

MURRAY STATE UNIVERSITY  
STUDENT SENATE BY-LAWS

ARTICLE 1. NAME AND PURPOSE

Section A. The legislative branch of the Student Government Association shall be known as the Murray State University Student Senate.

Section B. The Student Senate shall be the governing body of the Student Government Association (herein after referred to as S.G.A.) and shall have the power to pass resolutions, bills, rules and to implement and maintain any programs consistent with S.G.A. purpose.

ARTICLE II. GOVERNMENT

Section A. The Senate membership shall consist of the Executive Council of the S.G.A., three (3) elected senators from each Academic College OR School of the University, and two (2) "freshman senators," eight (8) senators at-large, and two (2) senators from each Residential Colleges who, along with the members of the executive council, shall have the right to vote.

a. The Executive Council of S.G.A. shall consist of the President/Student Regent Vice-President, Secretary, Treasurer, and the President of the Residential College Association.

b. The President of S.G.A. shall have the right to vote only in case of a tie.

ARTICLE III. ELECTION/APPOINTMENT AND DURATION OF TERM

Section A. The Election/Ways and Means Committee shall be responsible for the establishment and enforcement of the rules governing each election.

Section B. No member of S.G.A. shall be allowed to serve in two constitutional branches, other than the officers so required by the constitution. Further, no candidates shall appear on the S.G.A. ballot more than once.

Section C. In order to be elected, a candidate must receive a

plurality of the votes cast. In case of a tie, a run-off election shall be held within 15 school days.

- Section D. No write-in candidates will be accepted.
- Section E. The election results shall be made known to the public no more than 24 hours following the election closing.
- Section F. All candidates must without exception meet the requirements for the office of their candidacy as declared in the constitution.
- Section G. In the event the Election/Ways and Means Committee Chair is a candidate for office during the time of elections, the President shall appoint a temporary chair of the committee until after the election results have been confirmed.
- Section H. The Standing Committee Chairs shall be selected by the Interviewing Committee, composed of the officers of S.G.A. All chair recommendations must have the final approval of the Senate.
- Section I. All Student Senate positions shall be for one year terms unless otherwise stated in these by-laws.
- Section J. The Treasurer of S.G.A. shall have completed ACC 200 (Principles of Accounting I or equivalent if transferring from another school) or AGR 333 (Agribusiness Records and Analysis), NLS 502 (Financial Resource Management and Development), FIN 230 (Personal Financial Planning, or MAT 250 (Calculus and Analytical Geometry 1) with the grade of a "C" or better in each class, by the end of the academic term in which he/she is elected. Additionally, required courses may be substituted with a comprehensive skills test established by the Student Government Association. This test will be administered and graded by the Election Ways and Means Chair and/or the Student Government Association Advisor before the mandatory candidates meeting.
- Section K. The Elections of the Residential College Senators shall be conducted by the respective Residential College Governance structure.

Section L. No candidates shall be allowed to run for more than one Senate office per election.

ARTICLE IV. DUTIES AND RESPONSIBILITIES

Section A. Executive Council of the Student Senate

1. The President of the Student Senate shall:
  - serve as chair of all Senate meetings and Executive Council meetings.
  - convene the meetings of Standing Committee Chairs.
  - endorse all expenditures of the S.G.A. in the absence of the Treasurer.
  - report actions concerning the Campus Activities Board Policy Council to the Senate.
  - have the power to appoint any ad hoc committees deemed necessary.
  - be the official representative of the student body of Murray State University on the Board of Regents.
  - have the power to appoint a Chief of Staff as deemed necessary.
2. The Vice-President of the Student Senate shall:
  - in the vacancy of the office of the President assume that office immediately and without obstruction and all the duties and responsibilities thereof.
  - serve as chair of the Senate in the absence of the President.
  - report to the Senate the decisions and activities of the Campus Activities Board Programming Council.
3. The Treasurer of the Student Senate shall:
  - be responsible for collection, accounting and distribution of all Senate funds.
  - endorse all expenditures of the Senate.
  - chair the Student Senate Finance Committee.
  - be responsible for preparation and presentation of the S.G.A. budget.
4. The Secretary of the Student Senate shall:
  - record all Senate documents.
  - record the minutes of each Senate meeting and Executive Council meeting.

- be responsible for preparation and publication of a Senate Handbook to be distributed at the beginning of each school year.
- be responsible for any public announcements or advertisements required for the efficient publication of the activities and services provided involving the Student Senate.
- maintain member attendance records.

5. The Residential College Affairs Chairperson shall:
- be responsible for presiding over the Residential College Association bi-weekly meetings.
  - be responsible for communicating the needs of the Residential Colleges to the Executive Council of Student Government Association and to work closely with the Residential College programming Chairperson to offer entertaining and enlightening program within the Residential Colleges.

Section B. Senators

1. The Senators elected from the individual University Colleges or Schools shall:
- maintain a major in the college they represent.
  - serve on a minimum of one University committee.
  - serve on a minimum of one Senate committee.
  - serve a minimum of two hours a week in the Student Government Association office.
  - maintain proper contact with the organizations that they are assigned to in order to promote a positive exchange of ideas between representative and constituents as determined by the Executive council.
2. The Senators elected from the campus at-large shall:
- serve on a minimum of one Senate committee.
  - serve on a minimum of one University committee.
  - serve a minimum of two hours a week in the Student Activities Office.
  - maintain proper contact with the organizations that they are assigned to in

order to promote a positive exchange of ideas between representative and constituents as determined by the Executive Council.

Section C. Chairs of Standing Committees

1. The Standing Committee chairs shall:
  - be responsible for a weekly report to the Senate on the activities of the committee they chair.
  - be responsible for organization and implementation of Senators assigned to their committee.
  - be responsible for all monetary appropriations made to their committee.
  - submit a written report of the activities of their committee at the end of their term.

ARTICLE V. QUORUM

- Section A. In all cases a quorum shall consist of a majority of the total voting membership of the Senate.

ARTICLE VI. VOTING AUTHORITY

- Section A. The voting membership of the Senate shall be the Senators elected from the university colleges, "freshman senators," residential colleges, and the Senators elected at-large from the campus, and the Executive Council of S.G.A. The President of S.G.A. shall only vote in the case of a tie.

- Section B. Senate members must be present at the meetings to vote.

ARTICLE VII. STANDING SENATE COMMITTEES

- Section A. The Chief of Staff Shall:
  - be administratively responsible for all standing committee chairs in fulfilling the requirements and duties of each standing committee.
  - develop weekly agendas and calendars of events for Student Senate meetings at the direction of the S.G.A. President.

- Section B. The Standing Student Senate Committees shall be:

1. The Election/Ways and Means Committee - responsible for the drafting, verification and publication of all bills, amendments, by-laws and resolutions which come before the Student Senate. They are also accountable for the regulation and conduct of all S.G.A. elections.
2. The University Affairs Committee - responsible for research and investigation of items referred to that committee by the Student Senate or the Executive Council. Shall also be responsible for the conducting of all polls and interest surveys for S.G.A. They also are responsible for providing information about programs available to students on campus such as financial aid, placement and health services. Shall also be responsible for recommending students for appointment to University Committees, by the Executive Council.
3. The Finance Committee- they are accountable for distribution and approval of all requests for S.G.A. funds. The chair of this committee shall be the Treasurer of S.G.A.
4. Publications and Literature committee- responsible for the publication and distribution of the student telephone directory, the campus planner, informational pamphlets, and any other publication as directed by the student senate or the Executive Council.
5. SGA Webmaster - responsible for the layout and design of the SGA website, routinely and consistently updating the website, and maintaining the website in accordance with the purpose and function of SGA.
6. Residential College Association - responsible for ensuring the welfare of all students who live within the Residential Colleges. The secondary role of this committee is to involve Student Senate in the issues and programs in the Residential Colleges and the Residential College Association. The President of the Residential College Association will chair the committee.

7. Government Relations Committee - responsible for maintaining the relationship between S.G.A., and government officials within the Kentucky State Capitol, and Washington, D.C., to ensure Murray State University student success.

ARTICLE VIII. JOINT COMMITTEES

Section A. University Committee - The student representatives to the University Committee shall be selected by the Executive Council from the members of the Senate. The term on the University Committees shall parallel the term as a Senator.

Section B. Academic Council - Members of the Academic Council shall consist of the four senators representing each academic College and School with the most votes from their respective college/school. If the senator presents a verifiable reason to the Executive Council that he/she can not serve on this committee then the other senator representing that college shall serve. Student members of the Academic Council shall elect among themselves a Chairperson who will be responsible for a weekly report to the student senate. The attendance policy shall follow that which is outlined in ARTICLE 9: Section A.

ARTICLE IX. ABSENCES AND VACANCIES

Section A. Absences. Each member of the Senate shall be allowed two (2) unexcused absences per semester. Excused absences shall be determined by the President of S.G.A. and the Secretary. After the second unexcused absence, the Executive Council of S.G.A. must call this member before them and determine if the absences should result in dismissal from the Senate.

Section B. Vacancies. All vacancies shall be publicized for a minimum of one academic week. Applications will be accepted from qualified persons interested in the positions. The Executive Council shall interview applicants and nominate person(s) to fill vacant office(s). The applicant shall be appointed by receiving approval by a persuasive majority, ninety percent (90%), from the senators present at the following meeting. If the applicant fails to receive

ninety percent, then the Senate shall interview the applicants and appoint a person to fill the vacant office.