

By-Laws to the Student Government Association Constitution

I. Job Descriptions

- A. All the offices provided for by the SGA Constitution are governed by their respective Job Descriptions, which are incorporated into this document by reference.
- B. The term of office for the faculty and administration liaisons shall be one academic year from their appointment to the SGA Senate.
- C. Job Descriptions may be modified by a two-thirds majority vote of the Senate through the process provided herein for modifying these By-Laws.

II. Legislation

- A. The Senate shall have within its legislative power the ability to pass the following legislative items:
 - 1. Bills
 - 2. Resolutions
 - 3. Recommendations
- B. A Senator, Senate Committee, or Executive Branch Officer must sponsor a legislative item.
- C. The Student Body may also sponsor legislative items in the Senate through petition including no less than thirty signatures of Kansas Wesleyan University Students.
- D. The purpose of a Bill shall be for the Student Government Association to deal with general matters of operation, such as the allocation of funds, or of student concern.
 - 1. To be considered by the Senate, a Bill must meet the following format:
 - a) Bill Number—The Bill Number shall be the long-form numerical date on which the Bill was written (ex: A Bill written on July 20, 2004 would have the number 07202004). If two or more Bills are written on the same day, they will be identified alphabetically beginning with “A” as they are introduced to the Senate (ex: two Bills written on July 20, 2004 and introduced to the Senate on the same day would be known as 07202004-A and 07202004-B according to the order in which they are introduced).

- b) Title—the Title of the Bill shall include the following heading, “Kansas Wesleyan University Student Government Association” and a sub-heading summarizing the content of the Bill in one or two lines.
- c) Background—The Background for the Bill shall give a general and brief context or history summarizing the content of the Bill in one or two lines.
- d) Provisions—The Provisions of the Bill shall enumerate the specific actions or restraints for which the Bill calls.
- e) Adoption—The Adoption section shall identify the procedural requirements for approval and adoption of the Bill (ex: majority Senate approval and Presidential approval, two-thirds approval, etc.). No Bill may be adopted with less than a majority Senate approval and Presidential execution.
- f) Certification—The Certification of a Bill shall include the following or similar language, “This Bill received a (majority approval) by the Student Government Association Senate on this ___ day of _____, 20__.” and shall include space for the Secretary of the Senate and Sponsoring Senator. The words in parenthesis may be changed according to the requirements for adoption. (ex: two-thirds approval).
- g) Execution—The Execution of the bill shall include the following or similar language, “This Bill met with the approval of the President of the Student Government Association, and shall become binding on this __ day of _____, 20__.” and shall include space for the signature of the SGA President.

E. The purpose of a Resolution shall be for the Student Government Association as a whole to establish an official stance on any particular University or Community issue or policy and to take specific action on such issue or policy.

- 1. To be considered by the Senate, a resolution must meet the following format:
 - a) Resolution Number- The Resolution Number requirements shall be the same as the Bill Number requirements.
 - b) Title – the Title of the Resolution shall include the same information as the Title of a Bill
 - c) Opening – The Opening of a Resolution shall include the following or similar language, “The following Resolution is made

by the Kansas Wesleyan University Student Leadership Association this ___ day of _____, 20__.”

d) Whereas Clauses – The Whereas Clauses shall give the general background and reasoning for adopting the Resolution. They should include as much specific information as possible in support of the actions called for in the Resolved Clauses.

e) Resolved Clauses—The Resolved Clauses shall state the specific actions, stances, or restrictions the Resolution calls for. They should be well supported and follow directly from the Whereas Clauses.

f) Final Clause – The final Resolved Clause shall include the following or similar language, “RESOLVED, that the SGA Senate shall delegate to the SGA President and any who the President appoints the power and responsibility to carry out the provisions of this Resolution.”

g) Certification – The Certification of the Resolution shall include the following or similar language, “This Resolution to (TITLE OF RESOLUTION) was approved by a majority vote of the Kansas Wesleyan University Student Government Association this ___ day of _____, 20__.” and include space for the signature of the Secretary of the Senate and the Sponsoring Senator.

h) Execution – The Execution of the Resolution shall include the following or similar language, “This Resolution to (TITLE OF RESOLUTION) was approved by the Kansas Wesleyan University Student Government Association President on this ___ day of _____, 20__.” and include space for signature of the SGA President.

F. The purpose of a Recommendation shall be for the SGA Senate to establish an official stance on any particular University or Community issue or policy and to recommend that specific action be taken.

1. Because a Recommendation will establish the official stance of the SGA Senate on a given subject, it shall be subject to approval by three-fourths of the Senate but not subject to the Execution of the SGA President.

2. To be considered by the Senate, a Recommendation must meet the following format:

a) Title – A Recommendation shall include in its Title the following or similar language, “The Kansas Wesleyan University

Student Government Association Senate makes the following recommendation to (Addressee) regarding (Particular Issue/Policy).”

b) Body – The Body of a Recommendation should include the specific issue or policy in question as well as an explanation of the interest of the Senate in the actions of the Addressee and a general reasoning for adopting the Senate’s recommended course of action.

c) Conclusion – The Conclusion of the Recommendation should include the specific actions the Senate is recommending and any further requests the Senate is making of the Addressee.

d) Closing – The Closing should include any appropriate thanks or admonitions and the signature of the Speaker of the Senate.

3. The Recommendation should include a separate Certification including the following or similar language, “The Recommendation of the Kansas Wesleyan University Student Government Association Senate to (Addressee) regarding (Issue/Policy) was approved by a three-fourths vote on this ___ day of _____, 20__.” and include space for the signature of the Secretary of the Senate and the Speaker of the Senate.

4. Signed copies of both the Recommendation and the Certification shall be delivered to the SGA Vice-President within five working days of the approval of the Recommendation.

G. To be considered by the Senate, a legislative item must be submitted to a member of the Executive Committee one week prior to the Senate meeting when the legislative item shall be considered. They may suspend this requirement on a case-by-case basis.

H. When preparing the agendas for regular Senate meetings, any Executive Committee member shall include any properly submitted legislative items submitted to them (Legislative that is submitted in time and in proper format) with new business.

I. Upon initial consideration, the Senate may choose to immediately commence discussion upon new legislative items or send the same to an appropriate Senate Committee.

J. If the legislative item has been sponsored to the Senate by one of the Senate Committees, the Senate may not return the item to committee but must immediately commence discussion and voting on the item or schedule the same for a subsequent meeting within four weeks of its initial submission to the full Senate (ex: a Bill submitted on November 15 must be schedule for voting within four weeks of that date).

III. Committees

A. The Senate shall have the following Standing Committees, and such other Ad Hoc Committees as shall from time to time become necessary:

1. Coyote Activities Board (CAB)

B. The purpose of the Coyote Activities Board shall be to execute all constitutional duties as set forth in Article 5 of the SGA Constitution.

C. To ensure efficiency, membership on all Senate Committees shall be capped at five (5) Senators unless a majority vote of the Senate shall dictate otherwise or unless otherwise dictated by the SGA Constitution.

D. All Senate committees shall be responsible to the Student Senate and shall be composed of and chaired by senators appointed by the SGA Vice-President, subject to the approval of the Senate.

E. The CAB shall be an exception to the foregoing provision because its members are chosen in the spring elections of each year.

F. Ad Hoc and Senate Select Committees shall from time to time be created by the Senate to deal with special or sensitive issues. The purposes and durations of these committees shall be clearly defined by the SGA Senate at the initial formation of such committees.

IV. Senate Seats

A. Senate seats outlined in the SGA constitution Article 1, Section 3.2-5 that remain unfilled by the second SGA meeting of that year shall be filled by SGA Presidential appointment.

B. If a Presidential appointment to one of the Senate seats mentioned in this section is contested by more than one candidate, it shall be filled through a specific election held after the second SGA meeting of that year.

V. Organizations

1. Any group not already officially recognized by the SGA may become recognized by meeting the following criteria, providing they also meet the criteria in the SGA constitution as set forth in Article 1, Sections 2 and 3

2. Any group desiring the official recognition of the SGA must submit a constitution and member list to the Senate at any regularly scheduled meeting.

3. Within two weeks of initial submission to the Senate, the SGA President will assess the proposed constitution for format and compliance and make a recommendation to the Senate for or against the acceptance of the organization.

4. The Senate shall take a vote of acceptance based on the President's recommendation. Upon a passing vote of a 2/3 majority of the Senate, the organization shall become officially recognized by the SGA.

VI. Amendment of By-Laws

A. The SGA Senate may amend these By-Laws by a two-thirds majority vote of a quorum. A quorum is defined as 51% of Senate membership.

B. Amendment may be accomplished through any legislative item identified herein. Such legislation must include the specific section and language to be modified as well as the proposed replacement language.

VII. SGA Meetings Participation Outline

A. Eligible participants of SGA meetings may include but is not limited to;

1. Senate Members
2. Organization Representatives
3. Class Presidents
4. SGA Advisors
5. Executive SGA officers
6. Students who wish to participate in open forum
7. Faculty and Administration who are called into as guests
8. Other outside guests

B. Official participants of SGA meetings must

1. Be an eligible participant
2. Be officially recorded onto the current meetings roll call
3. Have read, understood, and signed a copy of the SGA Honor Code.

C. Unofficial and ineligible participants of SGA will not be recognized to speak at SGA meetings.

VIII. SGA Honor Code

- A. All Participating members of an SGA meeting must adhere to the following
1. Not to use any profanity or abusive language
 2. Keep conduct in accordance with the KWU Honor Code
- B. Any violation of this honor code will hold the individual responsible to the following disciplines, similar to a three strike record, which the record will carry on the roll call for the remainder of the Academic Year.
1. 1st violation. The participant will be asked to give up the speaking floor.
 2. 2nd violation. The participant will be asked to excuse themselves from the current SGA meeting, and the organizations advisor will be warned of the individuals action
 3. 3rd violation, the participant will be dismissed from SGA for the remainder of the Semester, and/or remainder of the academic year, upon the discretion of the judiciary committee.
- C. All members must read, understand, and abide by the SGA By-Laws and Constitution to their best knowledge and abilities.

SGA Senate Budgeting Procedures and Guidelines

I. Allocation and Appropriation

- A. Funds that have been allocated to an organization have been set aside within the SGA account for the specific use of a particular organization.
- B. Funds that have been appropriated have been transferred from the SGA account to the organization's account.
 - 1. A written request (such as a Bill or Resolution) including the amount and reason for the expenditure should be introduced to the SGA Senate at a regular Senate meeting.
 - 2. The same written request should be submitted to the SGA office or email account sga@kwu.edu, seven days prior to the SGA Senate meeting at which the request shall be submitted.
 - 3. Organizations may request an entire allocation at once or on an as-need basis. The Senate may grant an entire request or partial amount as they see fit.
- C. First \$150 Budget Request should be delivered to an SGA Executive Committee member or Student Development no-later than the second SGA Senate meeting.
- D. Organizations receiving SGA funding shall be accountable for those funds to the SGA Senate.

II. Campus and Community Involvement

- A. Organizations receiving SGA funding shall be responsible for contributing to the campus or the Salina community through participation in at least one campus-wide event or community service event.
- B. Organizations may meet the participation requirement outlined about through:
 - 1. Volunteer community service;
 - 2. Donating funds, time, or goods to charity;
 - 3. Participation in events like Homecoming, Project Hero, or other SGA sponsored events;
 - 4. Creating original programming that serves the needs of the campus or the Salina community.
- C. Organizations should report to the SGA Senate their activities or service events before and after such events take place.
- D. Organizations receiving SGA funding should be able to demonstrate substantial effort to inform the campus of their meetings and activities.
- E. Organizations may demonstrate “substantial effort” by:
 - 1. Making a conscious effort to include as many KWU students in events as possible by avoiding scheduling conflicts where possible.
 - 2. Creating advertising materials, including; emails, flyers, posters, press releases, etc.
 - 3. Utilizing the SGA to include other organizations in programming.

III. Discretionary Fund

- A. The purpose of the Discretionary Fund in the SGA Budget shall be for the funding of new student organizations that form during the course of an academic year.
- B. In order for a new organization to receive an allocation from the Discretionary Fund, that organization must form by the process outlined in Section V of the SGA By-Laws.
- C. New organizations should expect to receive a significantly lower allocation than long-standing organizations because of the larger budgeting requirements of the SGA senate.

D. If Discretionary Fund monies remain unallocated after March 15 of each academic year, the remaining funds may be reallocated at the discretion of the SGA Treasurer.

SGA Election Procedures and Guidelines

I. Positions

A. The president, vice president, treasurer, and secretary will all be voted upon by popular vote of the student body and will have the appropriate pay. These positions will be voted upon during the spring semester. See the timeline below in section II, Subsection C.

B. There shall be one representative from each class voted upon by popular vote of the student body during the fall elections; these will not be paid positions. See the timeline in the Section II, Subsection D.

II. Candidacy

A. Anyone intending to run for an elected position must sign an intent to run sheet provided by the Student Development. This form has to have, but is not restricted to, the candidates name, class, intended office, and release of their G.P.A. to SGA so candidacy complies with the constitution. Each candidate will be given a copy of the constitution, by-laws, and the intended office's job description.

B. If in the case there is no intent to run declared for a particular position, the position will be appointed by the President at the start of the new year. If the position for President is vacant, then the current President and the executive officers shall appoint the new President in accordance with the requests of the Senate.

C. The timeline for spring elections shall be:

1. During the first full week of January (starting on a Monday), each candidate must fill out the intent to run form provided by SGA and described as above.

2. The second full week of January is the campaign week. Candidates may hang up posters; hand out fliers, etc. to campaign for their intended office. Each candidate will also be required to give a short speech to the Senate during the SGA meeting prior to or during election week. This will also be the week that they will give their speech to SGA and the student body at the SGA meeting.

3. The election week will be the week of the first SGA meeting of the semester.

4. The newly elected officers will shadow from their time of election at the beginning of the semester until the last meeting of SGA where they will then be inducted and assume the role as acting SGA officers.

D. The timeline for fall elections shall be:

1. During the first full week of classes, each candidate must fill out the intent to run form provided by SGA and described as above.

2. The following week of classes will be campaign week. Candidates may hang posters; hand out fliers, etc. to campaign for their intended office.

3. The Election week will immediately follow the campaign week and is described in Section III.

III. Voting Procedures

A. The week of the first SGA meeting of the second semester will be election week and must be open to the student body. Each ballot must contain but is not limited to; the candidates intended position and name. The ballot box will be open on Monday and Tuesday during lunch hours in the Caf and on Wednesday and Thursday during lunch hours in the SAC. The box will be run by an SGA member, who is not running for any position during the elections. They will have a systematic way of check off names, so as no one student may vote twice. If none of these times are available to a student, they will be able to vote at their own convenience in the Office of Student Life.

B. The ballots can not be collected or counted by any running candidate. Also, while counting ballots there must be at least one faculty/staff member present.