

The Bylaws of the Morehead State University Student Government Association

PURPOSE/MISSION STATEMENT:

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

ARTICLE I. STANDING COMMITTEES

Section 1. Standing Committees and Duties

- A. Internal Affairs - Research policies and initiate plans to enhance the quality of student life while serving as a liaison to university departments. Evaluate applications for Funding Packets; find innovative ways to partner with on and off-campus entities; maintain a regularly updated list of Morehead businesses that offer student discounts or accept Beaker Bucks as a form of payment; and oversee the organizations budget as a whole when necessary.
- B. Public Relations - Promote, publicize information, and maintain social media accounts affiliated with the Student Government Association in a professional and positive manner.
- C. Campus Involvement - Develop and manage civic engagement efforts, educational programming, philanthropic programming, and participation in the campus community.

Section 2. Committee Chairs

- A. The Committee Chair is the presiding Student Congress member of the committee. This person is responsible for managing the committee's operations.
- B. The Committee Chair shall be elected from within the respective committee and approved by the Vice President.

- C. The responsibilities of the chair are to include the following:
 - 1. To determine a time and place for the meeting to be held.
 - 2. To produce an agenda for each meeting.
 - 3. To report committee progress to the Student Congress.
 - 4. To report directly to the presiding Executive Board officer.

- D. In the event of the Committee Chair being removed, their position will be filled by the sitting Vice Chair.

Section 3. Vice Chairs

- A. The Committee Vice Chair is the second presiding Student Congress member of the committee. This person is responsible for assisting the chair in managing the committee's operations.

- B. The Committee Vice Chair shall be elected by the committee with the approval of the Vice President.

- C. The responsibilities of the Vice Chair are to include the following:
 - 1. To take roll at each meeting.
 - 2. To submit a roll to the Secretary of Internal Affairs.
 - 3. To take minutes of the meeting.
 - 4. To submit the completed committee minutes to the Vice President and the Secretary of Internal Affairs.
 - 5. To fulfill the responsibilities of the chair in their absence.

Section 4. Advisors to Standing Committees

- A. All committees will have an advisor from the Executive Board.

- B. The advisor should be available should the committee require assistance.

- C. The staff advisor will also be an available resource to the committees to advise as necessary.

Section 5. Ad hoc Committees

- A. The Student Government Association may establish and disband supplemental committees with the intent of addressing specific purposes. These committees shall be referred to as Ad hoc committees.
- B. Ad hoc committees shall be vested with all powers, privileges, and responsibilities as designated to standing committees by the Student Government Association Constitution and Bylaws.

ARTICLE II. ATTENDANCE POLICY

Section 1. Attendance for Student Congress Members

- A. Meeting attendance will be regulated as follows: a maximum of two unexcused absences in total will be permitted per semester. The third unexcused absence will result in dismissal from their Student Congress position.
- B. An absence shall also be defined as any appearance to one of the aforementioned events 15 minutes or more after its official start time unless permission is granted from the presiding official of the meeting.
- C. Any Senator may submit a written excuse to the Secretary of Internal Affairs no more than 48 hours after the absence has occurred unless a long-term emergency arises. The excuse will be reviewed by the Executive Board and the Senator will be notified of the excuse's approval or denial.
- D. Any official university excuse as described in University Administrative Regulation 131.05 may be submitted no more than 48 hours after the excused absence has occurred and the absence will be excused unless the situation surrounding the absence prevents it.
- E. By the first meeting of the semester, a pre-approved list of events, created by the Executive Board, will be presented to the Student Congress. If two of these are attended before the third absence, these events may absolve one absence. No more than two absences can be absolved in one semester.
 - 1. The Executive Board will be able to add makeup events as they see fit.

- F. The Executive Board will notify Student Representatives individually after their first two unexcused absences. After the third unexcused absence, the Executive Board will notify the member in question to allow them to resign or appeal their absences within 48 hours of notification. The appeal will be heard by the Student Court.

Section 2. Attendance for the Executive Board

- A. Required to attend weekly Student Congress meetings.
- B. Advisors of the Standing Committees are required to attend their respective committee meetings.
- C. Attendance requirements for the Executive Board meetings will follow the policy written in Article II, Section 1, Subsection A of the Bylaws.

ARTICLE III. DISPENSATION OF STUDENT GOVERNMENT ASSOCIATION FUNDS

Section 1. Student Government Association Budget

Prior to each fall semester, the Executive Board shall take into consideration the Student Government Association budget as a whole.

Section 2. Expenditure of Funds

- A. The Executive Board shall earmark funds for Student Government Association standing committees based on analysis of previous and projected expenditures.
- B. The Executive Board shall present the dispensation of Student Government Association funds to the Student Congress for ratification, no later than the second Student Congress meeting of each fall semester.
- C. Any use of Student Government Association standing committee funds must first be proposed by the respective standing committee and approved by a majority vote within the committee.

- D. All standing committee transactions must be approved by a majority vote of the Student Congress unless otherwise specified in Student Government Association governing documents.
- E. All committee expenditures of less than or equal to \$100.00 may be approved by the Secretary of Internal Affairs without a majority vote of the Student Congress.
 - 1. Standing Committees must file a request to dispense funds with the Secretary of Internal Affairs and include: the amount requested, description of expenditure, and sponsorship by the committee.
 - 2. If the Secretary of Internal Affairs is inaccessible for a signature of approval, committee expenditures of less than or equal to \$100.00 may be approved by the President.

Section 3. Unallocated Funds

All funds not allocated to Student Government Association standing committees shall be designated as the General Fund.

- A. Allocations of the General Fund may be proposed to the Student Congress and approved by a majority vote.
- B. The General Fund shall be designated for spending outside the specific duties of the standing committees.

ARTICLE IV. STUDENT GOVERNMENT ASSOCIATION ELECTION RULES AND PROCEDURES

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

Section 1. Election Committee

- A. An election committee shall be formed by the Vice President four weeks prior to the election day(s).
 - 1. For Executive Board Elections, the Vice President shall form and chair an election committee of preferably five to seven Congress members.

2. For Congress Elections, the Vice President shall have the authority of the Election Committee.
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- B. In the event that the Vice President is running for election, they must step down from the committee and succession will be followed. If no member of the Executive Board or the Chief of Staff wishes to assume the position, or are all running for election, open nominations will go to and be voted on the Congress floor with preference to members of the Student Congress that have spent at least three (3) semesters at Morehead State University as a full-time student and are not running for an Executive Board position.
 - C. The election committee shall adhere to all regulations and responsibilities designated to committees in the Bylaws.
 - D. No candidate for election is eligible for membership in the committee.
 - E. The election committee will meet at least two times during the four weeks prior to the election(s).
 - F. The committee shall be responsible for:
 1. Setting the election dates.
 2. Setting the date for the Candidates Meeting.
 3. Setting the date for the debate.
 4. Reviewing campaign violations.
 5. Conduction of a voter drive during the days of the election.
 6. And all other duties as assigned by the Vice President of Student Affairs.

Section 2. Voting / Election

- A. To be eligible to vote in the election, a student must hold full-time status at Morehead State University.
- B. Voting may not be used as bribery or as a way to gain admittance or admission into any function.
- C. The election will be open during the announced time provided by the Student Government Association. The election information will be announced one week prior to the election. Winners will be selected by

receiving the highest percentage of votes. Results will be announced at least one week after the election.

- D. If there is any failure of the university data network or alleged violation that would impair at least five percent of the total number of students from voting, the results of the election could be voided, and a new election may be held within 48 hours. The decision to hold a new election or declare an election void is at the discretion of the Vice President of Student Affairs.
- E. If no campaign violation is filed, the results of the election will be posted within 48 hours of the election. If a campaign violation is filed, the results will be posted once the violation has been settled.

Section 3. Candidate Requirements and Responsibilities

- A. Student Government Association Executive Board candidates must meet all the qualifications set forth in the Student Government Association Constitution: be a full-time student, have a 3.0 institutional cumulative grade point average on a 4.0 GPA scale, or a 3.0 institutional cumulative grade point average on a 4.0 GPA scale from the latest 2 consecutive semesters prior to the election, and be in good disciplinary standing with the university.
- B. Any candidate for the office of President must have successfully completed at least three (3) semesters as a full-time student at Morehead State University.
- C. Each candidate or their campaign manager as designated on the candidate's application must attend the first candidate's meeting as announced by the Election Committee.
 - 1. At the conclusion of the meeting, each candidate, their campaign manager, or a designated representative must sign a form stating they understand the election rules and regulations.
 - 2. If a representative is not present at the first candidate's meeting, the candidate will be removed from the ballot unless a university excused absence is presented in accordance with the absence policy outlined in the Student Government Association Constitution and Bylaws.

Section 4. Campaign Regulations

- A. Candidates running for office may begin campaigning after, and only after, the first candidate's meeting as announced by the Election Committee.
- B. All campaigning functions including campaign promotion, passing out of campaign materials, social media usage, and any other legal campaigning activities are permitted between the end of the first candidate's meeting and until the officially announced ending of the election. Candidates may campaign on election days.
- C. Any campaign activity cannot interfere with the academic mission of the university.
- D. While campaigning, candidates, their campaign managers, and any other representatives are required to conduct themselves in a professional manner.
- E. In order for a candidate to host political activities, documented permission must be gained from the Vice President of Student Affairs or their designee and scheduled through the Student Center and Event Services.
- F. No voice amplification devices of any kind are to be used.
- G. No mass communication may be sent by a university employee on behalf of a candidate.
- H. Current executive members may not actively endorse candidates or distribute materials on behalf of a candidate.
 - 1. The above provision does not apply if the current Executive Member(s) wish(es) to seek election on a joint ticket to an Executive Board position.
- I. No university social media accounts can be used for publicizing any candidate. This includes, but is not limited to, the social media accounts owned and operated by an officially listed office, individual, or organization that is directly affiliated with the University. The social media accounts of MSU Athletics, the University's official social media accounts, or the social media accounts of the Student Government Association may not be used to promote the election of any candidate.

- J. Social media accounts run by the candidate, their campaign manager, or any other non-affiliated University personnel may promote and utilize social media platforms both during campaigning and on the days of the elections. All other non-University affiliated organizations may only begin promoting a candidate on social media after the first candidates meeting and up until the officially announced close of the election Section 5.

Section 5. Campaign Materials

- A. A candidate is responsible for all materials, activities, or other aspects, relating to their candidacy; therefore, they should approve all materials and activities related to their candidacies that are conducted by their campaign manager or supporters.
- B. All campaign materials must include, "Paid for by Candidate" or PFBC. If a candidate does not have PFBC on their campaign material, they have 24 hours after being notified to make the change on the material. If the candidate fails to comply then it will be brought to the election committee as a campaign violation.
- C. The Student Government Association logo may not be used on any campaign material.
- D. All political advertising should be put on bulletin boards which are designated for general use and/or other areas designated by the Election Committee. There will be a limit of ONE poster per candidate per bulletin board. No poster on a university bulletin board is to exceed 16' x 24'. No campaign materials will be allowed to be posted in classrooms, computer labs, on trash cans, departmental boards, utility poles, trees, or other places deemed inappropriate by the Office of Student Affairs.
- E. All campaign literature distributed through the University Post Office or Residence Hall mailboxes must be properly addressed with the name and appropriate box number as well as the sender's name. Each candidate is entitled to one stuffing of mailboxes in the residence halls during all-campus elections. The Office of Student Affairs must be notified 48 hours prior to the stuffing of Residence Hall mailboxes in order to notify the Office of Student Housing.

- F. Political banners are to be displayed only with the approval of the Office of Student Affairs.
- G. No candidate may negatively refer to their opponent or other person affiliated with an opponent in any campaign materials or events.
- H. No under-the-door distribution of materials or door-to-door campaigning will be approved for elections.
- I. A Candidate's campaign material may be removed only by the candidate, the campaign manager, or a designated representative.
- J. All posted campaign materials must be removed by the candidate or the candidate's designated representative 48 hours following the completion of the election.

Section 6. Campaign Finance

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

Section 7. Campaign Violations

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

- D. A Student Court hearing will take place no more than 5 business days after the form has been officially submitted by the Election Committee.
- E. The Election Committee reserves the right to make temporary changes to Article IV in good faith.

ARTICLE V. ADDING, STRIKING, AND AMENDING THE BYLAWS OF THE STUDENT GOVERNMENT ASSOCIATION

Section 1. Procedure

- A. Amendments and changes to this constitution may be proposed by a member of the Student Congress in which an Ad hoc Committee is assembled. The Ad hoc Committee shall be chaired by the Vice President.
- B. Amendments and changes to this constitution may also arise by means of a petition signed by not less than 10 percent of the Student Government Association.
- C. An Amendment shall become effective when ratified by a two-thirds majority of the Student Congress, and when approved by the Board of Regents.

Approved by Legislative Committee: 2/20/2007
Approved by Congress: 2/21/2007
Revised by Congress: 9/26/2007
Revised and Approved by Congress: 2/03/2010
Revised and Approved by Congress: 9/22/2010
Revised and Approved by Congress: 2/26/2015
Revised by Congress: 12/02/2015
Revised and Approved by Congress: 1/24/2018
Revised and Approved by Senate: 11/28/2018
Approved by the Board of Regents: 3/28/2019
Revised and Approved by Senate: 1/25/2023
Approved by the Board of Regents 2-23-23