

**PITTSBURG STATE UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION
STATUTES**

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 revenues 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 currently enrolled student, graduate or undergraduate, shall be extended the right of voting once by logging onto their GUS online account.

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.

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

Section 1. Required Compensation

- 1.1. The Association President shall be compensated for twenty (20) hours each week.
- 1.2. The Association Vice President shall be compensated for fifteen (15) hours each week.
- 1.3. The Association Treasurer shall be compensated for eight (8) hours each week.
- 1.4. The Legislative Affairs Director shall be compensated for seven (7) hours each week.
- 1.5. The Director of Academic Affairs, Director of Campus Affairs, Director of Community Affairs, Director of Public Relations, and the Big Event Director shall be compensated a stipend of \$500 per semester.
- 1.6.