

**PITTSBURG STATE UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION
CONSTITUTION**

REVISED AND ADOPTED BY THE STUDENT BODY ON APRIL 5, 2000

Preamble

WE, the students of Pittsburg State University, in order to initiate and coordinate student activities; to promote the opportunity to develop individual leadership qualities and an understanding of group action; to supplement and complement formal education on the Pittsburg State University campus; to fairly represent student interest, needs, and welfare with the University community; to recognize, represent, and support the diversity of needs and views of students at the University; to provide for the expression of student opinion and interest to the community at large on issues affecting student life; to provide a physical and social environment in which to achieve the above objectives in accordance with the educational and cultural standards of the University; to promote the general educational welfare and to enhance the Academic benefits offered by the State of Kansas do hereby establish and obtain this Constitution of the Student Government Association.

ARTICLE I: THE ASSOCIATION

Section 1. Name

The name of the student association shall be the Pittsburg State University Student Government Association (hereafter referred to as the Association).

Section 2. Membership

All students at Pittsburg State University (hereafter referred to as the University) from whom the Association derives income through established University policy, shall automatically be members of the Association.

Section 3. Duties

The duties of the Association shall be to:

- A. Promote and stimulate student participation in the University's activities which will serve to enhance the educational, social and cultural experiences of the members of the Association;
- B. Provide a channel of communication between the students, faculty and administration;
- C. Foster loyalty to the University;
- D. Promote the extracurricular programs of the University;
- E. Establish jointly with the University administration, rules to govern the conduct of members of the Association in their actions as students of the University;
- F. Finance, with funds authorized by the University administration, the necessary and incidental expenditures to carrying out the purposes of the Association;
- G. Insure that all students are afforded free and equal access to all opportunities the Association has to offer;
- H. Allocate funds to student organizations that are recognized by the University; and
- I. Determine the reasonable conditions that may be imposed to regulate the on-campus posting of printed materials.

Section 4. Authority

The Association, in order that it might perform its duties effectively, shall have the authority to delegate its executive, legislative, and judicial authority to representative bodies. These bodies shall have the authority to:

- A. Prescribe procedure for the election and/or appointment of the membership of the said bodies of the Association;
- B. Levy reasonable penalties for statutes;
- C. Recommend to the Vice President of Student Affairs reasonable penalties for students who violate the Association's Statutes, or University rulings or policies; and
- D. Reasonably provide for the execution of the Association's duties as prescribed in Article 1, Section 3, through the establishment of statutes and the appointment of special or regular committees with a specific grant of authority.

The authority granted to the Association in this section is derived from and shall be subject to the authority of the Board of Regents and the President of the University. The authority granted to the organizations, through a grant of University recognition, shall be subject to the authority of the Association and its representative bodies.

Section 5. Student Bill of Rights

This document, the Pittsburg State University Student Bill of Rights, reflects the ultimate mutual respect between all entities on this campus. The freedom to teach and to learn are inseparable components of academic freedom. The following is a list of student rights to ensure the aforementioned:

- A. *Freedom of Access of Higher Education*
The University is open to all students who meet admission requirements. Under no circumstance will an individual be barred from admission on the basis of race, creed, color, national origin, sexual orientation, disabilities, age, gender, nor political philosophy.
- B. *Protection Against Improper Academic Evaluation*
Instructors will encourage open discussion, inquiry, and expression. Students will be evaluated solely on academic performance.

- C. *Freedom of Association*
Students will be free to organize and join associations, which will be open to all students without regard to race, creed, color, national origin, sexual orientation, disabilities, or political philosophy.
- D. *Protection Against Improper Disclosure of Information*
Information about student views, beliefs, and political associations which instructors acquire in the course of instructing, advising, and counseling should be considered confidential. This information may be released only with the knowledge and consent of the student.
- E. *Rights to Free and Essential Information*
Each student shall have available: free syllabi, access to own grade at any point during the current semester (allowing a week, if it is necessary, for instructor to compute grade), contact information for instructors outside of class period and financial aid information.
- F. *Right to Privacy*
Personal information about students (i.e. address, phone number, email, class schedule, and other forms of personal information.) may be considered confidential and be removed from public access at the request of the student.

ARTICLE II: DIVISION OF AUTHORITY

Section 1. Executive

The executive authority of the Association shall be vested in the executive officers.

Section 2. Legislative

The legislative authority of the Association shall be vested in Student Senate representatives (hereafter referred to as the Senate).

Section 3. Judicial

The judicial authority of the Association shall be vested in the Judicial Court (hereafter referred to as the Court).

ARTICLE III: THE ASSOCIATION'S OFFICERS

Section 1. Executive Council

The Executive Council of the Association shall consist of the elected offices of President and Vice President and the appointed offices of Office Manager, Treasurer, Director of Academic Affairs, Director of Community Affairs, Director of Campus Affairs, and Director of Public Relations, and Director of Legislative Affairs. The Executive Council shall be established to ensure the implementation of Senate policies and to make recommendations to Senate accordingly.

Section 2. Qualifications

To be eligible to be an officer of the Association, an Association member must have and maintain both a minimum 2.25 cumulative grade point average and full-time enrollment. The President, Vice President, Office Manager, Treasurer, and Departmental Directors (with the exception of the Legislative Director) of the Association may not be Student Senators.

Section 3. Election of Officers

The President and Vice President shall be elected on the same ballot, as a team, from the Association at an election held between the last week of March and the first week of April. All other Association Officers will be appointed by the Association President, said appointments subject to two thirds (2/3) approval of the Senate present and voting.

Section 4. Assuming Office

All elected officers of the Association shall assume office at the second regular Senate meeting following their election. All appointed officers shall assume their position immediately after their nomination by the President-elect and confirmation by the newly elected Senate.

Section 5. Administrative Authority

All administrative powers granted herein shall be vested in the officers of the Student Government Association with the President of the Association being the Chief Executive Officer.

Section 6. The President

The President of the Student Government Association shall have the following powers and/or duties:

- A. Serve as Chief Executive and act as the official spokes person of the Association;
- B. Enforce the Statutes and administer the Resolutions of the Association;
- C. Execute the policies of the Senate and the decisions of the Court;
- D. Adhere to responsibilities at the University level;
- E. Adhere to responsibilities at the state level in accordance with KSA 74-3229;
- F. Appoint with two-thirds (2/3) approval of the Senate present and voting: an Office Manager and Treasurer and charge any of the aforementioned positions with special duties and responsibilities;
- G. Appoint the Court Justices as prescribed in Article V, Section 1;
- H. Establish ad hoc committees as deemed necessary;
- I. Appoint with two-thirds (2/3) approval of the Senate present and voting any other positions as deemed necessary by the Executive Council and charge any of the approved positions with special duties and responsibilities;
- J. Appoint and remove all committee members and chairs, unless otherwise specified;
- K. Present to the Senate for its approval, by a two-thirds (2/3) vote of those present and voting, the Association Budget for the year during the spring semester, a copy of which upon approval shall be placed on reserve in the University library;
- L. Sign Senate legislation and allocations as the final authority of the Association and shall have five (5) school days to delete by veto such Legislation or to delete allocations or any part thereof and officially announce to the Senate their actions;
- M. Call special sessions of the Student Senate and Executive Council;
- N. Appoint non-voting members of the Executive Council to report on special questions;
- O. Appoint all members of the Executive Council with the exception of the Legislative Director and the Vice President

- P. Appoint Graduate Representation of the Senate as outlined in By-Law XV
- Q. Preside as chairperson of the Executive Council; and
- R. Prepare at the end of his/her term the Year-end Report for the Association.

Section 7. The Vice President

The Vice President of the Student Government Association shall have the following powers and/or duties:

- A. Preside as the Chairperson of the Senate, voting only to break a tie;
- B. Excuse absences of the Senate and rule on the expulsion of the Senate members;
- C. Sign all passed Senate legislation, to signify the Student Senate passage of such legislation.
- D. Ensure the proper functioning of the Association Office;
- E. Serve as a voting member of Executive Council;
- F. Call to order regular sessions of the Student Senate and prepare the agenda;
- G. Assume all duties of the President in the absence of the President as prescribed in Article III, Section 11;
- H. Serve as Election Board Chairperson unless otherwise specified by the Student Senate;
- I. Serve as the coordinator of all Association referendums; and
- J. Prepare at the end of their term the Year-end Report for the office of Vice President.

Section 8. The Treasurer

The Treasurer of the Student Government Association shall have the following powers and/or duties:

- A. Handle all financial transactions/matters for the Association, in conformity with University policies and procedures;

- B. Provide monthly to the Senate, an itemized record of all receipts, general expenditures and allocation expenditures for the month;
- C. Withhold payment of items submitted to his/her office by organizations which have received money from the Association if he/she feels such expenditures would violate the intention of the allocation motion. The Treasurer must report his/her action to the Executive Council for final action at the next Senate meeting;
- D. Complete the fiscal year business of the Association and place in the expenditures for the fiscal year as of June 30 following their appointment;
- E. Serve as a voting member of the Executive Council;
- F. Enforce policies and procedures of the Finance Committee for the allocation of funds to recognized student organizations; and
- G. Prepare at the end of their term the Year-end Report for the office of Treasurer.

Section 9. Office Manager

The Office Manager of the Student Government Association shall have the following powers and/or duties:

- A. Assist the Vice President in the proper functioning of the Association Office;
- B. Serve as secretary to the Senate without voting privileges;
- C. Keep on file for at least five (5) years, all minutes, a record of all motions concerning allocations, all resolutions and bills brought before the Senate and a list showing how each Senator voted on any roll call vote;
- D. Maintain a record of the attendance or absence of Senate and committee members and report such absences to the Association Vice President;
- E. Keep Association members informed of all committee meetings;
- F. Post the Association calendar;
- G. Perform clerical duties including but not limited to phone answering, typing, maintaining a record of all Senate correspondence, taking and typing all Senate minutes; and
- H. Serve as a voting member of the Executive Council.

Section 10. Legislative Director of the Senate

The Legislative Director of the Senate shall have the following powers and/or duties:

- A. Serve as the President Pro Tempore of the Senate
- B. Direct the Department of Legislative Affairs in the completion of its duties as outlined in By-Law IV
- C. Serve as a voting member of the Executive Council.

Section 11. Director of Academic Affairs

The Director of Academic Affairs shall have the following powers and/or duties:

- A. Direct the Department of Academic Affairs in the completion of its duties as outlined in By-Law IV
- B. Serve as a voting member of the Executive Council.

Section 12. Director of Campus Affairs

The Director of Campus Affairs shall have the following powers and/or duties:

- A. Direct the Department of Campus Affairs in the completion of its duties as outlined in By-Law IV
- B. Serve as a voting member of the Executive Council.

Section 13. Director of Community Affairs

The Director of Community Affairs shall have the following powers and/or duties:

- A. Direct the Department of Community Affairs in the completion of its duties as outlined in By-Law IV
- B. Serve as a voting member of the Executive Council.

Section 14. Director of Public Relations

The Director of Public Relations shall have the following powers and/or duties:

- A. Direct the Department of Public Relations in the completion of its duties as outlined in By-Law IV
- B. Serve as a voting member of the Executive Council.

Section 15. Recall of Association Officers

The following will be grounds for removal of an Association officer:

- A. Failure to maintain a minimum 2.25 cumulative grade point average;
- B. Failure to maintain full-time enrollment; and
- C. Misfeasance, malfeasance or nonfeasance while holding office.

Section 16. Succession

In the temporary absence of the President, the Vice President shall exercise the duties of the President with the full authority of the Presidency. In the permanent absence of the President, the Vice President shall automatically succeed the President for the remainder of the current term. In the temporary absence of the Vice President, the President pro tempore of the Senate shall exercise the duties of the Vice President with full authority of the Vice Presidency. In the permanent absence of the Vice President, the President pro tempore of the Senate shall automatically succeed the Vice President for the remainder of the current term.

ARTICLE IV: THE SENATE

Section 1. Composition

The Student Senate shall be composed of 32 senators. Two (2) senators from each college, ten (10) senators from the University at-large and the remaining ten (10) senators to be assigned proportionally to each college as determined by the full-time enrollment of each of those schools, elected by the students thereof. The remaining two (2) senators shall be members of the faculty, selected by the President from a panel of five (5) nominated by the Faculty senate.

Section 2. Qualifications

To be eligible to be a member of the Senate, a member must have and maintain full-time enrollment and have a 2.0 cumulative grade point average.

Section 3. Election of Senators

All elective seats in the Senate shall be filled at an election held at the same time as the election for Association officers.

Section 4. Assuming Office

All elected members of the Senate shall assume office at the same time as the Association officers.

Section 5. Responsibilities of Senators

Student Senators of the Student Government Association shall have the following responsibilities:

- A. Elect the Legislative Director who shall serve as the President Pro Tempore of the Senate, at the first regular meeting of the newly elected Senate
- B. Attend all meetings of the Student Senate;
- C. Serve as a member of committees under the Association, Faculty Senate, Administration, or a combination thereof;
- D. Serve in the Association office;
- E. Have an understanding of the Student Government Association; and

- F. Initiate and/or vote on all legislation before the Senate with each Senator having one vote.

Section 6. Powers and Duties of the Senate

The Senate shall have the following powers and/or duties:

- A. Elect the President pro tempore of the Senate at the first regular meeting of the newly elected Senate;
- B. Initiate and vote on all legislation of the Association as prescribed in Article IX;
- C. Represent the views of the Association on University policies and procedures and make recommendations to the University President;
- D. Have the right to review the policies and practices of recognized student organizations;
- E. Review and initiate policies and procedures of the Student Senate;
- F. Appropriate expenditures to other organizations and to itself;
- G. Have the power, after being informed by the Association President of their veto, at the next regular meeting of Senate to override any veto of the Association President by a two-thirds (2/3) vote of the Senate present and voting;
- H. Establish such committees and boards as it may deem necessary to carry out the function of the Student Senate; and
- I. Have the right to expel any officer of the Association or member of the Senate.

Section 7. Recall of Senators

The following will be grounds for removal of a Student Senator:

- A. Failure to maintain a minimum 2.0 cumulative grade point average;
- B. Failure to maintain full-time enrollment;
- C. Accumulation of three (3) unexcused absences; and
- D. Misfeasance, malfeasance or nonfeasance while holding office.

Section 8. Filling Vacant Seats

Seats from a University School which become vacant during the elected term of the Senate shall be filled from that School. If there are no applicants for that seat from that School it shall be filled as an at-large seat. At-large seats which become vacant shall be filled from at-large. Senator(s) filling a vacant seat shall be sworn in under new business at the meeting following their selection.

Section 9. Session of the Senate

The Senate shall meet at least once per week at a time chosen by the Senate. The Senate will not meet when the University is in recess, during the summer session or under exceptional circumstances as determined by the Senate.

ARTICLE V: JUDICIAL COURT

Section 1. Composition

The Court shall be composed of five (5) members of the Association appointed by the Association President with the approval of a two-thirds (2/3) majority of the Senate present and voting and one (1) advisor appointed by the University President. One of the Justices shall be appointed by the Association President to serve as Chief Justice of the Court subject to a two-thirds (2/3) approval of the Senate present and voting. The following will be basis for approval:

- A. Each appointee shall be present at the meeting of the Senate at which time their appointment to the court shall be voted upon.
- B. Each appointee shall be voted upon separately by the Senate.

Section 2. Qualifications for Appointment

To be eligible to be a member of the Court, a member must have and maintain full-time enrollment and have a 2.0 cumulative grade point average. A Court Justice shall be ineligible to serve or seek election to any other Association position while serving as a Justice.

Section 3. Term of Appointment and Vacancies

The Chief Justice's and other Court Justices' term(s) shall last as long as the length of academic study at the University, except in case of resignation or removal for cause. Any vacancy on the Court shall be filled by the appointive authority.

Section 4. Responsibilities

Court Justices shall have the following responsibilities:

- A. Attend all meeting as required by the Chief Justice to effect necessary reviews of Senator actions.
- B. The Chief Justice shall receive all questions concerning Senate actions from members of the Senate or the Association.
- C. The Chief Justice shall call and preside over meeting and conduct the proceedings of the Court.
- D. All 5 members of the Court, including the Chief Justice, will be required to vote on all questions excluding cases of personal conflict of interest.

Section 5. Recall of Court Justices

The following will be grounds for removal of a Court Justice:

- A. Failure to maintain a minimum 2.0 cumulative grade point average;
- B. Failure to maintain full-time enrollment;
- C. Failure to attend three meeting of the Court during the year without valid excuse as determined by the Chief Justice; and
- D. Misfeasance, malfeasance or nonfeasance while serving as a Court Justice.

Section 6. Jurisdiction

The Court shall have jurisdiction in cases arising from the interpretation of the Constitution, laws of the Association or other matters in relation to the Association. The Court shall have the authority to render advisory opinions at the written request of the Association President on matters of interpretation of the Constitution, laws of the Association and on matters which may change or alter the above. The Student Senate may also request an advisory opinion on said matters by a majority vote.

The Court may rule on the constitutionality of actions taken by another branch of the Association or of the procedures used by the other branch in arriving at decisions. Although the Court may not alter any decisions made under the legitimate authority of another branch of the Association, the Court may order suspension of action until decisions or procedures conform with the provisions of the Constitution.

Rulings of the Judicial Court shall be held binding upon the Student Government Association until such time as the ruling is overturned by the Court or an amendment is made to the Association Constitution.

Section 7. Court Rules and Procedures

The Court shall adopt appropriate rules and procedures for hearing cases within its jurisdiction to be read at no later then the third meeting after their approval. Such rules and procedures shall be made available to the students and to the Association. If such rules and procedures are changed, the students and the Association shall be notified immediately.

ARTICLE VI: ADVISORS

Section 1. Composition

The Association shall have at least (3) advisors who shall be appointed for a period of one (1) year commencing at the beginning of the Senate term. These advisors who shall be employees of the University, shall be selected as follows with all selections subject to Senate approval:

- A. One recommended by the Association President from a panel of three (3) nominated by the Executive Committee of the Faculty Senate.
- B. One appointed by the University President.
- C. One recommended by the Association President.
- D. Others may be recommended by the Association President for specific duties.

Section 2. Responsibilities

Association Advisors shall have the following responsibilities:

- A. Serve in an advisory capacity to the Association's Officers;
- B. Serve in an advisory capacity to the Senate; and
- C. Determine eligibility of Association members to hold office and remain in office.

ARTICLE VII: BY-LAWS

Section 1. Definition

By-laws relate to the inner operation of the Student Senate.

Section 2. Mandatory Policies

A By-law may be created or amended only at a regular session of the Senate and must be presented in bill form. All By-laws must adhere to the guidelines set by the United States Constitution, The State of Kansas constitution and the Kansas Board of Regents. Any By-law in conflict with such laws or guidelines shall be dismissed.

ARTICLE VIII: STATUTES

Section 1. Definitions

Statutes are laws that are not included under jurisdiction of the Association By-laws as outlined in Article VII.

Section 2. Mandatory policies

A statute may be created or amended only at a regular session of the Senate and must be presented in bill form. All statutes must adhere to the guidelines set by the United States Constitution, the State of Kansas constitution and the Kansas State Board of Regents. Any statute in conflict with such laws or guidelines shall be dismissed.

ARTICLE IX: RESOLUTIONS AND BILLS

Section 1. Resolutions

A resolution is a formal statement of opinion or policy adopted by the Senate. A resolution will remain in effect only during the term in which it is passed. To pass a resolution will require a simple majority vote of the Senate present and voting unless otherwise specified. In the event a resolution concerns an expenditure of over fifty dollars (\$50), a roll call vote will be required.

Section 2. Bills

A bill is legislation amending or creating a by-law, statute and/or legislation establishing a course of action. A bill will be binding on the Association until modified or repealed. To pass a bill will require a two-thirds (2/3) vote of the Senate present and voting.

ARTICLE X: CONSTITUTIONAL AMENDMENTS

Section 1. Student Body

Amendments to the Constitution initiated by the student body shall be conducted in the following procedure:

- A. The student body may request action on any matter within the jurisdiction of the Senate.
- B. Any student is eligible to sign a petition.
- C. The "student body" shall be defined as the number of full-time-enrolled students, reported in the most recent report as presented to the Board of Regents.
- D. A valid petition stating the action desired must be signed by not less than the number of students equal to ten percent (10%) of the total vote in the last general election.
- E. A valid petition must contain the name, ID number, school address, hours enrolled and signature for each student:
- F. The Association Vice President will be responsible for validating the petition.
- G. The petition shall then be presented to the President's Cabinet. Upon receipt of such a petition, the Association President shall introduce the requested action to the Student Senate at the next scheduled meeting.
- H. The proposed petition must be read to the Senate in two (2) successive meetings.
- I. At the second reading of the proposed petition the Student Senate must act upon it in either of the following manners:
 1. If said petition is accepted by the Student Senate, the request shall be submitted to the student body if appropriate.
 2. If said petition is rejected by the Student Senate, a valid petition signed by no less than ten percent (10%) of the student body proper shall cause the Student Senate to submit the request to the student body.

- L. Any petition submitted to the student body must be submitted within thirty (30) days for their action. Approval must be by a majority with a minimum of ten percent (10%) of the student body proper participating.

Section 2. Student Senate

Amendments to the Constitution initiated by the Senate shall follow the following procedure:

- A. A bill stating desired amendment(s) must be submitted to the Senate and read in two (2) successive meetings.
- B. The bill must be approved by a two-thirds (2/3) vote of those members present and voting.
- C. Upon Senate approval, the amendment shall be submitted to the student body with not less than ten percent (10%) of the student body proper participating. A majority vote is needed for approval.

Section 3. Approval

- A. Approved constitutional changes must then be transmitted to the University President for their approval.
- B. The amendment(s) shall immediately become part of the most recent constitution after the University President's approval.

Section 4. Limits

No petition or referendum regarding the same matter shall be submitted to the student body more than one time per school year unless approved by a 3/4 vote of the Student Senate.

**PITTSBURG STATE UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION
BY-LAWS**

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BY-LAW I. NON-DISCRIMINATION STATEMENT

Section 1. Statement of Non-Discrimination

- 1.1 The Student Government Association of Pittsburg State University shall not participate in or affiliate with any organization or individual which discriminates or acts in a discriminatory manor (as discrimination is legally defined) an the basis of: race, creed, sex, religion, age, national origin, physical handicap, or sexual orientation.

BY-LAW II: BUDGET PROCESS

Section 1. Definition

- 1.1. A budget is an itemized estimate of income and expenses. The Association Budget will indicate a plan of operations for the fiscal year and set guidelines for the allotment of funds.

Section 2. Procedure

- 2.1. The Association President, Vice President, and Treasurer shall submit the Association Budget to the Student Senate; it will require readings in two (2) consecutive meetings. At the second meeting reading debate shall be held. The budget will require a two-thirds (2/3) vote to pass.
- 2.2. Amendments to the approved budget require a two-thirds (2/3) vote.
- 2.3. The Association Budget must be approved no later than the last regular Senate meeting of the spring semester.
- 2.4. The Association Budget will follow the fiscal year of the University: July 1 - June 30.

Section 3. Expenditures

- 3.1. The Student Government Association President will allocate \$10,000 for the Campus Capital Improvement Fund from each fiscal year budget. This is not to exceed \$20,000 in the total fund.
 - 3.1.1. All expenditures over \$500 must be approved by a 2/3 vote of the Student Senate.

BY-LAW III: PRESIDENT'S CABINET

Section 1. Purpose

- 1.1. The purpose of the President's Cabinet shall be:
 - 1.1.1. To serve as an advisory body to the Association President and to each member of the Cabinet;
 - 1.1.2. To promote communication between the Association President, members of the Cabinet, and the Senate; and
 - 1.1.3. To recommend policies and actions to the Senate.

Section 2. Membership

- 2.1. The Cabinet will consist of the following members:
 - 2.1.1. The Association President who shall serve as the chairperson.
 - 2.1.2. The Association Vice President.
 - 2.1.3. The Association Office Manager who shall serve as secretary.
 - 2.1.4. The Association Treasurer.
 - 2.1.5. The Directors of the Association.
 - 2.1.6. The Legislative Director of the Senate.
- 2.2. The Association advisors shall serve in an advisory capacity.

Section 3. Authority

- 3.1. The President's Cabinet will act in the absence of the Senate subject to Senate approval.

Section 4. Meetings

- 4.1. The Cabinet shall meet upon the call of the chairperson.
- 4.2. The Cabinet may develop its own rules of procedure provided that they are consistent with the Constitution, By-Laws and Statutes of the Association.

BY-LAW IV: CABINET SELECTION

Section 1. Deadlines

- 1.1. The Association President shall announce positions open no later than the first Senate meeting of the term.
- 1.2. The Association President shall set the date and time when applications are due.

Section 2. Interviews

- 2.1. The Association President shall schedule each applicant for an interview after the due date.
- 2.2. Interviews shall be conducted by the President, Vice President, and one advisor. Others may be present if requested by the President.

Section 3. Appointment

- 3.1. The Association President shall submit their appointees for Cabinet positions to the Senate no later than the third meeting of the term for confirmation by a two-thirds ($2/3$) majority vote.

Section 4. Vacancy

- 4.1. Vacancies in the President's Cabinet shall be filled by the Association President in the same manner as original Cabinet appointments.

BY-LAW V: DEPARTMENTS

A. Department of Academic Affairs

Section 1. Membership

- 1.1. Membership shall consist of no more than fifteen (15) Association members unless an exception is granted by the Association President.
- 1.2. The Association President shall appoint the members of the Department after consultation with the Academic Affairs Director.
- 1.3. The Academic Affairs Director shall serve as chairperson.

Section 2. Meetings

- 2.1. The Academic Affairs Department shall meet upon the call of the chairperson.

Section 3. Responsibilities

- 3.1. The Academic Affairs Department shall be responsible for the following:
 - 3.1.1. Promoting activities which will stimulate scholastic achievement, intellectual curiosity and the attainment of knowledge;
 - 3.1.2. Striving to improve academic standards, facilities and teaching methods for the benefit of Pittsburg State University;
 - 3.1.3. Representing the Association in all appropriate University academic policies and procedures;
 - 3.1.4. Coordinating Higher Education Week activities;
 - 3.1.5. Coordinating the selection of Outstanding Faculty recipients;
 - 3.1.6. Coordinating the Evaluation Task Force;
 - 3.1.7. Providing a student member for the University Academic Affairs Committee; and
 - 3.1.8. Shall perform duties as charged by the Association President.

B. Department of Community Affairs

Section 1. Membership

- 1.1. Membership shall consist of no more than fifteen (15) members unless an exception is granted by the Association President.
- 1.2. The Association President shall appoint the members of the department after consultation with the Director of Community Affairs.
- 1.3. The Director of Community Affairs shall serve as chairperson.

Section 2. Meetings

- 2.1. The Department of Community Affairs shall meet upon the call of the chairperson.

Section 3. Responsibilities

- 3.1. The Department of Community Affairs shall be responsible for the following:
 - 3.1.1. Attend Landlord Association meetings;
 - 3.1.2. Attend all City Council meetings where pertinent student issues are discussed;
 - 3.1.3. Attend all Chamber of Commerce meetings;
 - 3.1.4. Attend all other community meetings as deemed necessary by the Association;
 - 3.1.5. Organize any community service projects deemed necessary by the Association;
 - 3.1.6. Shall produce the Off Campus Housing Guide; and
 - 3.1.7. Shall perform duties charged by the Association President.
 - 3.1.8. Shall organize and oversee a can food drive during homecoming week.

C. Department of Public Relations

Section 1. Membership

- 1.1. Membership shall consist of no more than fifteen (15) association members unless an exception is granted by the Association President.
- 1.2. The Association President shall appoint the members of the Department after consultation with the Director of Public Relations.
- 1.3. The Director of Public Relations shall serve as chairperson.

Section 2. Meetings

- 2.1. The Department of Public Relations shall meet upon the call of the chairperson.

Section 3. Responsibilities

- 3.1. The Department of Public Relations shall be responsible for the following:
 - 3.1.1. All matters concerning Association publicity, publications, and public image of the Association
 - 3.1.2. Informing the Senate on interests and concerns of the Association;
 - 3.1.3. Shall oversee the maintenance of the Association web page; and
 - 3.1.4. Shall perform duties as charged by the Association President.

D. Department of Campus Affairs

Section 1. Membership

- 1.1. Membership shall consist of no more than fifteen (15) Association members unless an exception is granted by the Association President.
- 1.2. The Association President shall appoint the members of this Department after consultation with the Director of Campus Affairs.
- 1.3. The Director of Campus Affairs shall serve as chairperson.

Section 2. Meetings

- 2.1. The Department of Campus Affairs shall meet upon the call of the chairperson.

Section 3. Responsibilities

- 3.1. The Department of Campus Affairs shall be responsible for the following:
 - 3.1.1. All matters relating to the functioning of the Association;
 - 3.1.2. Maintaining and enforcing the Association's poster guidelines;
 - 3.1.3. Establishing and enforcing the Association's organizational policies;
 - 3.1.4. Shall administer the CCI fund;
 - 3.1.5. Shall produce and distribute the Student Discount Card; and
 - 3.1.6. Shall perform duties as charged by the Association President.
- 3.2. The Director of Campus Affairs shall be responsible for chairing and coordinating the activities of Presidents' Council.

E. Department of Legislative Affairs

Section 1. Membership

- 1.1. Membership shall consist of one (1) senator from each of the other four (4) Departments of the Association
- 1.2. The Association President shall appoint the members of this department after consultation with the Legislative Director of the Senate
- 1.3. The Legislative Director of the Senate shall serve as chairperson.

Section 2. Meetings

- 2.1. The Department of Legislative Affairs shall meet upon the call of the chairperson.

Section 3. Responsibilities

- 3.1. The Legislative Director shall be responsible for the following:

- 3.1.1 Serving on Fee Council, Finance Committee, Multicultural Affairs Committee, and any other committee charged by the President of the Association;
- 3.1.2 Serve as Parliamentarian of the Senate;
- 3.1.3 Serve as the President Pro Tempore of the Senate;
- 3.1.4 Accompany the Association President to the Board of Regents Meetings;
- 3.1.5 Serve as a voting member of the Presidents Cabinet
- 3.2. The Department of Legislative Affairs shall:
 - 3.2.1 Coordinate and encourage legislative activity within the Senate;
 - 3.2.2 Shall direct at least one (1) legislative workshop with the Senate during the Senate term;
 - 3.2.3 Plan and coordinate State Education Day activities; and
 - 3.2.4 Shall perform duties as charged by the Senate.

BY-LAW VI: OFFICE MANAGER

- 1.1. The Office Manager shall be a Cabinet level position in the Association appointed by the Association President in the same manner as all other appointed Cabinet positions.
- 1.2. The Office Manager shall have the following powers and/or duties.
 - 1.2.1.. Keep on file for at least five (5) years, all minutes, a record of all motions concerning allocations, all resolutions and bills brought before the Senate and a list showing how each Senator voted on any roll call vote.
 - 1.2.2. Present to the Cabinet, after consultation with the Association Vice President, recommendations for committee appointments unless otherwise specified.
 - 1.2.3. Coordinate with the administration and the faculty Senate concerning all student appointments to administrative or faculty Senate committees.
 - 1.2.4. Maintain a record of the attendance or absence of Senate and committee members and report such absences to the Association Vice President.
 - 1.2.5. Coordinate the committee reports for Student Senate meetings.
 - 1.2.6. Coordinate the committee files and all records of committees department by the Association.
 - 1.2.7. Keep Association members informed of all committee meetings.
 - 1.2.8. Post the Association calendar.
 - 1.2.9. Perform clerical duties including but not limited to phone answering, typing, maintaining a record of all Senate correspondence, taking and typing all Senate minutes.
 - 1.2.10. Serve as a voting member of the Executive Council.

BY-LAW VII: SENATE VACANCY COMMITTEE

Section 1. Establishment

- 1.1. The Senate Vacancy Committee is established to publicize Senate vacancies, to schedule and coordinate the interviews of the applicants for the vacancies, and to select the most qualified candidates to fill the vacancies.

Section 2. Membership

- 2.1. The Senate Vacancy Committee will consist of seven (7) voting members as follows:
 - 2.1.1. The Association Vice President who shall serve as chairperson.
 - 2.1.2. A senator from each of the four (4) schools and two (2) students at-large appointed by the Association President and approved by two-thirds (2/3) of the Student Senate.
- 2.2. One Association Advisor appointed by the President will serve in an advisory capacity.
- 2.3. Quorum will consist of five (5) members.

Section 3. Meetings

- 3.1. The Senate Vacancy Committee shall meet upon call of the chairperson.

Section 4. Procedure

- 4.1. The Association Vice President shall announce the open seat(s) at a meeting of the Student Senate. This announcement shall include:
 - 4.1.1. The position(s) to be filled;
 - 4.1.2. The qualifications of said position(s);
 - 4.1.3. The date and time of the application deadline; and
 - 4.1.4. The date and time of the Student Senate meeting where the selected candidate will be presented for approval.
- 4.2. The announcement must be no later than two (2) weeks in advance of the date when the selection will be presented for approval. The selection must be presented for approval no later than the fifth Student Senate meeting after the seat becomes vacant.
- 4.3. Upon receipt of applications and expiration of the due date, the Association Vice President shall schedule interviews with each candidate and post the list of candidates and the interview schedule in the office.
- 4.4. The Senate Vacancy Committee shall determine the guidelines and/or procedures that the committee shall utilize in the interview and selection of a candidate.

- 4.5. The Senate Vacancy Committee will then conduct interviews of all candidates who meet all requirements of the office of Senator. These interviews will be open to all Senators.
- 4.6. Once all interviews are completed, the Senate Vacancy Committee shall then proceed to select a candidate(s) for the vacant position(s).
- 4.7. The selected candidate(s) shall then be submitted to the Student Senate for a two-thirds (2/3) approval.
 - 4.7.1. Senators filling a vacant seat shall be sworn in immediately following their approval.
 - 4.7.2. If not approved, the Senate Vacancy Committee shall submit another recommendation from the remaining candidates.

BY-LAW VIII. FRESHMEN AIDE COMMITTEE

Section 1. Establishment

- 1.1. The Freshmen Aide Committee is established to familiarize interested freshmen in Student Government with the operations and procedures of Pittsburg State University Student Government Association with out having the duties and responsibilities as a senator.

Section 2. Membership

- 2.1. The Freshmen Aide Committee will be composed of no more than 22 members as follows:
 - 2.1.1 One (1) female and one (1) male selected from senate as committee heads
 - 2.1.2 No more than twenty freshmen that have filled out a valid petition and completed an interview.

Section 3. Meetings

- 3.1. The Freshmen Aid Committee shall meet once a week at a time designated by the committee heads

Section 4. Responsibilities of the Freshmen Aide

- 4.1. The Freshmen Aide Committee members shall have the following responsibilities;
 - 4.1.1 Attend three Senate Meetings per semester
 - 4.1.2 Attend all weekly committee meetings
 - 4.1.3 Serve one office hour per week
 - 4.1.4 Participate in the Senate's highway clean-up.

Section 5. Duties of the Freshmen Aide Committee

- 5.1. The Freshmen Aide Committee shall have the following duties as a whole:
 - 5.1.1 Make a list of goals for the year, personal and group
 - 5.1.2 Propose three resolutions before Senate
 - 5.1.3 Work with one or more departments on a large Senate Project
 - 5.1.4 Support and/or run in the Student Government Election campaign in the spring.

BY-LAW IX: REMOVAL OF ELECTED AND APPOINTED POSITIONS

Section 1. Removal of Elected Positions by Senate

- 1.1. A written statement must be submitted by a voting member of Senate to the President's Cabinet naming the person to be impeached and the reason(s) for impeachment.
- 1.2. Said statement must be presented to the Student Senate at the next scheduled Senate meeting after date of submission to President's Cabinet.
 - 1.2.1. A motion to accept said written statement must be moved and seconded on the Senate floor before the statement can be considered.
 - 1.2.2. This statement, upon such motion, must be read to the Student Senate at three (3) successive meetings.
- 1.3. At the third reading, a three fourths (3/4) vote of the total current membership of the Senate is required to remove a member from Office.

Section 2. Removal by Elected Positions by Student Petition

- 2.1. A valid petition signed by at least fifteen percent (15%) of the number of students in the appropriate area of representation shall cause the Student Senate to vote on removal of the elected official in question as outlined with the exclusion of Section 1.2.1.
- 2.2. A valid petition signed by at least thirty-five percent (35%) of the number of students in the appropriate area of representation shall cause a recall election to be held.
 - 2.2.3. A recall election must be held within thirty (30) days of the validation of the petition.
 - 2.2.4. Removal of an elected official requires a majority vote of at least ten percent (10%) of the number of students in the appropriate area of representation.

Section 3. Appointed Positions

- 3.1. Appointed positions may be removed by the Association President with two thirds (2/3) approval of the President's Cabinet.

BY-LAW X: MEETINGS

Section 1. Regular Meetings

- 1.1. Regular Student Senate meetings shall be held at a time approved by a majority vote of the Senate. The announcement of this time shall be in accordance with K.S.A. 75-4317 through K.S.A. 75-4320a. Senate will not be held during finals week. The Senate may temporarily change meeting times by a majority vote.

Section 2. Special Meetings

- 2.1. Regular Session
 - 2.1.1. The Association President may call the Student Senate into special session with 24 hour vocal notice or 48 hour individual written notice.
 - 2.1.2. Notices must include the exact time and place of said meetings as well as the item(s) for discussion.
- 2.2. Senate Recess
 - 2.2.1. During Senate recesses, the Association President may call the Student Senate into special session.
 - 2.2.2. Written notices must be sent to permanent addresses at least five mailing days before the meeting.
 - 2.2.3. Vocal notice given at least 48 hours prior to the meeting may be substituted for written notice.
 - 2.2.4. Notices must include the exact time and place of said meetings as well as the item(s) for discussion.

Section 3. Quorum

- 3.1. The Quorum for any Senate meeting shall consist of two-thirds ($2/3$) of the current Senate membership.

BY-LAW XI: RULES OF ORDER

The rules contained in the latest edition of Robert's Rules of Order shall govern proceedings of the Senate except in such cases that are governed by the Constitution and By-Laws.

BY-LAW XII: ABSENCE POLICY

- 1.1. Any member who is absent from a Student Senate meeting, unexcused, shall receive one (1) absence. An unexcused absence from a department meeting, committee meeting, or office hour, shall receive one-half (1/2) of an absence.
- 1.2. The Vice President shall notify the Senate of his or her absence policy at the beginning of the term. Determination of an excused or unexcused absence shall be made by the Vice President.
- 1.3. Student Senate members may make a written request to the Vice President for a leave of absence of no more than four (4) weeks.
- 1.4. The Vice President shall notify a Senator of an unexcused absence and total unexcused absences to date.
- 1.5. Members of the Student Senate who have accumulated three (3) unexcused absences in one term shall be automatically discharged from office. Members may be reinstated to the Senate by a majority vote of the Senate.
 - 1.5.1. Reinstated members shall be discharged after one (1) further unexcused absence. Reinstatement after this absence shall require a two-thirds (2/3) vote.
- 1.6. Cabinet members shall be subject to all the guidelines established in the absence policy for Senators.
 - 1.6.1 In addition, Cabinet members shall receive one-half (1/2) of an absence for an unexcused absence from a Cabinet meeting.

1.6.1. BY-LAW XII: COMMITTEE STRUCTURE

Section 1. Definitions

- 1.1. A committee shall be a body of persons delegated to consider, investigate, take action on or report on some matter.
- 1.2. A committee may also be referred to as board, council or task force.

Section 2. Association Committees

- 2.1. Standing Committees shall be established by the Student Senate as deemed necessary by creating a By-Law or Statute of the Association Constitution.
- 2.2. Ad hoc committees may be established:
 - 2.2.1. By the Association President as deemed necessary. The Association President will determine the membership and chairperson of such committees.
 - 2.2.2. By a majority vote of the Student Senate. The motion must state who the chairperson of the committee will be.

Section 3. Administrative Committees

- 3.1. Those committees established by the University in which there is at least one student member.

Section 4. Faculty Senate Committees

- 4.1. Those committees established by the Faculty Senate in which there is at least one student member.

Section 5. Attendance

- 5.1. All Student Government committee representatives must fulfill their committee responsibilities until the end of the spring semester.

BY-LAW XIII: RESOLUTIONS AND BILLS

Section 1. Numbering

- 1.1. All resolutions and bills submitted to the Student Senate shall be numbered with the year the Senate was in session and the position in numerical order following other submitted legislation, e.g., 97-1, 97-2.

Section 2. Definitions

- 2.1. Sponsors are individuals or groups supporting the proposed action.
- 2.2. Submitter's are Senators, members of the President's Cabinet, or groups established by the Association who present the legislation for inclusion on the agenda.
- 2.3. WHEREAS clauses are clauses stating why action is needed.
- 2.4. RESOLVED clauses are clauses stating the action resolution is requesting.
- 2.5. ENACTED clauses are clauses stating the action the bill is requesting.

Section 3. Structure Description

- 3.1. All bills and resolutions shall consist of the following in this order:
 - 3.1.1. The date on which the bill or resolution is submitted to the Student Senate.
 - 3.1.2. The names of the sponsors.
 - 3.1.3. The names of the submitter's.
 - 3.1.4. The topic of the legislation.
 - 3.1.5. The WHEREAS clauses.
 - 3.1.6. The RESOLVED or ENACTED clauses.
 - 3.1.7. The date which the legislation first appears before the Senate.
 - 3.1.8. The date which the legislation first appears before the Senate for a second reading.
 - 3.1.9. The record of votes.
 - 3.1.10. Student Senate Chairperson's signature and date signed.
 - 3.1.11. Association President's signature and date signed.
 - 3.1.12. The action taken if the resolution or bill was delayed at some point before approval by the University President.

Section 4. Filing

- 4.1. These resolutions and bills are to be kept on file by the Secretary for at least five (5) years.

Section 5. Date Effective

- 5.1. All amendments, by-laws or bills passed by the Senate pertaining to the Constitution shall be added to and made a part of the most recent Association Constitution upon the approval of the University President.

BY-LAW XIV: REFERENDUM

Section 1. Student Senate

- 1.1. Compulsory - Legislation which amends the Constitution and must be approved by a majority with a minimum of ten percent (10%) of the students enrolled at Pittsburg State University participating in a general or special election.
- 1.2. Advisory - The submission of a controversial issue to the student body to act as an advisory statement to the Senate. All referendums of this type must be approved in resolution form by a two-thirds (2/3) majority vote of the Senate.

Section 2. Student Body

- 2.1. The student body may request action on any matter within the jurisdiction of the Senate.
- 2.2. Any student is eligible to sign a petition.
- 2.3. The "student body" shall be defined as the number of full-time-enrolled students, reported in the most recent report as presented to the Board of Regents.
- 2.4. A valid petition stating the action desired must be signed by not less than the number of students equal to ten percent (10%) of the total vote in the last general election.
- 2.5. A valid petition must contain the following for each student:
 - 2.5.1. Name.
 - 2.5.2. ID number.
 - 2.5.3. School address.
 - 2.5.4. Hours enrolled in.
 - 2.5.5. Signature.
- 2.6. The Association Vice President will be responsible for validating the petition.
- 2.7. The petition shall then be presented to the President's Cabinet. Upon receipt of such a petition, the Association President shall introduce the requested action to the Student Senate at the next scheduled meeting.
- 2.8. The proposed petition must be read to the Senate in two (2) successive meetings.
- 2.9. At the second reading of the proposed petition the Student Senate must act upon it in either of the following manners:
 - 2.9.1. If said petition is accepted by the Student Senate, the request shall be submitted to the student body if appropriate.
 - 2.9.2. If said petition is rejected by the Student Senate, a valid petition signed by no less than ten percent (10%) of the student body proper shall cause the Student Senate to submit the request to the student body.

- 2.10. Any petition submitted to the student body must be submitted within thirty (30) days for their action. Approval must be by a majority with a minimum of ten percent (10%) of the student body proper participating.

Section 3. Limits

- 3.1. No petition or referendum regarding the same matter shall be submitted to the student body more than one time per school year unless approved by a 3/4 vote of the Student Senate.

BY-LAW XV: COURT RULES AND PROCEDURES

Section 1. Filing

- 1.0. Questions are filed with the Chief Justice of the Court in the form of a written brief naming the action in question and citing the portion of the Constitution which said action allegedly violates. The brief must be dated and signed by the person(s) alleging the violation.

Section 2. Meetings

- 2.1. Prior to the first meeting on a question, the Chief Justice shall announce publicly the question to be deliberated.
- 2.2. The Chief Justice shall call the Court to meet within five (5) school days of receipt of a brief referring action, at which time the question and supporting information will be presented.
- 2.3. The Court shall hear from any person who has an opinion or information on the question.
- 2.4. Quorum will consist of four (4) voting members.
- 2.5. All testimony and opinions on a question shall be recorded by visual or audio means.
- 2.6. The Court shall, after hearing testimony, meet for deliberation and vote on the question. All members present will be required to vote.
- 2.7. Any member not present at a meeting on a question shall review the briefs and recorded minutes before voting.
- 2.8. All members of the Court shall be required to vote.

Section 3. Rulings and Publication

- 3.1. The Judicial Court will issue a ruling to the Senate within ten (10) school days of the question referred. In the event that a decision has not been reached, an extension for additional time not to exceed ten (10) days may be granted by the Association President.
- 3.2. The Chief Justice will make written publication of the majority decision along with the majority and dissenting opinion statements.

Section 4. Appeal

- 4.1. An appeal may be made to a Court decision, if the Court thinks that there is new information pertaining to the question.
- 4.2. Upon recognition of an appeal, the Court shall meet and consider the appeal and will issue a ruling in accordance with Sections 2 and 3 above.

BY-LAW XVI. GRADUATION REPRESENTATION

Section 1. Procedure

- 1.1. The President shall solicit nominations for the two (2) graduate senate positions from the dean of Graduate Studies and/or the faculty at large.
- 1.2. The nominees must approved by a two-thirds (2/3) majority vote of the senate.
- 1.3. This process shall be completed by the fourth (4) week of the Fall term

Section 2. Vacancies

- 2.1 Any vacancies in the graduate senator positions shall be filled in accordance with Section 1.1 and 1.2 of this By-Law.

**PITTSBURG STATE UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION
STATUTES**

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STATUTE I: LEGAL AID COMMITTEE

Section 1. Membership

- 1.1. The Legal Aid Committee will consist of seven voting members as follows:
 - 1.1.1. The Vice President for Student Affairs or his/her designee who shall serve as the chairperson.
 - 1.1.2. The Student Government Association President or his/her designee.
 - 1.1.3. Four students, three of whom may be Student Senators, appointed by the Association President.
 - 1.1.4. One faculty member appointed by the Faculty Senate.
 - 1.1.5. A secretary will be selected for the committee from the membership.
- 1.2. Quorum will consist of five members.

Section 2. Meetings

- 2.1. The Legal Aid Committee shall meet upon the call of the chairperson at least once a semester.

Section 3. Responsibilities

- 3.1. The Legal Aid Committee shall approve by a 2/3 vote the budget for the coming year Legal Aid Program during the spring semester.
- 3.2. The Legal Aid Committee shall select and contract the campus lawyer for the upcoming fiscal year.
- 3.3. The Legal Aid Committee shall review and change operational policies as needed.
- 3.4. The Legal Aid Committee shall update the Legal Aid Brochure as needed.
- 3.5. The Legal Aid Committee Chairperson shall submit all recommendations and changes for the following year to the Student Senate on or before the first week in April.

Section 4. Funding

- 4.1. The Legal Aid Program shall be funded by a portion of the Student Activity Fee as designated by the Fee Council.
- 4.2. The Association shall provide additional funding to the Legal Aid Program if unforeseen circumstances cause the program to exceed budget limitations.

STATUTE II: PRESIDENTS' COUNCIL

Section 1. Membership

- 1.1. Presidents' Council will consist of the president or his/her designee of all registered campus organizations.
- 1.1.1. The Director of Campus Affairs shall serve as the chairperson.

Section 2. Meetings

- 2.1. Presidents' Council shall meet at least once at the beginning of the fall and spring semesters to discuss items relevant to campus organizations.

STATUTE III: FEE COUNCIL

Section 1. Definition of Terms

- 1.1. The Student Activity Fee shall include all funds collected from students enrolled at Pittsburg State University that are paid at the time of fee payment excluding tuition, Student Center fees, and Student Health Center fees as presently defined.
- 1.2. Line items are allocations to a program or agency on a fixed total dollar amount.
- 1.3. Meetings of the Fee Council are for the purpose of organizing and discussing various aspects of the student activity fee, including but not limited to the establishment of line items, the amount each line item will receive, and the total amount of the activity fee.
- 1.4. Hearings are meetings of the Fee Council with a representative from a program or agency to examine and clarify the needs of the program or agency with regard to their requesting line item status or funding level.

Section 2. Membership

- 2.1. The Fee Council shall consist of eleven members: the Vice President for Student Affairs or his/her designee who shall serve as the chairperson and convener; the Vice President for Business and Fiscal Affairs or his/her designee; the Association President; the Association Vice President; the Association Treasurer; and six students, four of whom may be Student Senators, appointed by the Association President and approved by a 2/3 vote of the Student Senate.
- 2.2. The student members of the Fee Council shall be appointed by the fifth week of the fall semester.
- 2.3. Quorum will consist of eight members.

Section 3. Meetings and Hearings

- 3.1. The Fee Council will be convened during the fall semester of each year for the purpose of organizing and orienting new Fee Council members, discussing aspects of the student activity fee and Fee Council, and gathering information in preparation for upcoming hearings.
- 3.2. The Fee Council will begin conducting student activity fee hearings of all programs or agencies requesting or desiring to maintain line item status beginning no earlier than the first of November of the same fiscal year as stated above in 3.1.
- 3.3. The Fee Council will meet at the conclusion of the student activity fee hearings and shall recommend changes in the level of the student activity fee, recommend additions or deletions of line items, and set the level of appropriations for all line items.

Section 4. Requirements for Hearings

- 4.1. All programs or agencies maintaining or requesting line item status will be given the opportunity to meet with the Fee Council.
- 4.2. The following information must be made available to the Fee Council by programs or agencies maintaining or requesting line item status:
 - 4.2.1. A detailed budget of the past three years.
 - 4.2.2. Detailed actual revenue and expense reports for the previous three years.
 - 4.2.3. Information representing current fund reserve levels, fund levels at the end of the previous fiscal year, and projected fund levels at the end of the current fiscal year.
 - 4.2.4. A detailed request for the upcoming fiscal year including projected revenue and expenses.
 - 4.2.5. Bond retirement schedules for debts being serviced by student fees.
 - 4.2.6. How do you justify any major funding changes?
 - 4.2.7. How many students does your organization affect?
 - 4.2.8. How does your organization affect student life?
- 4.3. Any program or activity which cannot provide the above detailed information must be granted an exception by the Fee Council or its request will not be considered.

Section 5. Line Items

- 5.1. The line items do not come under the appropriation authority of the Student Senate.
- 5.2. The level of the appropriation for each line item will be determined by a 2/3 vote of the Fee Council, the total of which shall be approved by a majority vote of the Student Senate and subject to the approval of the University President.
- 5.3. In order for any line item to be added or deleted, a 2/3 vote of Fee Council, a 2/3 vote of Student Senate, and the approval of the University President must be obtained.
- 5.4. No single line item shall receive more than 45% of Student Activity Fees
 - 5.4.1. The 45% shall be calculated using the current fiscal year enrollment.

Section 6. The Student Activity Fee

- 6.1. The Student Activity Fee for all students enrolled in seven credit hours or more will be a fee set by the Fee Council.
- 6.2. The Student Activity Fee for all students enrolled in less than seven credit hours on campus will be a per credit hour rate established by the Fee Council.
- 6.3. The amounts collected in 6.1. and 6.2. shall be appropriated to line items on a fixed total dollar amount. Any excess collected shall be placed in the Fee Council Reserve Fund.

- 6.4. Any increase or decrease in the Student Activity Fee will be determined by a 2/3 vote of the Fee Council, approved by a 2/3 vote of the Student Senate, and subject to the approval of the University President.

Section 7. Post-Appropriation Procedures

- 7.1. At the conclusion of the student activity fee budgeting process, the information collected under Section 4 and all recommendations made by the Fee Council shall be kept on file in the Student Government Association Office and available for public inspection.
- 7.2. The University Business Office shall make available upon request computer print-outs of all student activity fee line item accounts to the Student Government Association Office.
- 7.3. Line items and their appropriations will be made available for publication in a regular issue of the Collegio.

Section 8. Contingency Appropriations

- 8.1. Contingency Appropriations are expenditures from the Fee Council Reserve Fund.
- 8.2. This money will be appropriated to programs or agencies for extraordinary expenditures.
- 8.3. Any program or agency requesting contingency appropriations will be given the opportunity to meet with the Fee Council.
- 8.4. The program or agency requesting contingency appropriations must provide the Fee Council with pertinent information justifying the request.
- 8.5. The amount appropriated to the program or agency shall be determined by a 2/3 vote of the Fee Council, approved by a majority of the Student Senate, and subject to the approval of the University President.

Section 9. Grievance Procedure

- 9.1. Any program or agency denied line item status shall be given the opportunity to meet with the Fee Council to present both new and pertinent evidence in order to plead their case.
- 9.2. Any program or agency having line item status shall be given the opportunity to meet with the Fee Council and prove that the level of their appropriations will not satisfy the needs of their program or agency.
- 9.3. Any program or agency desiring to file a grievance must do so within one week of the public announcement of their appropriation level by the Fee Council or their grievance will not be considered.

Section 10. Restriction on Use of Funds

- 10.1. Student fees may not be taken from line item accounts to fund any activities or services which are, by purpose, primarily non-student in accordance with KSA 76Ä719.

STATUTE IV: INTRAMURAL ADVISORY BOARD

Section 1. Membership

- 1.1. The Intramural Advisory Board will consist of seven voting members as follows:
 - 1.1.1. The Association President or his/her designee who shall serve as the chairperson.
 - 1.1.2. A representative from the Interfraternity Council.
 - 1.1.3. A representative from the Panhellenic Council.
 - 1.1.4. A representative from the Residence Hall Association.
 - 1.1.5. A student, not a member of any of the three above mentioned organizations, appointed by the Association President.
 - 1.1.6. A faculty member appointed by the Faculty Senate.
 - 1.1.7. The Vice President of Student Affairs or his/her designee.
 - 1.1.8. A secretary will be selected for the Board from the membership.
- 1.2. The Intramural Advisory Board will consist of two nonvoting ex-officio members as follows:
 - 1.2.1. The Director of Intercollegiate Athletics or his/her designee.
 - 1.2.2. The Intramural Director.
- 1.3. Quorum will consist of five voting members.

Section 2. Meetings

- 2.1. The Intramural Advisory Board shall meet upon the call of the chairperson at least once a semester.

Section 3. Responsibilities

- 3.1. The Intramural Advisory Board shall approve and/or recommend the following to the Chairperson of the Department of Health, Physical Education and Recreation (HPER) for their implementation:
 - 3.1.1. The budget for the Intramural Program for the coming year during the spring semester by a two-thirds (2/3) vote.
 - 3.1.2. All rules and policies regarding the Intramural Program by a two-thirds (2/3) vote.
 - 3.1.3. Any changes in the Intramural Program.
- 3.2. The Intramural Advisory Board shall hear suggestions, concerns, and complaints about the Intramural Program that are formally submitted to the Intramural Director.
- 3.3. The Intramural Advisory Board shall serve as the final authority in all appeals or interpretation of rules regarding the Intramural Program.

STATUTE V: EVALUATION TASK FORCE

Section 1. Responsibilities of the Evaluation Task Force Coordinator

- 1.1. Promote and encourage faculty to participate in the evaluations provided by the Evaluation Task Force.
- 1.2. Coordinate the evaluations of the participating faculty.

Section 2. Membership

- 2.1. The Evaluation Task Force Coordinator shall be the Academic Affairs Director.
- 2.2. All Senators may be members of the Evaluation Task Force.

Section 3. Meetings

- 3.1. The Evaluation Task Force will meet, as a group, once at the end of each evaluation session to make improvements in the evaluation process.
- 3.2. Upon notification of the coordinator, the Evaluation Task Force shall perform the evaluations requested by instructors.

STATUTE VI: POSTER GUIDELINES

Section 1. The Campus Affairs Department Responsibilities

The Campus Affairs Department shall be responsible for the development and distribution of the Pittsburg State University poster guidelines which shall include stamping procedures, organization responsibilities, eligibility for poster privileges, special guidelines, and exceptions.

Section 2. Approval of Poster guidelines

The poster guidelines shall be read at two consecutive meetings of the Student Senate, and approved by a two-thirds majority vote of the Senate. The guideline from the previous year will be effective until new guidelines are passed by the Senate.

STATUTE VII: ELECTION GUIDELINES

Section 1. Election Board

- 1.1. Membership
 - 1.1.1. The Election Board shall consist of a Chairperson and at least five (5) members not running for office.
 - 1.1.2. The Election Board Chairperson shall be the Association Vice President unless otherwise specified by the Student Senate.
 - 1.1.3. All other members shall be appointed by the Election Board Chairperson and approved by a majority of the Student Senate.
 - 1.1.4. One Association Advisor shall be appointed by the Election Board Chairperson to serve as the Election Board advisor.
 - 1.1.5. All Election Board members must be full-time students.
- 1.2. Powers and Responsibilities
 - 1.2.1. The Election Board Chairperson is the chief executive officer of the Election Board in any and all elections conducted under the auspices of the Student Senate and, as such, may apply any sanctions Stated in the Election Guidelines for infractions of Statue VII or the Election Guidelines with 3/4 approval of the Election Board.
 - 1.2.2. Any decision of the Election Board Chairperson or the Election Board is subject to appeal with the Judicial Court.
 - 1.2.3. The Election Board is responsible to act in accordance with these guidelines. The Election Board will be held responsible for failure to act when such action is clearly necessary.

Section 2. Qualifications

- 2.1. Any individual of the student body excluding members of the Election Board may participate in the elections of the Association officers and Senators.
- 2.2. Candidates for Association Officers shall meet the following criteria.
 - 2.2.1. No person shall file for more than one Association Office in any one election; nor may candidates change office once registered.
 - 2.2.2. Full-time enrollment and a minimum 2.25 cumulative G.P.A.
 - 2.2.3. No member of the student body may be a candidate for an office for which he is not qualified.

Section 3. Representation Ratio

- 3.1. There shall be one Senator for every 200 full-time enrolled students with a minimum of four (4) Senators per school, and a minimum of one Senator for the Graduate School.
- 3.2. There shall be one Senator at-large for every 400 enrolled full-time students with a minimum of ten (10) Senators elected at-large.

- 3.3. The full-time enrollment of the fall semester, as presented to the Board of Regents, shall be used to determine the number of full-time enrolled students.

Section 4. Voting Procedure

- 4.1. Any student, graduate or undergraduate, shall be extended the right of voting once by attending a working polling place.

Section 5. Counting and Tallying of Ballots

- 5.1. The Election Board Chairperson shall oversee the counting of the ballots and be the sole judge in cases of ambiguity.
- 5.2. Each officially recognized party (as defined in the Election Guidelines) may assign one (1) official representative to attend the counting of ballots, and each independent candidate may also do the same.
- 5.3. The Election board Chairperson or the Judicial Court shall have the authority to require a recount of any part to all of the ballots if so required by any candidate or the chairperson of any recognized political party if, in the judgment of either the chairperson or the Judicial Court, the request is reasonable and proper.

Section 6. Election Guidelines

- 6.1. The Election Guidelines shall contain all policies, procedures, definitions, and other relevant material pertaining to the Association's election process unless otherwise specified in the Student government Association Constitution.
- 6.2. The Student Senate shall approve by a two-thirds (2/3) majority vote the Election Guidelines as recommended by the Election Board in advance of the sixth week before the dates of the election.
- 6.3. If the Election Guidelines are not approved by the appropriate time, the previous year's Election Guidelines shall be deemed effective for the Senate term, unless repealed at a later date.

STATUTE VIII: ALLOCATIONS

Section 1. Membership of the Finance Committee

- 1.1. The Finance Committee shall consist of ten (10) members, including the Chairperson, three of which must be student senators representing different schools of the university. The members of the Finance Committee shall be appointed by the Association President, upon recommendation of the Association Treasurer, and approved by a majority of the Student Senate.
- 1.2. Nine (9) members shall have voting rights. The Chairperson shall vote only in the case of a tie.
- 1.3. Quorum shall be six (6) voting members.
- 1.4. Membership shall be for the length of the Senate term. Appointments shall be made by the third Student Senate meeting of the term.
- 1.5. Members may be relieved of their responsibilities by a two-third (2/3) vote of the Student Senate.
- 1.6. The Association President shall appoint a faculty/staff member of the PSU community, upon advisement of the Association Treasurer, to serve as an advisor to the Finance Committee.

Section 2. Powers and responsibilities of the Finance Committee

- 2.1. Hear and review Allocation requests before presentation to the Student Senate.
- 2.2. Make Allocation Budget recommendations to the Student Senate.
- 2.3. Review and revise the Allocations Handbook as necessary, subject to majority approval by the Student Senate.
- 2.4. Decide and implement policies for the committee and its meetings.

Section 3. The Allocations Handbook

- 3.1. The Allocations Handbook shall contain all policies, procedures, and other relevant material pertaining to the Allocations process unless otherwise specified in the Student Government Association Constitution.
- 3.2. The Student Senate shall approve by a two-thirds (2/3) majority vote the Allocations Handbook as recommended by the Finance Committee by the first allocations workshop. If the Allocations Handbook is not approved by the appropriate time, the previous Allocations Handbook shall be deemed effective for the Senate term, unless repealed by a later date.

STATUTE IX. MULTICULTURAL AFFAIRS COMMITTEE

Section 1. Membership

- 1.1. Association President and the Legislative Director of the Senate shall organize the Multicultural Affairs Committee.
- 1.2. The Committee shall be comprised of no more than ten (10) senator
- 1.3. The chair and membership of the Committee shall be submitted to the Senate for two-thirds (2/3) approval.

Section 2. Powers and Responsibilities

- 2.1. The Committee shall work closely with the Multicultural Resource Center and any other bodies on campus concerned with multicultural affairs, in order to coordinate cultural enrichment activities to enrich the lives of Pittsburg State University students.
- 2.2. The Committee shall ensure the coordination of a campus-wide Diversity Week.
- 2.3. The Committee shall work to address all issues related to multicultural affairs at Pittsburg State University and to work with Senate to develop appropriate legislation and action.

Section 3. Meetings

- 3.1. The Committee shall meet at the call of the chairperson, request of a majority of the Committee's members, request of a majority of the Senate, or at the request of the Association President.

STATUTE X. PAY (Suspended as per Resolution 00-07)

Section 1. Required Compensation

- 1.1. The Association President and the Association Vice President shall be compensated for twenty (20) hours each week.
- 1.2. The Association Treasurer and Office Manager shall be compensated for fifteen (15) hours each week.
- 1.3. The Director of Academic Affairs, Director of Campus Affairs, Director of Community Affairs, Director of Public Relations, and the Legislative Director of the Senate shall be compensated for ten (10) hours each week.