

**TITLE 1
LEGISLATIVE BRANCH**

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Sec. 1. OATH OF OFFICE: Before the Senators and Officers of the Student Government Association shall enter upon the execution of their offices; they shall take the following oath, given by the Senate Chair or a member of the Supreme Court:

I, (repeat name), do solemnly affirm, that I will discharge to the best of my ability, the responsibilities entrusted to me, as an officer of the Student Government Association of Oklahoma State University.

Sec. 2. SENATORS-DEFINED

- 2.1. A Senator is a student elected or appointed by their constituency or SGA Ad Hoc committee to represent the constituency of which they must be a member: Senate constituencies designate the group of students who are eligible to either vote or run for a senate seat of an organization. Organizations include Residence Hall Association, Off Campus Student Association, University Housing, and Greek Life.
 - 2.1.1. Greek Life Constituency: By default, membership of this group shall include all members and pledges of the social fraternities and sororities who are on the membership rolls of approved Greek councils.
 - 2.1.1.1 Approved Greek Councils are as follows: Interfraternity Council, Panhellenic Council, National Pan-Hellenic Council, and Multicultural Greek Council.
 - 2.1.2. Residence Hall Association Constituency: By default, membership of this group shall include all residents of the campus residence halls who are not on the membership of approved Greek councils.
 - 2.1.3. University Apartments-membership of this group shall include all students in university approved family housing.
 - 2.1.4. Off Campus-membership of this group shall include all students living in non-university sponsored housing not on the membership rolls of approved Greek Councils.
- 2.2 Students whose living affiliation memberships overlap (e.g. Greek and RHA, Greek and Off-Campus) will be defaulted to the Greek constituency, but may choose to run for the second constituency instead by the following actions.
 - 2.2.1 Specifying the second constituency as their choice on the original application.

- 2.2.2 Obtaining conformation of their membership in that group from that constituency's council, to be included in the time of filing.
- 2.3 Students whose memberships overlap (e.g. Greek and RHA, Greek and Off-Campus) will be defaulted to the Greek constituency, may choose to vote for the second constituency instead by taking the following actions.
 - 2.3.1 Notifying the Election Agency in writing 12 schools days before the election of their preference.
- 2.4 Students are eligible to vote and run for a senate seat only in one of the living group constituencies.
 - 2.4.1 A student cannot run for a senate in one living group and vote in another
- 2.5 College constituencies are defined as follows: Membership of this group shall include all students enrolled in the college in which they are enrolled before, during, and after the elections.
 - 2.5.1 Senators representing University College that were elected by their constituents shall remain in office for the duration of their term if they choose to declare a major and leave their constituency, but must continue to attend University College Student Council meetings at least twice a month for the duration of other term.
 - 2.5.2 Colleges having senatorial representation are the:
 - College of Agricultural Sciences and Natural Resources;
 - College of Arts and Sciences;
 - College of Education;
 - College of Engineering, Architecture, and Technology;
 - College of Human Sciences;
 - William S. Spears School of Business;
 - The University CollegeThe Graduate College and College of Veterinary Medicine shall not hold seats per their request. Should a time arise when they request their Senate Seats back, they shall be included in the next election and this section of the Bylaws shall reflect those changes.
- 2.6. TERMS OF OFFICE
 - 2.6.1. SGA Senators shall be elected for a term of one year by general election.
 - 2.6.2. College Senators shall be elected in the fall semester in an election to be scheduled for no later than the third week meeting of the Senate in the spring semester.
 - 2.6.3. SGA Officers and Living Group Senators shall be elected in the spring semester in an election to be scheduled for no later than the first week of April. They shall be installed at the first regular meeting of the Senate in the fall semester.
 - 2.6.4. Senators-elect shall receive the duties and responsibilities of their office on the first day of the semester, which begins the term of office to which they were elected.
 - 2.6.5. Senators-elect appointed by their constituency council or elected by special election shall receive the duties and responsibilities of their office when the Chairperson of the Senate receives their names.

Sec. 3. REGULAR MEETINGS AND MAIN MOTIONS

- 3.1. The SGA shall assemble at least twice in every full school month. The first meeting of SGA Senate each semester shall be a joint meeting with members of the Executive, Legislative, and Judicial Branches of the Association. This meeting should have time allowed where all parties are able to discuss a comprehensive agenda or the semester
- 3.2. Quorum to conduct business shall be one-half (1/2) of the current sworn Senators.
- 3.3. Amendments to these bylaws shall be made when two-thirds (2/3) of the Senators present concur; provided that quorum is present.
 - 3.3.1 Emergency Suspension of the Bylaws

A suspension of these bylaws shall require a two-thirds (2/3) vote of the senators and executive approval. The motion must be submitted in writing to the President after passage for approval. If executive approval is not obtained within two (2) school days of passage, the motion shall become effective. If motion is rejected by the executive, it may only be passed as an amendment at the following Senate meeting. In the event the suspension is restricted to Title I of these bylaws, executive approval shall not be required, except in cases involving section 3.3.1 Title I.

3.4. MAIN MOTIONS

- 3.4.1. Bills are legislation concerning areas in which the SGA has final authority - appropriation of funds, amendments to the Bylaws, and all other powers granted by the SGA Constitution. Bills shall be passed by the Senate and signed by the president (or have an overridden presidential veto) to be valid.
- 3.4.2. Recommendations are legislation expressing the general opinions of the SGA, including, but not limited to, legislation regarding clubs, organizational charters and regulation of student organizations. Recommendations shall be passed by the Senate and signed by the president (or have an overridden presidential veto) to be valid.
- 3.4.3. Resolutions are legislation or committee reports that express the sentiments of the Senate, including articles of impeachment, confirmation of executive appointments, amendments to the Constitution and amendments to the Senate Rules. Resolutions shall be passed by the Senate to be valid.
- 3.4.4. **OFFICIAL COPIES OF MAIN MOTIONS**
 - 3.4.4.1. Each official legislation shall have the official vote recorded at the bottom of the page under the president's signature.
 - 3.4.4.2. The SGA secretary is authorized to correct errors of spelling and/or form in legislation before the President signs said legislation, provided there be no objection from the chairman or author of the legislation.

Sec. 4 SENATOR'S RESPONSIBILITIES

- 4.1. **KNOWLEDGE OF RULES** - All Senators shall be expected to have a workable knowledge of the SGA Constitution, the SGA By-laws, and the SGA Senate Rules, and parliamentary procedures, how to write legislation, and the Oklahoma Open Meeting and Open Records Acts.
 - 4.1.1. There shall be a training workshop the first Wednesday of each semester. This workshop shall be mandatory for all new Senators.
 - 4.1.1.1. The training workshop will be conducted by a member of SGA leadership including but not limited to the SGA President, Vice President, Senate Chair, Senate Vice-Chair, Chief Justice or their designee.
 - 4.1.2. If a senator is unable to attend the required training, they need to review the materials with one member of SGA leadership including but not limited to the SGA President, Vice President, Senate Chair, Senate Vice Chair or Chief Justice within six (6) weeks of being sworn in.
 - 4.1.3. Failure of a senator to complete the required training within six (6) weeks of being sworn in will result in removal from office. Upon removal the Senate Vice-Chair shall place an announcement in the classified section of the O'Colly announcing the senator's removal, the ad shall be bold faced and include the removed senator's name and constituency. If the removed Senator wishes to go through a reinstatement process, the following procedure will take place:
 - 4.1.3.1. A tentative date for a trial of reinstatement will be scheduled for the next regular Senate meeting as the first order of Unfinished Business.

- 4.1.3.2. The Senate Vice Chairman shall be responsible for contacting the removed Senator to see if he/she wishes to pursue reinstatement.
- 4.1.3.3. The reinstatement procedure shall require the removed senator to stand before the Senate body to state his/her case for reinstatement after which a period for questions shall be allowed. The vote shall be by roll call and the senator must receive a 2/3rds vote in the affirmative for reinstatement.
- 4.1.3.4. If the Senator is reinstated it shall be at (2) absences and they will need to complete the training within one week.
- 4.2. OTHER OFFICES - No Senator shall, during his/her term of office, concurrently hold his/her senator position and be appointed to any Executive, Supreme Court, or other office under the direct authority of SGA.
- 4.3. RESPONSIBILITIES AND RELATIONSHIP WITH THEIR CONSTITUENCY.
 - 4.3.1. It is the responsibility of each senator to attend a minimum of four (4) Constituency Council meetings per semester. For Greek Senators, each senator shall attend (1) of each of their four constituency council meetings as outlined in section 2.1.1.1. of this title.
 - 4.3.2 At least one SGA Senator should be present at all required meetings of their respective constituency groups for their delegation. Senators from a given constituency group may appoint a single senator from their delegation to represent them at those meetings.
 - 4.3.2.1 Definitions:
 - 4.3.2.1.1 A delegation of senators shall be defined as all of the senators representing the same constituency group.
 - 4.3.2.1.2. A Constituency Council shall be defined as the umbrella organization or governing body of a college or living group
 - 4.3.2.1.3. A Constituency Group shall be defined as the body of students registered as belonging to a particular college or living group.
 - 4.3.2.2. Required meetings shall be as follows:
 - 4.3.2.2.1 The academic college senators shall attend the general meetings of their respective college councils;
 - 4.3.2.2.2 The Greek senators, the general meetings of all of the approved Greek councils as defined in section 2.1.1.1. of this title.
 - 4.3.2.2.3 The residential hall senators, the Residence Halls Association Senate.
 - 4.3.2.2.4. The off-campus senators, the Off-Campus Student Association Assembly.
 - 4.3.2.3. The failure of any delegation of senators to send one delegate to represent SGA at any of the required meetings as outlined in section 4.3.1.2. shall result in one-half (1/2) absence being awarded to each senator within that constituency group.
 - 4.3.2.3.1. It is the responsibility of each delegation of senators to inform their respective constituency councils of important events and legislative action within the Student Government Association.
 - 4.3.2.3.2. In the event that a scheduling conflict prevents a senator from attending one of their required constituency meetings a written report may be presented to the Senate Vice Chair and their respective constituency council president.
 - 4.3.2.4. Senators shall, within a timely manner after attending a constituency council meeting, give an oral report to Senate describing any issues or concerns of that organization. Senators shall also include in this report the steps they have taken or intend to take in addressing these concerns.

- 4.3.3. When a constituency group has a special interest in SGA Senate legislation being considered in committee, at least one senator from that constituency group should be present at the committee meeting to represent the constituency group.
 - 4.3.4. All SGA Senators are responsible for being accessible to their constituents and seek input from them on relevant issues.
 - 4.3.5. It is the responsibility of SGA Senators to inform themselves on issues, which affect their constituency groups.
 - 4.3.6. The Senate Chair shall designate two days each semester as constituency days. This should be done during the first Senate meeting of each semester.
 - 4.3.6.1. The chair of the University Committee along with the Steering Committee shall set up constituency days in a manner appropriate to each semester. During the designated constituency days, the chair of the University Committee along with the Steering Committee shall set up a survey to record students' concerns, students' questions, what students wish to see changed on campus and anything else at the discretion of the University Chair and Steering Committee.
 - 4.3.6.2. The survey shall be present at the location(s) of the constituency days.
 - 4.3.6.3. Handouts, such as marketing materials, food or t-shirts, may only be given to the students once they have answered the survey.
 - 4.3.6.4. Students shall be encouraged to leave their contact information, but are not required.
 - 4.3.7. It is the responsibility of the Senate Vice Chair to ensure all senators' compliance with section 4.3 and all sections of this title unless otherwise provided for. The Vice Chair shall maintain an open dialogue with all senators and constituency council presidents to ensure the adequate representation of each constituency's interests in SGA and SGA's interests in each constituency council.
- 4.4. RESPONSIBILITIES TO OTHER CONSTITUENCIES:
- 4.4.1. A senator shall report any and all upcoming large and campus-wide events, programs, and concerns of each assigned group.
- 4.5. OFFICE HOUR POLICY
- 4.5.1. A senator shall hold four (4) office hours in the Student Government Association offices every month. These hours shall be recorded as they are completed at the discretion of the senate vice Chair.
 - 4.5.2. If a senator fails to hold the required office hours, they will be assessed one half (0.5) of an absence for every hour uncompleted.
- 4.6. ABSENCE POLICY
- 4.6.1. All Senators shall attend all Senate meetings and all committee meetings of which they are members. An absence from a Senate Meeting shall be assigned if a Senator misses more than 50 percent of the roll call votes conducted during a meeting.
 - 4.6.1.1 The Senate Chair and Vice Chair may excuse a Senator in the event he or she cannot acquire a proxy if he or she has a medical emergency, is ill, is representing the University, or if he or she has an examination.
 - 4.6.1.2 The Senate Chair and Vice Chair may request documentation to validate an excused absence.
 - 4.6.2. A Senator may have up to two and a half (2.5) absences per semester.
 - 4.6.3. An absence from a committee meeting shall count as one half (0.5) an absence.
 - 4.6.4. Senators who are not assigned to a standing committee will be assessed one half (0.5) of an absence for every week they are not on a committee. If a senator cannot attend any committee meetings because of conflicts with his or her class schedule, then no absences will be assessed for missing committee meetings.

- 4.6.5. Senators may send proxies to required committee meetings and Senate meetings to avoid the assignation of absences.
 - 4.6.5.1. The secretary shall keep a record of any proxy on the roll sheet.
 - 4.6.5.2. The proxy must be a member of the same constituency group as the Senator.
- 4.6.6. Absences may be assessed for other official Senate events at the discretion of the Senate Chair.
- 4.6.7. A Senator shall be able to reduce his or her absences by a maximum of one (1) provided the Senator holds four (4) additional office hours than those already required.
- 4.6.8. The committee chairs shall be responsible for providing the Vice-Chair with a list of absences from committee meetings.
- 4.6.9. The Vice-Chair shall keep track and post an updated list of absences weekly. The Vice-Chair is responsible for enforcing the Senate absence policy.
- 4.6.10. A Senator may be removed from Senate for excessive absences as consistent with Title 1 Section 5.
- 4.7. **FRC INTERN POLICY**
 - 4.7.1. Any Senator is eligible to have an intern from the Freshman Representative Council. If a senator chooses to have an intern it is the senator's responsibility to contact the intern to begin meeting once a month.
 - 4.7.2. If the Senator does not make contact or meet the required one time each month, he or she will be assessed a half (0.5) absence at the discretion of the Senate Vice-Chair.
- 4.9. **ENFORCEMENT** – The SGA Senate has the exclusive right to punish its undergraduate members for failure to perform duties and responsibilities. It is the exclusive right of the SGA Senate to remove its undergraduate members, through impeachment proceedings, for failure to perform their duties, except in the case of recall and referendum petitions. Graduate student senators may only be removed for excessive absences after a majority vote to do so by the Graduate and Professional Student Association representatives. Graduate students are still, however, subject to impeachment proceedings by Senate.
 - 4.9.1. Living groups and colleges may file a formal petition for Senator removal to the SGA senate vice chair if they feel their respective Senator has failed to fulfill his or her responsibilities as an SGA Senator. Complaints must be turned in to the SGA senate vice chair within three (3) weeks after the end of the semester in question. The SGA senate vice chair has the right to entertain and investigate the filed petition, or to reject the petition. If the SGA senate vice chair chooses to investigate the petition, he or she has the right to carry out the removal process if he or she feels the senator has failed to fulfill his or her responsibilities as senator. He or she also has the right to dismiss the removal petition if no evidence worth senator removal is found. The SGA senate vice chair must then write a letter to the filing constituency group explaining his or her decision concerning the filed petition within three (3) days of the final decision. The vice chair's decision may be appealed to the SGA Supreme Court within one (1) week after receiving the decision letter.
- 4.10. **Short Term Appointment - Definitions and Specific Requirements**
 - 4.10.1 Short Term Appointment - any amount of time greater than four senate meetings and less than or equal to a semester can be in consideration for a short term appointment. The appointee must be from the same constituency
 - 4.10.1.1 The appointment must be approved on a case by case basis by the Senate Chair
 - 4.10.1.2 The constituency will provide an appointee for the short term appointee.

- 4.10.1.3 Senator can only take one short term appointment during time at Oklahoma State University after previously serving at least one term in senate.
- 4.10.2. Anything that is approved as reasonable by the Senate Chair allows the senator to take an inactive semester
 - 4.10.2.1 Examples that would apply for short term appointment are but are not limited to study abroad, internships, co-ops, and medical leave. It is recognized that this list is not exhaustive.
- 4.10.2 General Requirements
 - 4.10.2.1 Senator utilizing short term appointment:
 - 4.10.2.1 Senator must provide proper documentation.
 - 4.10.2.2 The senator utilizing short term appointment must stay in contact with their appointee. Failure of the Senator to remain in contact for two consecutive weeks will cause the senator to step down for the remainder of that term. The Senate Vice-Chair must be BCC on the email correspondence.
 - 4.10.2.2.1 Upon the removal of the senator and appointee from the short term appointment process, the open seat will be filled like any other open seat in senate.
 - 4.10.2.3 Should the lines of communication and the attendance of the appointee be nonexistent, it is the job of the senator to notify the Senate Chair of the need for a new appointment to be made in order to maintain their position within the senate body.
- 4.10.3 Short Term Appointee:
 - 4.10.3.1 The appointee must stay in contact with their senator. Failure of the appointee to remain in contact for two consecutive weeks will cause the appointee to step down for the remainder of that term The Senate Vice-Chair must be BCC on the email correspondence.
 - 4.10.3.2. The appointee must attend an info-session on parliamentary procedure and bill writing in order to obtain position of short-term appointment.
 - 4.10.3.3 The appointee must also meet the requirements any senator is held to in order to obtain this position.
- 4.11.1 Forwarding Legislation to Constituencies
 - 4.11.1 The committee chairs or committee vice chairs of each of the standing committees shall forward legislation which passed their respective committee as well as the committee meeting minutes to the Senate Vice Chair and SGA Secretary by twelve (12) pm on the Friday of any week of which their committee held a regular meeting and passed any legislation.
 - 4.11.2. The SGA Secretary shall then be responsible for forwarding the legislation which passed committee to each of the constituencies by five (5) p.m. on any Friday of which at least one (1) standing committee holds a meeting and passed legislation that week.
 - 4.11.2.1. Exceptions for forwarding legislation to constituencies shall be granted for emergency meetings, which are held after the deadline and for time-sensitive legislation which has passed a committee and is heard the same week in Senate.

Sec. 5. REMOVAL FROM OFFICE FOR ABSENCES — If a Senator reached the maximum allowable absences as defined in Title 1 Section 4.6, the senator shall be notified by the Senate Vice-Chair. If the senator exceeds the maximum allowable absences the Senator shall be allowed one week (up until the next senate meeting) to address the absentee issue. If no action has been taken, the senator shall be removed effective immediately. Upon removal the Senate Vice-Chair shall place an announcement in the classified section of the O'Colly announcing the senator's removal, the ad shall be bold faced and include the removed senator's name and constituency. If the removed Senator wishes to go through a reinstatement process, the following procedure will take place:

- 5.1. A tentative date for a trial of reinstatement will be scheduled for the next regular Senate meeting as the first order of Unfinished Business.
- 5.2. The Senate Vice Chairman shall be responsible for contacting the removed Senator to see if he/she wishes to pursue reinstatement.
- 5.3. The reinstatement procedure shall require the removed senator to stand before the Senate body to state his/her case for reinstatement after which a period for questions shall be allowed. The vote shall be by roll call and the senator must receive a 2/3rds vote in the affirmative for reinstatement.
- 5.4. If the Senator is reinstated it shall be at two (2) absences.

Sec. 6. FILLING VACANCIES— Constituency Councils shall be responsible for filling vacant seats by appointments of an interim senator of that constituency within two (2) school weeks during which a Senate meeting is held, after the Senate Chair has announced a vacancy in the seat. The interim senator can be a different person each week as long as they are of that respective constituency until the constituency council selects an appointee to permanently fill the vacant seat. In the event that no constituency council exists, or that the constituency council fails to select an appointee within four (4) school weeks of the vacancy, a three (3) member ad hoc committee selected from the current committee chairs by the Senate Chairperson shall appoint a qualified student from the respective council.

Sec. 7. PRESENTATION OF PETITIONS — The method of presenting a petition to the SGA Senate:

- 7.1 Initiative petitions function only for bills and recommendations, not resolutions or procedural motions of the SGA Senate. (such as selecting Supreme Court Justices, Committee Chairs, etc.)
- 7.2. A petition must be typed at the top of each page of the petition. All pages of the petition should be uniform.
- 7.3. Only students shall be allowed to sign the petition. This technicality shall be printed at the top of each page of the petition.
- 7.4 The students signing the petition must print their name and CWID. All signatures must be handwritten.
- 7.5. Each signature must be numbered with the first signature of each page to be numbered one (1).
- 7.6. The Attorney General shall determine the validity of the petitions.
- 7.7. Petitions calling for the reversal of some action of the SGA shall not be allowed if the original decision was made more than ten (10) regular Senate meetings previous to the submission of the petition.
- 7.8. Repetitions and invalid signatures will be invalidated and not counted.
- 7.9. The petition should be presented to the President of the SGA.

Sec. 8. SENATE COMMITTEES

- 8.1. COMMITTEE CHAIRS
 - 8.1.1. Committee chairs shall

- 8.1.1.1. Set and post a committee agenda within 24 hours of a meeting in compliance with the Open Meetings Law
- 8.1.1.2. Make new Senators on the committee familiar with parliamentary procedure, the SGA Constitution, and the SGA By-Laws.
- 8.1.1.3. Vote in matters before the committee only to break or create a tie.
- 8.1.1.4. Serve at least one (1) office hour per week while senate is in session. This hour will be posted and served within the SGA office. If the committee chair fails to do his/her office hour, that will result in half (1/2) absence for each week the hour was not served. Office hours must be held separately from committee meetings.
- 8.1.1.5. To serve as budget chair it is required that you should have served at least one semester on the budget committee, giving you a basic knowledge of the budget committee and its processes.
- 8.2. **COMMITTEE VICE-CHAIRS**
 - 8.2.1. Shall be elected by the committee each semester.
 - 8.2.2. Shall assist the Chair when necessary and act as Chair in the Chair's absence.
- 8.3. **MEMBERSHIP**
 - 8.3.1. All Senators shall serve on at least one standing senate committee as a voting member and may serve on up to two (2) committees as a voting member with the permission of the Senate Chair.
 - 8.3.2. Determination of committee membership is at the discretion of the Senate Chair.
 - 8.3.2.1. Senators composing the Internal Affairs committee shall have no less than one (1) previous semester of experience in the Oklahoma State University Student Government Association.
 - 8.3.3. Interested students who are not Senators may serve as non-voting committee members.
 - 8.3.4. Each committee must have four (4) voting members plus a committee Chair.
- 8.4. **SPECIAL COMMITTEES** - Special committees, sub-committees of standing committees, commissions, or task forces may be established by the President of the SGA with the majority consent of the Senate, or by the Senate Chairperson by majority consent of the Senate, or by the Senate by majority consent.
- 8.5. **REPORTING** - All Standing Committees shall be required to give a report at every regular Senate meeting concerning committee meetings, committee work, and committee proposed legislation.
- 8.6. All committees (except the Student Commission Alliance Committee, which shall meet twice monthly) shall meet weekly regardless of whether legislation has been forwarded to the committee.
 - 8.6.1. A committee chair will be assigned one (1) absence, at the discretion of the Senate Chair, every time he or she fails to hold a regularly-scheduled committee meeting.

Sec. 9. STANDING COMMITTEES DEFINED

- 9.1. **INTERNAL AFFAIRS COMMITTEE**
 - 9.1.1. The committee shall review legislation affecting the structure of SGA, Bylaws of SGA and Senate Rules.
 - 9.1.2. The committee shall review nominations and appointments for SGA executive positions, Supreme Court Justice positions and University and Administrative Committees and provide a recommendation regarding these nominations to the Senate.
 - 9.1.3. The committee shall be responsible for calculating the reapportionment which is to be calculated according to Article 4, Section 2 of the Student Government

Association Constitution and present the calculations to the Election Board and to the SGA Senate.

9.1.4. The committee shall be responsible for investigating alleged violations of these Bylaws and the Constitution and shall recommend solutions to remedy violations.

9.1.5. This committee shall be comprised of Senators who have had no less than one (1) semester of previous experience in the Oklahoma State University Student Government Association.

9.2. UNIVERSITY COMMITTEE

9.2.1. The committee shall to the best of their ability effectively communicate wants, needs, ideas, experiences and concerns of everyone and everything involved with OSU, to heighten the visibility of SGA and its activities, to promote exchange of information among committees and SGA, to stimulate cooperation between faculty, staff, and students, and to recognize outstanding programs on and off campus and the individuals who promoted them.

9.2.1.1. The committee shall be responsible for utilizing the Public Relations and Communication executives when needed to effectively execute the tasks previously stated in section 9.2.1 of Title 1 of the Student Government Association bylaws.

9.2.2. The committee shall review all legislation pertaining to matters within the university and shall investigate administrative policies of OSU in order to protect the well-being of the students.

9.2.3. The committee shall be responsible for organizing and facilitating any community service activities that the SGA Senate deems appropriate for SGA sponsorship or participation.

9.2.4. The committee shall be responsible for working with the Freshman Representative Council in the projects they develop for the students of OSU if needed by the FRC and deemed appropriate by the committee.

9.2.5. The committee shall be responsible for organizing any open forums pertaining to any student concerns and/or community concerns.

9.2.6. The committee shall be responsible for organizing the Senate Constituency Days as described in Title 1, Section 4.3.5.

9.2.7. The committee shall meet weekly regarding University related matters in an effort to investigate and report both upcoming University based events, pertinent issues, and any legislation worthy topics.

9.2.8. The committee shall be responsible for polling university students, faculty and/or staff on relevant and important issues.

9.2.8.1. The committee shall encourage senator's office hours to be spent facilitating polling stations when polling is necessary.

9.2.8.1.1. Senators facilitating polling stations shall check-in at the SGA office and pick up their polling packet. Then proceed to their specific polling location on campus. Senators shall return their polling packet to the SGA office upon completion.

9.2.9. The committee shall be responsible for advertising for both the fall and spring elections.

9.2.9.1. The committee shall be responsible for planning the Presidential and Vice Presidential debate.

9.2.10. The committee shall be responsible for organizing at least one campus event, in addition to the debates and Constituency Days, per semester.

9.2.11. The chair shall be responsible for creating and updating a file including specific details about events the committee planned and suggestions for the next committee. This folder will be passed on to the subsequent University Chair.

- 9.3. COMMITTEE ON STUDENT ORGANIZATIONS
- 9.3.1. The Committee on Student Organizations (CSO) shall serve in an advisory position to the Director of Student Life, for policy related to student organizations; shall recommend the issuance or rejection of charters of student organizations and groups to the SGA Senate; shall have the power to place an organization in violation of its charter on probation or under extreme circumstances to revoke its charter, shall make public all its decisions concerning registration or recognition of groups; and shall serve as the hearing panel for complaints against student groups.
- 9.3.2. CSO shall review the files of student groups in Campus Life. Every group needs up to date information on group constitution, Officer Cards and Campus Link, advisor, signature authorization sheet, audit report, affirmation of compliance, year end reports. CSO chair will present a calling list to the committee and each member will be required to call a number of advisors for groups. If the group still has not made an effort to update their information file or contact CSO., the groups shall be declared inactive. Inactivation will be done whenever CSO and Department of Leadership and Campus Life agree that groups need to be assessed and updated.
- 9.3.3. Coordination with AFAP
- 9.3.3.1. When the Committee on Student Organizations shall make a recommendation to the SGA Senate to make an organization's status to "recognized", they shall recommend the organization to fall under one of the AFAP Allocation Committees, and shall provide for Title 5, Section 3.12.1. to be updated accordingly, in concordance with the recommendation passed by Senate.
- 9.3.3.2. This section shall not be in conflict with the provisions set forth in 2-3.
- 9.3.4. Meeting Procedures
- 9.3.4.1. The Chairperson and Secretary will meet before the formal meetings to discuss and prepare an agenda to be distributed to all voting members at least twenty four (24) hours prior to the meeting.
- 9.3.4.2. Formal committee meetings will be held at least every two (2) weeks; the frequency may be increased at the chairperson's discretion.
- 9.3.4.3. When quorum is not present at the time of the designated committee meetings, the committee members may review and make informal recommendations to the Senate.
- 9.3.4.4. The committee Chairperson will be required to write a letter to the proper body requesting replacement for any non-senate member with three (3) absences.
- 9.3.4.5. The committee Chairperson shall have the right to vote only to make or break a tie. The Chairperson shall be counted when considering quorum.
- 9.3.4.6. The CSO Chair shall be responsible for notifying the group, wishing to obtain registered or recognized status, that at least one member from the group must be present at the SGA meeting in which their status will be voted upon.
- 9.3.5. Committee Recommendations
- 9.3.5.1. Any registered organization seeking recognized status shall not be afforded said unless at least sixteen (16) full school weeks, excluding summer sessions, have passed since the granted of registered status to said organization.
- 9.3.5.2. Charter grants and revocations shall be handled in the form of legislation.
- 9.3.5.3. Constitutional revisions and other business shall be brought before the SGA Senate in the Committee on Student Organizations report.

- 9.3.5.4 Because the Committee on Student Organizations is an entity recognized by the Oklahoma State Regents for Higher Education, the SGA Senate shall be prohibited from moving into Committee of the Whole in order to consider matters that do not have a recommendation from the Committee on Student Organizations
- 9.3.5.5. The placing of student organizations on probation shall occur in committee and all charges shall be drawn up in committee with the approval of a majority of the members present, provided quorum is present. The terms of probation shall include, but not be limited to the following guidelines shown and updated regularly in the Student Rights and Responsibilities.
- 9.3.6. The organization must move to correct any violation or violations of charter and/or university policy while on probation.
- 9.3.7. After an organization has served its term of probation the Committee on Student Organizations shall review it to determine its compliance with the probation terms. The organization will be returned to normal status if compliance was met, otherwise the Committee on Student Organizations may extend probation or introduce legislation to revoke the charter of the organization.
 - 9.3.7.1. If any discrepancy develops between the SGA Bylaws and the Student's Rights and Responsibilities document in regards to CSO, the document shall be followed until a correction in the Bylaws can be made or the document is changed.
- 9.3.8. The committee's Senators shall also serve to represent the interests and concerns of all registered, recognized, and ad-hoc groups to the Senate.
- 9.4. BUDGET COMMITTEE
 - 9.4.1. The committee shall review the budget, as submitted by the executive branch, and then introduce the budget to the Senate along with committee recommendations.
 - 9.4.2. The committee shall review any legislation involving the appropriating of funds and after considering the SGA financial status, shall make a recommendation to the SGA Senate concerning the appropriation. Co-sponsorship shall only be increased by the budget committee.
 - 9.4.2.1. The Budget Committee shall follow these guidelines regarding the allocation of co-sponsorship funds to recognized and registered student groups:
 - 9.4.2.1.1. SGA co-sponsorship shall be available to Registered student groups.
 - 9.4.2.1.1.1. Registered student groups shall be limited to \$500 per semester. Co-Sponsorship shall not exceed 50% of the total event budget.
 - 9.4.2.1.2. SGA co-sponsorship shall be available to Recognized student groups.
 - 9.4.2.1.2.1. Recognized student groups may receive funds for events and travel activities. Student groups shall be limited to \$1,500.00 of co-sponsorship per semester. Co-sponsorship shall not exceed 50% of the total event budget.
 - 9.4.2.1.2.2. Co-Sponsorship funds allocated to Recognized groups for travel activities shall not exceed \$300 per person per co-sponsorship.
 - 9.4.2.1.3 SGA co-sponsorship shall be available to groups recognized by the University.

- 9.4.2.1.4 For the purposes of co-sponsorship, the fall semester shall be defined as July 1 through December 31, and the spring semester January 1 through June 30. The academic year is defined as July 1 to June 30.
- 9.4.2.1.5 Eligibility shall be determined based upon the date of the beginning of the activity or event. If the application for co-sponsorship is received after the final meeting of semester of the event, then the group may be allowed to receive funds for the event in the following semester. These funds will count toward their previous semester limit on funds per semester.
- 9.4.2.1.6. Funds allocated for activities/events but not used shall be paid back to the co-sponsorship account within 30 (thirty) days of using the allocation or the event's conclusion, whichever is later.
- 9.4.2.1.7. Co-sponsorship funds shall not be allocated for the purpose of paying for food or drink, clothing or apparel.
- 9.4.2.1.8. Requests for co-sponsorship must be received by the SGA prior to the beginning of the event.
- 9.4.2.1.9. All groups receiving co-sponsorship must mention SGA's sponsorship in advertising or promotional materials for the event before, during or up to one month after the event.
- 9.4.2.1.10. All groups applying for co-sponsorship funds must be in good standing with Department of Leadership and Campus Life, the Committee on Student Organizations, and their umbrella organization. The forms provided by the Budget Committee shall include measures to ensure good standing with umbrella organizations. The Budget Committee chair shall be responsible for ensuring the organization's good standing with the Department of Leadership and Campus Life.
- 9.4.2.1.11. When allocating funds, the Budget Committee shall not take into account a group's ideology.
- 9.4.2.2. The following procedures will be followed by student groups requesting co-sponsorship:
 - 9.4.2.2.1. A group requesting co-sponsorship will be required to apply using forms as outlined by the Budget Committee. Information provided by a group must include the name and account number of the group; an attached itemized budget for the said activity/event; a list of funds received from other sources; and current balances for all accounts used by the group.
 - 9.4.2.2.2. An organization must have approached its umbrella organization as designated on a group's signed Intent to Sponsor form before requesting co-sponsorship. The forms provided by the Budget Committee shall include measures to ensure this request has been made.
 - 9.4.2.2.3. A group receiving co-sponsorship will provide the Budget Committee and the SGA Senior Administrative Assistant with an itemized expenditure report of the total event budget as outlined by the committee. The report shall include duplicates of itemized receipts and, if any, advertising and/or promotional materials for the co-sponsored activity/event and

will be given to the budget committee within thirty (30) days of using the allocation or the event's conclusion, whichever is later.

9.4.2.3. The Budget Committee Chair shall follow these guidelines regarding co-sponsorship:

9.4.2.3.1. The Chair shall present a compilation of all reports received the final Senate meeting of each semester.

9.4.2.3.1.1. The first Budget Committee meeting of each semester shall review the reports presented by the Chair at the end of the prior semester.

9.4.2.4. Groups not complying with the rules described herein shall be placed on probation, during which time they will be ineligible to receive co-sponsorship funds, for the remainder of the semester in which the event occurred and the two full semesters following.

9.4.2.4.1. Shall a group rectify the violation prior to the end of the probationary period; the probation shall be considered completed.

9.4.3. The committee shall, with the Treasurer, be responsible for maintaining consistent guidelines for both the maintenance and reporting of SGA financial records.

9.4.4. The committee shall refer any allegations of violations of the bylaws regarding budgetary matters and related documents to the Internal Affairs Committee.

9.4.5. A group seeking allocations must have at least one member from the group present at the Budget Committee meeting when the appropriation is considered by the committee and at least one member from the group must be present at the Senate meeting when the appropriation is considered by the Senate. The committee chairperson will be responsible for notifying a group of these requirements.

9.4.6. Should Budget find a discrepancy in any processes falling under its authority, it may, by majority vote, call for an ad hoc Audit Subcommittee.

9.4.6.1. The Audit subcommittee shall be composed of one (1) member of Budget, one (1) member of Internal Affairs, and the Activity Fee Allocation Process committee Chair or Vice-Chair.

9.4.6.2. The Vice-Chair of Budget committee shall chair Audit.

9.4.6.3. Audit shall be responsible for requesting said information, and providing a written report of its findings to AFAP, Senate, and the group and/or individual in question.

9.4.6.4. Audit shall be dissolved immediately after a written report has been distributed to said parties.

9.5 PUBLIC AFFAIRS COMMITTEE

9.5.1. The committee shall be known as the Public Affairs Committee (PAC)

9.5.2. The Committee shall comprise of but not limited to one representative from each living group (Off-Campus, Residence Halls, and Greek) and one ex-officio member from the Graduate and Professional Student Government Association.

9.5.3. The Committee will be responsible for voicing student concerns when necessary with the laws and actions made by the local, state, and federal governments.

9.5.3.1. The Committee will further be responsible for voicing student concern on any actions made by advisory, governing or regulatory bodies found in the constitutions, codes, statutes, or ordinances of the aforementioned governments.

9.5.4. The Committee will meet regularly.

9.5.5. The Committee will invite the City Council's SGA liaison(s) no less than three times a semester.

- 9.5.5.1 At these meetings, pertinent city matters affecting the general welfare of students shall be discussed.
- 9.5.6 The Committee shall report their findings to Senate as well as their specific constituencies.
- 9.5.7 The Committee shall be responsible for interviewing and appointing students to the Stillwater City Commission Boards and Committees.
 - 9.5.7.1 Appointments must be approved by the Senate.
 - 9.5.7.2 The Committee Chair and Vice Chair will coordinate a schedule that mandates at least one Public Affairs Committee member shall be in attendance at the biweekly Stillwater City Council meetings.
- 9.5.8 The committee shall hold at least one (1) meeting per semester wherein the Public Affairs Committee shall invite pertinent municipal representative's including, but not limited to, the city of Stillwater's Mayor, Vice Mayor, City Councilor(s), and City Manager.
 - 9.5.8.1 Municipal representative shall be invited (4) weeks in advance of the meeting, described in 9.5.8.
 - 9.5.8.2 None of the above text shall be interpreted to disallow the invitation of other possible invitees to said meeting.
- 9.5.9 The Committee will distribute the "Students' Choice Awards" to Stillwater businesses, when asked.

Sec. 10. SENATE REPRESENTATIVES

- 10.1. Senate representatives gather information for the SGA at their respective board meetings and present the approved recommendations and resolutions of the SGA at those meetings.
- 10.2. The standing representative positions are:
 - 10.2.1. Representative to the Board of Regents for the Oklahoma A&M Colleges and delegate to the Oklahoma A&M Board of regents Member Institution Student Government Association Coalition (OBC).
 - 10.2.2. Representative to the Oklahoma Board of Regents for Higher Education
 - 10.2.3 Representative to the Oklahoma State University Faculty Advisory Council
- 10.3. Additional representative positions can be created by a majority vote of the Senate.
- 10.4. In the event a representative vacates his/her position as a recognized OSU SGA member, regardless of the reason, he/she must also immediately vacate this SGA Representative position.
- 10.5. These positions will attend at least two meetings of the SGA Senate each month. The purpose is to assist with any questions concerning the agenda (issues) of their respective board at any time in the past, present, or future. In the event of any absence the Senate Chair shall determine the validity of any excuse. An excused absence shall not be a violation of any provision in this section.
- 10.6. These positions will provide a written report to the Senate Chair, after each Regents meeting, regarding the past meeting of the Regents (any conclusions and recommendations) and future agenda concerns. The Chair and/or any member of the Senate can at any time request an oral report to the Senate as a whole on agenda issues discussed at the immediate past meeting of the respective Board of Regents.
- 10.7. These positions will therefore be required to attend ALL meetings of their respective board. In the event he/she cannot attend, this person will be directly responsible for reporting such to the Senate Chair who will make arrangements for a replacement. Accordingly, the chair must have advanced notice (at least ONE WEEK) and a valid reason(s) for this absence to be forgiven.
- 10.8. Any expenses encumbered by these positions while attending such sessions will be reimbursed by the appropriate entity. Allowable expenses include those necessary to properly carry out the functions enumerated in this bill.

- 10.9. These positions will do investigative work (research) for any member of the OSU Senate on issues or topics requested which deal with the respective board and/or their activities.
- 10.10. The Senate, by 2/3rds vote, may remove these representatives at any time.
- 10.11. These representative positions shall be filled by the Senate at which time their term of office will be indicated.

Sec. 11. SENATE LIAISONS

- 11.1 A senate liaison must be a senator and appointed by a majority vote of the Student Senate.
- 11.2 Senate liaisons will be appointed following guidelines as outlined in Student Senate Rules, Section 3., for the election of committee chairs
- 11.3 Senate liaisons will establish and maintain contact with assigned groups – i.e. organizations, businesses, universities, etc.
- 11.4 Senate liaisons will provide a report to the Student Senate concerning group happenings, addressing issues and concerns.
- 11.5 Senate liaisons will conduct research and other investigative work pertaining to his/her respective group at the request of any member of Student Senate. Findings must be presented in a typewritten report to the Student Senate as a whole.
- 11.6 LIAISON POSITIONS
 - 11.6.1 Permanent Positions
 - 11.6.1.1 Shall be considered “permanent liaisons,” and must be filled unless removed from the Bylaws:
 - 11.6.1.1.1 Liaisons to the SGA Freshmen Representative Council
 - 11.6.1.1.1.1 Duties of the FRC Liaison shall be:
 - 11.6.1.1.1.1.1 To attend all FRC meetings.
 - 11.6.1.1.1.1.2 Conduct a “mock senate” each semester and recruit senators to participate.
 - 11.6.1.1.1.1.3 To inform FRC members of legislative proceedings and ideas.
 - 11.6.1.1.2 Liaisons to Oklahoma State University Branch Campuses
 - 11.6.1.1.2.1 A liaison will be appointed for each of the following campus: OSU-Oklahoma City, OSU-Okmulgee, and OSU-Tulsa.
 - 11.6.1.1.2.2 Senate liaisons to branch campuses will establish and maintain contact with the university’s student government, university administration, and/or members of the student body.
 - 11.6.1.1.3 Liaison to the International Student Organization.
 - 11.6.1.1.3.1 The ISO Liaison shall attend all regularly scheduled ISO meetings.
 - 11.6.1.2 Permanent liaisons shall serve for a period of one (1) year and shall be elected no later than the second Senate meeting of the Fall semester.
 - 11.6.2 Liaison to the Other Universities & Colleges
 - 11.6.2.1 Senate liaisons to universities will establish and maintain contact with the university’s student government, administration, and/or members of the student body.
 - 11.6.2.2 Terms for additional university and college liaison positions will be determined at the time of appointment.
 - 11.6.3. Temporary Liaison Positions
 - 11.6.3.1. Temporary Liaison positions may be created at anytime by a majority vote of the Student Senate as a means to coordinate activities or to

address issues with a group. Liaisons will be acting on the official business of the Student Senate.

- 11.6.3.2. Terms for temporary liaison positions will be determined at the time of appointment.
- 11.7 Any expenses incurred by liaison acting on the official business of the Student Senate will be reimbursed by the appropriate entity provided prior approval is granted by the senate chair before such expenses are incurred.
- 11.8 Senate liaisons may be removed from their position by a two-thirds (2/3) vote of the Student Senate.