

# The Governing Bylaws of the Student Government Association of East Central University

Ratified by the Student Association on September 2<sup>nd</sup>, 2010

## ARTICLE I. NAME OF ORGANIZATION

This organization shall be known as the Student Government Association of East Central University.

## ARTICLE II. PURPOSE OF THE ORGANIZATION

In addition to the purpose as stated in the Constitution, the Student Government Association will aim, specifically, to maintain and improve the effectiveness of educational programs and services as they affect the students at the college campus.

## ARTICLE III. MEMBERSHIP

Section 1. Only those students currently enrolled at East Central University, who are in good standing, as defined by the Bylaws, will be eligible for membership on the Student Government Association. All representatives will be recognized as the formal members of the Student Government Association, and therefore are to adhere to all Student Government Association regulations, including Robert's Rules of Order, Newly Revised. All Senators must meet the criteria set forth in Article III, Section 2 of the Bylaws.

Section 2. Any currently enrolled student who possesses a minimum cumulative grade point average of 2.5, and is currently enrolled in a minimum of twelve (12) semester hours, and is in good standing will be eligible for membership. Criteria for the Executive board shall be the same, with the requirement of the President and Vice President having a minimum of forty (40) semester hours by the time of the beginning of the academic year they shall preside during and have had one year of Senate experience. The Treasurer and Secretary shall have a minimum of fifteen (15) credit hours at the beginning of the academic year.

Item 1. If a member's cumulative grade point average falls below the minimum requirement, S/he will be placed on a probationary period of one academic semester. If the cumulative grade point average does not again rise to or above the accepted requirements, s/he will be removed from office or not allowed to run for the following academic term, relative to Sessions II and I, respectively.

Section 3. Any member desiring to resign from membership must submit a written resignation to the Advisor or President of the Student Government Association.

## ARTICLE IV. REPRESENTATIVE DUTIES

Section 1. The purpose of the Executive Committee is to direct the functions of the Student Government Association and to represent the Student Government Association when necessary.

- Item 1. The President of the Student Government Association is its constituted leader. S/he keeps informed of the Student Government Association rules and regulations and of the activities of all officers and committees by the Vice President. It is the President's responsibility to see that all committees are appointed and that all officers and committees work in close cooperation to fulfill their duties and responsibilities with the Vice President. The President will only vote in Student Government Association and Executive Committee meetings in the case of a tie or when his/her vote will affect the results. S/he will also inform the faculty advisor of all Student Government Association activities. The President will either attend or send a representative to the Counsel of Student Body Presidents (COSP). The President will nominate members of the Honor Court to be approved by a 2/3 vote of the Senate. The President will nominate members for the Senate in case of vacancies to be approved by a 2/3 vote of the Senate.
- Item 2. The Vice President will serve in the absence or in behalf of the President. In the event that the President cannot fulfill his/her duties, the Vice President will assume the office of President. The Vice President will assist the President in duties as assigned. S/he will approve all forms of publicity and see to it that an effective informational system is maintained to the President.
- Item 3. The Secretary will take minutes of all Student Government Association and Executive Meetings, retaining these in a permanent record book. S/he will keep a record of all members present and absent and prepare copies of the minutes for distribution, when requested. S/he must have a rough draft of the minutes prepared for the following Executive Committee meeting. S/he will have the authority to duplicate Student Government Association related materials. S/he will write official letters for the organization and keep a file of all correspondence. S/he will prepare forms or letters upon direction of the President, Executive Committee, or the Student Government Association itself. S/he will be responsible for typing and distributing copies of the agenda, when needed.
- Item 4. The Treasurer will keep a ledger of all revenues and expenditures of the Student Government Association and will be able to furnish a statement at any time showing the financial position of the organization. The Treasurer will maintain on file all copies of the Student Government Association printouts to be made available.
- Item 5. The Representatives, of each class, of the Student Government Association will assist the President by representing the students of each class. These two positions will act as a liaison for the students of each class. They will report issues and concerns of the students to the Student Government Association for review.

Item 6. At each meeting a member of the Honor Court shall be present to act as the Parliamentarian for the Senate. S/he will check conduct of members and guests, along with upholding standards laid out in Robert's Rules of Order. The members of the Honor Court, therefore, shall be required to have a working knowledge of Robert's Rules of Order, Newly Revised, and East Central University Student Government Association's Constitution and Bylaws.

Section 2. The Executive Committee will hold weekly meetings. Meeting day and time is to be set by the Executive Committee.

Section 3. In the case of a vacancy in the office of President, the Vice President will assume the duties of the presidency. In the case of a vacancy in any of the other office positions, an election within the Student Government Association will be held. Nominations will be accepted from the floor at the meeting immediately following the occurrence of a vacancy. Plurality vote by the Student Government Association members will determine the successor. Appointments outside the current student senate may be made if a suitable member cannot be found within the Senate itself. Appointments of vacant seats within the Senate should be nominated by the Senate President requiring approval by a 2/3 vote of the Senate for appointment.

Section 4. All Student Government Association members will be expected to fulfill other responsibilities as assigned by the president and/or the Executive Committee.

## ARTICLE V. MEETINGS

Section 1. Regular meetings will be held weekly throughout Session I and II.

Item 1. The regular meeting time and place will be established at the first Student Government Association meeting.

Item 2. The Student Government Association members are expected to attend all meetings and be there on time.

Item 3. Prior to missing a meeting, or in the case of an emergency, after the meeting, a member must fill out an absence excuse form to be reviewed by the Honor Court. The Honor Court will then deem whether the absence is excused or unexcused. Upon receiving two unexcused absences membership will be deemed void.

Section 2. The order of business at all regular Student Government Association meetings will be:

- (1) Call to Order
- (2) Introduction of Guest Speaker
- (3) Approval of Minutes
- (4) Report of Officers
- (5) Unfinished Business
- (6) New Business
- (7) Open Forum
- (8) Advisor's Report

(9) Adjournment

Section 3. Robert's Rules of Order, newly revised, will be the authority on all questions of parliamentary law not addressed by the Constitution and Bylaws.

**ARTICLE VI. ROLE AND AUTHORITY**

The Student Government Association will participate in the Oklahoma Student Government Association's Fall and Spring Congresses. All officers in the Student Senate **will** attend and delegating votes shall be appointed to the President, the Vice President, and the final vote to the most senior member.

**ARTICLE VII. AMENDMENTS TO THE BYLAWS**

Section 1. Any amendments to these Bylaws must not violate campus, college, or Board of Trustees Rules.

Section 2. Bylaws may be amended providing the said amendments are not contradictory to the Constitution. The Bylaws may be amended by the affirmative vote of two-thirds (2/3) of the Student Government Association members, provided that no vote will be taken on the proposal to amend the bylaws unless advanced written, posted, and verbal notice has been communicated at two prior Student Government Association meetings.

