinion must submit the essay to the Agenda Committee by the second Friday at office closing after the vote passes.
  - b) There shall only be one concurring opinion per piece of legislation.
    - i. Upon submission of the concurring opinion, the President Pro Tempore will contact the author(s) of the original piece of legislation informing the author(s) they may submit a majority opinion by the next Friday at office closing.
    - ii. After receiving both concurring and majority opinions, the Agenda Committee must create a Special Order of Business the Wednesday immediately following their submission to announce their submission.
    - iii. The concurring and majority opinions will then be filed in the office with the original piece of legislation.
- C. Student Senate shall be empowered to remove from office all Executive Officers, Directors, and Sub-Directors of the various Executive Departments, as well as senators, Judicial Court members, members of Autonomous Boards, and all members of the Executive Boards according to the following process.
- 1) Student Senate shall have the sole power of impeachment and hearings of disciplinary action.

- 2) Penalties imposed as a result of disciplinary actions may include, but are not limited to, censure and/or removal from office. In the case where the Student Government Association funds are involved, compensation to the Student Government Association for missing funds shall be in order. In other cases, judgment shall not extend further than removal from office.
- 3) When the President or Vice President of the Student Government Association is accused, the voting members of the Judicial Court shall elect from their membership a presiding officer. When the Treasurer, Secretary, or any other member of the Executive Council is accused, the President Pro Tempore shall serve as the presiding officer. These individuals shall only preside over the hearing before the Student Senate, should one be required.
- 4) Upon receipt by the presiding officer of the Student Senate of a petition signed by one-third (1/3) of the voting members of the Student Senate, calling for an investigation into disciplinary matters against a member of the Student Government Association, a committee shall be convened to investigate the matter. The formation of this committee shall be made known to the Student Senate. The Secretary shall notify the accused of the formation of the Committee and of the charges levied against him/her. In the event that the Secretary is the individual accused, the Parliamentarian shall issue the written notice. The voting members of this committee shall consist of the Chairs of the Standing Committees of the Student Senate. The Student Senate Parliamentarian shall serve as a non-voting member of the Committee. The Investigations Committee shall elect its Chair from among its voting members.
- 5) Procedures of Disciplinary Action
  - a) *Notification and Quorum.* The Investigations Committee shall serve written notice to the accused at least five (5) days prior to any and all meetings of the Committee, including the time and place of those meetings. A quorum of three-fourths (3/4) of the Committee's total membership shall be necessary to conduct any business.
  - b) *Presentation of Cases.* The accused may present his/her case in writing and/or by personal appearance. This choice is left to the discretion of the accused. During meetings of the Investigation Committee, the members of the Committee and the student may ask questions.
  - c) *Witnesses.* The Committee and the accused may invite persons who have information relevant to the accusation to present testimony at the investigative meetings; however, the Committee's Chair may limit the number of witnesses to avoid repetition and cumulative testimony. Each party is responsible for ensuring the presence of their respective

witnesses at the meetings and shall be prohibited from submitting a written statement in lieu of personal testimony unless a majority of the Committee determines that the witness is unable to testify in person.

- d) *Disqualification and Challenges.* Any member of the Investigations Committee shall disqualify himself/herself if he/she has a conflict of interest with the case, the student, or has a personal bias. The decision whether to disqualify a challenged member shall be made by a simple majority vote of the remaining members present. If a challenge is upheld, the appropriate Standing or Independent Committee shall be notified and shall select a replacement for the disqualified member.
  - e) *Conduct of the Committee Meeting.* Meetings of the Investigations Committee shall be conducted in an informal manner and without reference to rules applicable to a court of law concerning the examination of witnesses and the admissibility of evidence, but with a view toward providing a complete understanding of the facts involved. Irrelevant, immaterial, and unduly repetitious evidence may be excluded. Meetings of the Investigations Committee shall be private. The accused shall have the right to make a record of the meeting(s) at his/her own expense by having a person of his/her choice make an informal record of the meeting(s).
  - f) *Additional Rules.* Procedural rules not inconsistent with these procedures may be established by the Investigations Committee from time to time to fulfill its functions in an orderly fashion.
  - g) *Determination and Recommendation of the Investigations Committee.* The Committee shall meet in one or more private sessions after all testimony and evidence is collected. The purpose of these meetings, open only to members of the Committee, shall be to weigh all information gathered and to decide upon its recommendation to the Student Senate. The Committee shall decide, based upon the information collected, to recommend that the charges be dismissed or that the Student Senate proceed to a disciplinary hearing. The Committee is not to determine the guilt or innocence of the accused. The Student Senate shall, by a simple majority vote, decide to accept the recommendation of the Investigation Committee.
- 6) If the Student Senate votes to hear the trial, a special session shall be called within one (1) week. The Chair of the Investigations Committee or his/her designee shall introduce the collected

evidence to the Student Senate. Upon this report's completion, the accused may respond. The Student Senate shall then be open to debate the removal of the accused. It shall require a two-thirds (2/3) vote of the total voting members to remove the accused from office.

- 7) Offices left vacant due to impeachment shall be filled according to Article III.1.J.

Section 3. President of the Student Senate

- A. The Vice President of the Student Government Association shall serve as President of the Student Senate.
- B. Shall preside at all meetings of the Student Senate.
- C. Shall chair the Agenda Committee.
- D. Shall appoint Ad-Hoc Committees.
- E. Shall create special commissions as he/she deems necessary for the running of the Student Senate.
- F. Shall be empowered to require reports from all areas of the Student Senate.
- G. Shall direct all legislation passed by the Student Senate to the President of the Student Government Association to be acted upon.
- H. Shall direct all legislation passed by the Student Senate to the appropriate body mandated by the legislation.
- I. Shall serve as an ex-officio, non-voting member of all Student Senate Committees with the exception of the Agenda Committee, where he/she will have a vote.
- J. Shall be empowered to call the Student Senate Committees to meet.
- K. Shall be the final authority on procedure based on Robert's Rules of Order in the absence of the Parliamentarian, unless overridden by two-thirds (2/3) vote of the Student Senate.

Section 4. President Pro Tempore

- A. Shall be elected by the Student Senate from its voting membership.
- B. Shall preside at all Student Senate meetings in the absence of the President of the Student Senate.
- C. Shall serve on the Agenda Committee.
- D. Shall serve on the Executive Council as an ex-officio, non-voting member.
- E. Shall be a member of the University Senate and shall serve on the Agenda Committee of that body.
- F. Shall make Committee assignments for the Student Senate.
- G. Shall be responsible for the orientation of new senators and for the assistance of all senators throughout their terms.
- H. Shall chair the Finance Committee.
- I. Shall direct all appropriate legislation passed by the Student Senate to the University Senate.
- J. Shall be a non-voting member of the Judicial Court.

- K. Shall serve as a Student Senate representative to the Student and Campus Life Council, occupying one of the Student Government Association's seven (7) SCLC seats.
- L. Shall serve on the Rules and Constitution Committee as Chair in the absence of the Parliamentarian.

Section 5. Secretary of the Student Senate

- A. The Secretary of the Student Government Association shall serve as the Secretary of the Student Senate.
- B. Shall keep the minutes (including the roll of voting and ex-officio, non-voting members), reports, and legislation of the Student Senate, and provide the same to the Student Senate.
- C. Shall oversee the preparation of proposed legislation.
- D. Shall notify senators of meetings.

Section 6. Parliamentarian

- A. Shall be appointed by the President of the Student Senate with approval of the Student Senate.
- B. Shall provide the Student Senate options on procedure, legality of Student Senate actions, and constitutional actions.
- C. Shall serve on the Rules and Constitution Committee as its chair.
- D. Shall be the final authority on procedure based on Robert's Rules of Order, unless overridden by a two-thirds (2/3) vote of the Student Senate.
- E. Shall complete two (2) office hours per week.

Section 7. Student Senate Committees

- A. Each member of the Student Senate shall be assigned to one (1) Standing Committee.
- B. Standing Committee assignments shall be made by the President Pro Tempore.
- C. The Standing Committees are as follows:
  - 1) Governmental Affairs and Student Awareness
  - 2) Community and Environmental Affairs
  - 3) Academic Affairs
  - 4) Student Safety
  - 5) Student Services
  - 6) Diversity and Multicultural Affairs
- D. The membership of each Standing Committee may also include an ex-officio, non-voting member as executive director.
- E. Select members of the Student Senate shall also serve on Independent Committees, though no senator shall serve as a voting member on more than two (2) Independent Committees, other than the Agenda Committee.
- F. Independent Committee assignments shall be made as prescribed by Article III.8.D.
- G. The Independent Committees are as follows:
  - 1) Agenda

- 2) Rules and Constitution
- 3) Finance
- 4) Co-Sponsorship

Section 8. Committee Responsibilities

- A. Shall consider all matters and legislation within its assigned jurisdiction, and shall research all legislation assigned to the Committee by the Agenda Committee and report it to the Student Senate with the Committee's recommendation.
- B. Chair of the Committee shall make recommendations to create Ad-Hoc Subcommittees, with the consent of the President of the Student Senate and the President Pro Tempore, to deal with legislation and matters within the Committee's jurisdiction.
  - 1) The Chair of the Subcommittee shall be a member of the Standing/Independent Committee appointed by the Chair of the Committee.
  - 2) All other members of the Subcommittee shall be members of the Student Government Association appointed by the Chair of the Standing/Independent Committee.
- C. Standing Committees
  - 1) Governmental Affairs and Student Awareness
    - a) Shall consider all matters concerning local, state, and national government bodies.
    - b) Shall monitor and work with the student representatives to University Senate.
    - c) Shall send the Whip of the Committee to the Muncie City Council meetings who will represent the Student Government Association's views at the City Council meetings.
    - d) Shall report back to the Governmental Affairs and Student Awareness Committee and the Student Government Association about how and what is affecting Ball State University.
    - e) Shall provide information to the student body of current goals and projects of the Student Senate.
    - f) Shall monitor and work with the Director of Public Policy.
  - 2) Community and Environmental Affairs
    - a) Shall consider all matters concerning community organizations and activities.
    - b) Shall consider all matters concerning non-governmental bodies within the campus community.
    - c) Shall consider all environmental issues affecting the student body.
    - d) Shall monitor and work with the Directory of Public Policy.

- 3) Academic Affairs
    - a) Shall consider all matters concerning academic areas and policies.
    - b) Shall monitor and work with the Director of Academic Affairs.
  - 4) Student Safety
    - a) Shall consider all matters concerning student safety.
    - b) Shall monitor and work with the Director of Student Safety.
  - 5) Student Services
    - a) Shall consider all matters concerning financial aid, food services, guidance and University services, wellness, disabled services, and transportation.
    - b) Shall monitor and work with the Director of Student Services.
  - 6) Diversity and Multicultural Affairs
    - a) Shall consider all matters concerning campus unity.
    - b) Shall consider all multicultural issues affecting the student body.
    - c) Shall consider all problems brought to the Student Senate's attention by campus student organizations.
    - d) Shall consider all gender and sexuality issues affecting the student body.
    - e) Shall monitor and work with the Director of the Multicultural Center.
- D. Independent Committees
- 1) Agenda
    - a) Shall consist of the President of the Student Senate, Secretary of the Student Senate, President Pro Tempore, Parliamentarian, and the Chairs or appointed representatives of all Student Senate Standing Committees and Caucuses.
    - b) The President of the Student Senate shall recommend to the Agenda Committee which committee to send legislation to for further action.
      - i. Such action shall replace first reading.
      - ii. Constitutional, Bylaws, and Elections Code amendments shall go to the Rules and Constitution Committee, where the second reading shall take place.
      - iii. All other readings shall take place on the floor of the Student Senate as defined in Article III.2.A.
    - c) Shall decide the agenda of Student Senate.
    - d) Shall act as an idea exchange for all Committee Chairs.
    - e) Shall meet weekly prior to Student Senate.
    - f) Attendance and Proxy Requirements

- i. The power to declare an absence, excused or unexcused, ultimately resides with the Secretary of the Student Senate. Those absences due to academic issues, illness, emergencies, or occupational requirements shall initially be deemed excused. The Secretary shall be empowered to request written verification for any excused absence. If such verification is not presented within seven (7) days time of the absence, the Secretary shall be empowered to declare the absence unexcused.
- ii. No member of the Committee shall have more than two (2) unexcused absences, nor shall any member have more than three (3) proxies to the Agenda Committee in any one (1) semester. In the event that a member acquires a third subsequent unexcused absence, or a fourth subsequent proxy, the Secretary shall notify the appropriate Committee or Caucus. That Committee or Caucus shall then decide whether or not to elect a new Agenda Committee representative. The Agenda Committee shall not have the power to remove from office the Chair of any Committee or Caucus.
- iii. In the event that an officer of the Student Senate exceeds his/her proxy and/or unexcused absence limit, the Secretary of the Student Senate shall notify the Student Senate at the next meeting so they may consider disciplinary action. No officer shall automatically be removed as a member of the Committee, and thereby his/her officer, without the consideration and approval of the Student Senate. Such action must occur as detailed in Article III.2.C.
- iv. Proxies for members of the Agenda Committee will be allowed, but must adhere to these guidelines:
  - a) Proxies for Standing Committees and Caucuses must be senators from the appropriate Committee or Caucus.
  - b) Proxies for the Parliamentarian must come from the Rules and Constitution Committee.
  - c) Proxies for the President Pro Tempore may be any voting member of the Student Senate who is not currently a member or proxy to the Agenda Committee.
  - d) Proxies for the Secretary of the Student Senate must be a member of the Executive Council.

- e) The Vice President of the Student Government Association shall not be entitled to a proxy. In his/her absence, the Student Senate President Pro Tempore shall preside.
  - f) When a member of the Agenda Committee has been excused from a meeting of that Committee, no proxy shall be required.
- 2) Rules and Constitution
- a) The Chair shall be the Parliamentarian by virtue of the office.
  - b) The Parliamentarian shall appoint one (1) member from each Caucus to the Committee with approval of the Student Senate.
  - c) Shall review and recommend Constitution, Bylaw, and Code changes.
- 3) Finance
- a) The Chair shall be the President Pro Tempore by virtue of the office.
  - b) Each Caucus shall select one (1) member to serve on the Committee.
  - c) The Treasurer of the Student Government Association shall present the Student Government Association's budget to the Committee and shall serve as an ex-officio, non-voting member.
  - d) Shall review the proposed budget and shall submit the budget to the Student Senate with recommendations for approval prior to the end of the spring semester and at the beginning of the fall semester.
  - e) Shall meet weekly until the proposed budget is passed by the Student Senate.
  - f) Shall have all revisions of the budget returned to the Committee for further review, as requested by the Student Senate, and shall submit the revised budget back to the Student Senate for approval.
  - g) Shall present to the Student Senate, concurrently with the proposed budget, a Committee report summarizing changes from the previous year's budget.
  - h) Shall monitor the spending and appropriations of the Student Government Association to ensure that the budget is being followed and that the student body is being served.
  - i) Shall be empowered to approve all line-item changes made to the budget during the regular course of the semester.
  - j) Shall report any and all changes of the budget to the Student Senate for approval.

- 4) Co-Sponsorship
  - a) The President Pro Tempore of the Student Senate shall be an ex-officio, non-voting member and shall serve as the Chair.
  - b) The Treasurer of the Student Government Association shall serve as an ex-officio, non-voting member and shall receive all applications for co-sponsorship.
  - c) The voting membership of the Committee shall be composed of one senator elected from each Caucus.
  - d) All voting members must be present at the time of voting in order to approve any bill or application being presented, otherwise the bill or application shall be tabled until the subsequent meeting.
  - e) Shall be responsible for evaluating requests from and making allocations of funds to other Ball State University student organizations.
  - f) All such bills must be received by the Treasurer of the Student Government Association thirty (30) days prior to the event for bills less than \$1,000 and sixty (60) days prior to the event for bills \$1,000 or greater.
  - g) Policies and procedures used by Committee shall be determined by appropriate legislation.
  - h) Committee Advisor shall be an ex-officio, non-voting member and shall be present at all meetings.

Section 9. Student Senate Caucuses

- A. Each member of the Student Senate shall be assigned to one (1) Caucus.
- B. The Caucuses are the following:
  - 1) At-Large, which shall include At-Large senators, Freshman senators, and Graduate senators.
  - 2) Off-Campus, which shall include Off-Campus senators.
  - 3) On-Campus, which shall include On-Campus senators.
  - 4) Organizational, which shall include Organizational senators
    - a) At the beginning of each legislative term, the ten (10) organizations listed in Article III.1.I.1 will be granted seats in this Caucus.
    - b) If an organization from Article III.1.I.1 accumulates two (2) unexcused absences from the Student Senate, it will lose its seat until the beginning of the next legislative term.
    - c) Two (2) additional seats in the Caucus may be applied for by other organizations per Article III.1.M.
    - d) If an organization from Article III.9.B.4.c accumulates two (2) unexcused absences from the Student Senate, it loses its seat and may reapply during the next legislative term.

- C. Each Caucus shall elect from within its membership a Chair and Whip.
  - 1) The On-Campus Caucus shall also elect, from within its voting membership, a liaison to the Residence Hall Association who shall serve in accordance with the Residence Hall Association's rules.
- D. Each Caucus shall send one member to participate on the Agenda Committee.
  - 1) The Caucus Chair shall serve on the Agenda Committee unless that person is already on the Committee by virtue of another office.
  - 2) If a Caucus Chair is unable to serve on the Agenda Committee, the Caucus Whip shall serve unless that person is already on the Committee by virtue of another office.
  - 3) If both Caucus Chair and Whip are unable to serve as the Caucus representative to the Agenda Committee, the Caucus shall elect from its membership an Agenda Committee representative who does not already serve on the Committee by virtue of another office.

## Article IV Judicial Court System

### Section 1. Membership

- A. A Justice will automatically and immediately be removed from office if that Justice is placed on academic or any other type of probation by the University.
- B. Term of Office
  - 1) Justices shall take office on the first day of the fall semester.
  - 2) A Justice is eligible to succeed himself/herself if he/she meets the other qualifications.
  - 3) A Justice may be removed from office by a four-fifths (4/5) vote of the Judicial Court and a two-thirds (2/3) vote of the Student Senate, by three (3) excused absences from regular Judicial Court meetings, or by one (1) unexcused absence from regular Judicial Court meetings..
  - 4) A member may resign by presenting his/her resignation to the Judicial Court one (1) week prior to its effect.
- C. Replacements
  - 1) All candidates for positions must petition for a Judicial Court seat by submitting at least fifty (50) student signatures and completing all necessary forms.
  - 2) Candidates for vacant seats shall be reviewed by the Credentials Board, whereupon the Board shall select potential Justices to be approved by a simple majority vote of the Student Senate.

Section 2. Procedure

- A. Request for adjudication shall be made by an individual or recognized campus organization if such a person or group will be a litigant in that case, or by a Student Senate representative, even though he/she is not directly involved. This request shall be submitted in writing to the Chair of the Judicial Court who must present it to the Court within seven (7) days after receiving the request.
- B. Within fourteen (14) days after request for review has been received, the decision must be presented in writing to the Student Senate and to the individual or group requesting review.
- C. Quorum shall be four-fifths (4/5) of the voting membership.
- D. All decisions shall be based on a simple majority vote.
- E. All procedures not expressly stated will be prepared by the Judicial Court.

Section 3. Duties and Responsibilities

- A. Attendance is expected, and three (3) excused absences from meetings or one (1) unexcused absence from a meeting throughout the school year will result in automatic removal.
- B. In general, the duties of the Justices shall be as follows:
  - 1) Shall represent the best interests of the Student Government Association as a whole.
  - 2) Shall prepare and maintain a record of all Judicial Court decisions.
  - 3) Shall represent the Student Government Association as student members of the University Review Board.

Article V  
Autonomous Boards

Section 1. The President of the Student Government Association shall appoint the Chairs for each of the Boards unless already provided for in these Bylaws or their respective Codes.

Section 2. Elections Board

- A. The Board shall consist of the Chair and six (6) members who shall be appointed by the Chair with Student Senate approval.
- B. Shall concern itself with the operation of the Student Government Association elections in accordance with the Student Government Association Elections Code.

Section 3. Credentials Board

- A. Shall consist of five (5) senators.
  - 1) The Chair shall be appointed by the President of the Student Government Association and, upon presentation of credentials, shall be approved by the Student Senate.

- 2) The Student Senate shall entertain nominations and shall appoint the remaining four (4) members of the Board.
- B. Shall entertain the recommendations of the President of the Student Government Association concerning University Senate Committees, Subcommittees, Councils, and Boards, as well as those applications for vacant voting positions in the Student Senate, Judicial Court, and University Senate.
- 1) Shall receive from the President of the Student Government Association all applications for University Senate Committees, Subcommittees, Councils, and Boards (i.e. all positions the Student Government Association is asked to fill).
  - 2) All applications for nomination shall be processed at the timely discretion of the Chair within at least two (2) weeks after submission for approval.
- C. Shall determine the format of all application forms for which it is responsible.
- 1) Every application must contain a statement of release allowing all information contained within the application to be discussed in the public forum of the Student Senate.
  - 2) Every application must contain a statement of release allowing Credentials Board to verify that the applicant is in good academic standing with the University.
  - 3) The lower half of the back page of all applications shall contain a space for the name and positions of all the applicants, and shall be initialized and stamped, and received with the Student Government Association stamp by a Student Government Association Officer or office worker.
  - 4) The application for all student positions in the University Governance system must be verified by each member of the Credentials Board before the prospective student may be appointed.
- D. Shall make nominations of these applicants to the Student Senate, with the Student Senate retaining the power of approval or rejection but not of nomination.
- E. Shall not nominate current members of its own Board for membership as a Judicial Court Justice, University Senate student senator, or senator, although members may be nominated for all other positions the Student Government Association is asked to fill.
- F. Term of office for Credentials Board members and its Chair will end upon the spring inauguration of the President of the Student Government Association.

Section 4. Multicultural Council

- A. Shall consist of no more than twenty (20) representatives.
  - 1) Shall include five (5) At-Large senators.

- 2) Shall include up to fifteen (15) recognized multicultural organizations.
  - a) Shall consist of one (1) representative from each of the following: Asian-American Student Association, Black Student Association, Latino Student Union, and Spectrum.
  - b) Multicultural organizations wanting to obtain one of the remaining organizational seats must go through the application process outlined below.
- 3) Students and multicultural organizations wanting to obtain a seat must follow the application process:
  - a) Obtain fifty (50) signatures from the student body.
  - b) Be interviewed by the Secretary of Diversity.
  - c) Be recommended by the Secretary of Diversity for approval.
  - d) Approval shall take place upon a two-thirds (2/3) vote of the Multicultural Council's voting members.

#### Article VI University Senate

- Section 1. University Senate student membership shall be defined in the University Senate Constitution.
- Section 2. A University Senate representative shall automatically and immediately be removed from office if his/her academic standing is academic probation.
- Section 3. Elections of University Senate representatives shall be as stated in the Elections Code.
- Section 4. All representatives shall serve as ex-officio, non-voting members on the Legislative Committee of Governmental Affairs.

#### Article VII Elections, Stipends, and Terms of Office

- Section 1. Elections shall be conducted in accordance with the Student Government Association Elections Code.
- Section 2. The Officers of the Student Government Association shall take office at the third meeting of the Student Senate held after the election and shall hold office until the next Officers assume office.
- Section 3. Student Government Association Executive Officers may succeed themselves.

- Section 4. Resignation must be presented in writing at a meeting of the Student Senate at least one (1) week prior to the time it goes into effect.
- Section 5. Replacement
- A. Permanent replacements of positions not under the jurisdiction of the Credentials Board shall be elected by a simple majority vote of the Student Senate except in the case of a vacancy in the Executive Council.
  - B. Replacement of elected Executive Officers shall take place as follows:
    - 1) Vacancies in the offices of President and Vice President of the Student Government Association shall be filled by the following order of ascendance: President, Vice President, President Pro Tempore of the Student Senate.
  - C. Temporary replacements of positions shall be elected by a simple majority of the Student Senate.
- Section 6. Officers of the Student Government Association shall receive stipends based upon the current in-state tuition.
- A. President of the Student Government Association shall receive a stipend equal to full tuition.
  - B. Vice President of the Student Government Association shall receive a stipend equal to five-sixths (5/6) of tuition.
  - C. Secretary of the Student Government Association shall receive a stipend equal to two-thirds (2/3) of tuition.
  - D. Treasurer of the Student Government Association shall receive a stipend equal to two-thirds (2/3) of tuition.
  - E. President Pro Tempore of the Student Senate shall receive a stipend equal to two-thirds (2/3) of tuition.

#### Article VIII Amendments

- Section 1. Amendments to the Student Government Association Bylaws shall be made in the following manner:
- A. The proposed amendment is immediately sent to the Rules and Constitution Committee.
  - B. The proposed amendment shall be presented in writing to be read and distributed to the members of the Student Senate.
  - C. A two-thirds (2/3) vote of the Student Senate is required to pass the proposed amendment if it is brought out of Committee.
  - D. The passed amendment is subject to approval or veto by the President of the Student Government Association.

Article IX  
Separation of Powers

- Section 1. No voting member of the Legislative Branch shall serve as a voting member of the Judicial Branch or Executive Branch.
- Section 2. No voting member of the Judicial Branch shall serve as a voting member of the Legislative Branch or the Executive Branch.
- Section 3. No voting member of the Executive Branch shall serve as a voting member of the Judicial Branch or the Legislative Branch.