

The By-laws
of
The Student Association
of
Oklahoma Panhandle State University



Revised March 2013

Contents

Article I. Purpose..... 3

Article II. The Executive Branch. The Executive Officers and Executive Council..... 3

Article III. The Legislative Branch. the Student Senate..... 7

Article IV. The Judicial Branch. The Student Association Supreme Court..... 9

Article V. Standing Committees of the Association..... 9

Article VI. Association Organizations..... 11

Article VII. Elections..... 12

Article VIII. Assumption of Office..... 14

Article IX. Vacancies..... 14

Article X. Amendments and Revisions..... 15

Article I. Purpose

§101. These by-laws shall provide uniform and easily understood rules and procedures for the Student Association of Oklahoma Panhandle State University.

Article II. The Executive Branch: The Executive Officers and Executive Council

§201. The Association President shall have the following powers and duties:

§201A. Shall be responsible for upholding and executing the Constitution and its by-laws in addition to legislation passed by Student Senate.

§201B. With the consent of a majority of the Student Senate as convened shall appoint to complete unexpired terms an Association Secretary or an Association Treasurer.

§201C. Shall appoint Association representatives to University Committees with advice and consent of a majority of the Student Senate as convened.

§201D. Shall appoint members and chairpersons to all Standing Association Committees with a majority vote of the Student Senate.

§201E. May veto any legislation from Student Senate, provided:

§E-1. Veto power is exercised prior to the next Student Senate meeting OR within seventy-two (72) hours of the passage of legislation, whichever comes sooner.

§E-2. Notice of veto shall be delivered to Association Advisors, the Association Vice-President, and, when appropriate, to department heads or Association Organization advisors.

§201F. Shall represent the Student Association to the University President, the A&M Board of Regents, and the State Regents for Higher Education.

§201G. Shall meet with the University President once a month during Fall and Spring semesters.

§201H. Shall appoint Justices to the Student Association Supreme Court with the consent of a majority of Student Senate within the first two (2) meetings of Student Senate as convened in the fall semester or as vacancies occur.

§201I. Shall declare vacancy of other Executive Officer positions as they occur.

§201J. Shall recommend to Executive Council Association members to fill seats in Student Senate as vacancies occur.

§201K. Shall chair the Executive Council.

§201L. Shall be prohibited from serving as an officer of any class or Student Association Organization, nor shall the President hold any position of employment which substantially impairs the performance of the enumerated duties or exercise of powers.

§201M. May introduce, but not move, legislation for consideration of Student Senate.

§201N. If the Chief Justice of the Court is unable to fulfill the duty, shall have the power to administer oaths of office to the Association Vice-President, Association Secretary, Association Treasurer, President Pro-tempore of the Senate, Senate Correspondence Secretary, and Senate Parliamentarian.

§201O. Shall administer oaths of office to Student Supreme Court Justices.

§202. The Association Vice-President shall have the following powers and duties:

§202A. Shall serve as the presiding officer of the Student Senate.

§202B. Shall be empowered to act in the name of the President, with all rights and duties appertaining thereto should the Association President be temporarily incapacitated or otherwise unable to perform the duties of office.

§202C. Shall immediately assume the office, title, powers, and duties of Association President if the office be vacated. The office of Vice-President shall then be declared vacant.

§202D. Shall administer oath of office to Student Senators.

§202E. Shall serve as ex-officio member of all standing or ad-hoc committees.

§202F. Shall appoint members and chairs of ad-hoc committees with a majority vote of the Student Senate.

§203. The Association Secretary shall have the following powers and duties:

§203A. Shall serve as the secretary of Student Senate.

§203B. Shall keep complete and accurate approved minutes of all meetings of the Association, Executive Council, and Student Senate.

§203C. Shall be bound by the Oklahoma Open Records Act.

§203D. Shall be responsible for posting notices of Association and Student Senate meetings at least forty-eight (48) hours in advance of such meetings being convened. Notices shall appear:

§D-1. On the door of or in an easily readable place within the Student Association Office.

§D-2. Via social media determined by the Executive Council.

§D-3. By email to the entire Association.

§D-4. On campus electronic bulletin boards.

§203E. Shall be responsible for posting minutes of Association and Student Senate meetings within three (3) business days of such meetings in the same locations as in §203D-1 through D-3.

§203F. Shall present minutes of Executive Council to Student Senate.

§203G. Shall maintain all non-financial and historical records of the Student Association.

§203H. Shall serve as a member of the Student Senate.

§204. The Association Treasurer shall have the following powers and duties:

§204A. Shall serve as the treasurer of the Student Senate.

§204B. Shall keep accurate and complete records of all payments, receipts, and expenditures of the Association.

§204C. Shall present all authorized Association bills to the University Business Office for payment.

§204D. Shall present a current report on finances at each meeting of the Student Senate.

§204E. Shall be bound by the Oklahoma Open Records Act.

§204F. Shall chair the Funds Request Committee.

§204G. Shall be a member of the Student Senate.

§205. The President Pro-Tempore of the Senate shall have the following powers and duties:

§205A. Shall serve as the presiding officer of the Student Senate in absence of the Association Vice-President.

§205B. Shall serve as the representative of the Student Senate at impeachment proceedings or, in the event of a planned absence, shall appoint a designee to represent the Student Senate to be approved by a majority of Student Senate as convened.

§205C. Shall immediately assume the office, title, powers, and duties of Association Vice-President should the office be declared vacant. The office of President Pro-Tempore shall then be declared vacant.

§206. The Senate Correspondence Secretary shall have the following powers and duties:

§206A. Shall be the liaison between Student Senate and any form of media and communications both on and off the campus of Oklahoma Panhandle State University.

§206B. Shall reserve meeting spaces in advance of meetings of the Student Senate, Student Association, and Executive Committee.

§207. The Senate Parliamentarian shall have the following powers and duties:

§207A. Shall provide advice on procedure to the presiding officer of the Student Senate.

§207B. Shall be sufficiently familiar with parliamentary procedure to advise the presiding officer.

§207C. Shall read and understand the content of the Association Constitution and these by-laws.

§207D. Shall chair the Organization Oversight committee.

§208. The Executive Council shall have the following powers and duties:

§208A. Shall prepare and submit to Student Senate a budget for approval by the second (2nd) meeting of Student Senate each academic year.

§208B. Shall have the authority to conduct all Association business, excluding allocation and disbursement of Association funds, in the absence of specific legislation by the Student Senate. Said business shall include, but not be limited to, setting a calendar of events, arranging facilities, conducting polls, and coordinating Association activities in cooperation with University personnel.

§208D. Upon declaration of emergency by the Association President, the Executive Council, in unanimous agreement, shall be empowered to allocate and disburse a maximum of one hundred dollars (\$100) from Association funds. Such action may only occur once prior to a meeting of the Student Senate.

§208E. Shall set the time, place, and agenda of Student Senate meetings, provided that meetings are at a regular interval and a meeting occurs within the first two (2) full weeks of Fall and Spring semesters.

Article III. The Legislative Branch: the Student Senate

§301. The powers and duties of the Student Senate shall be as follows:

§301A. To make rules affecting the governing of the Student Association.

§301B. To schedule, manage, and control various campus activities.

§301C. To issue or deny charters for Association organizations. Provided the University President shall have the power to deny charters for cause as provided for in §603 of these by-laws.

§301D. To suspend or revoke charters of Association organizations for cause. Provided.

§D-1. Association organizations have a right to appeal suspension or revocation to the Supreme Court.

§D-2. Association organizations have a right to appeal the decision of the Supreme Court to the University President.

§301E. To expend funds allocated to it in a manner consistent with its obligations to serve the Association, and in accord with state law.

§301F. To confirm appointments as provided elsewhere in the by-laws and Constitution.

§301G. To impeach an Officer of the Association for cause as provided in the Constitution.

§301H. To remove a Justice of the Supreme Court for cause as provided in the Constitution.

§301I. To censure or expel a senator from Student Senate, for the following causes, by a 2/3rd vote as convened

- (1) Dereliction of Office;
- (2) Misfeasance of Office;
- (3) Malfeasance of Office;
- (4) Nonfeasance of Office;
- (5) University Disciplinary Probation;

OR

- (6) Arrest and conviction for any felony crime.

§301J. To override a veto of the Association President by a 2/3rd vote as convened.

§301K. Shall recommend between three (3) and six (6) faculty/staff members to the University President, for appointment as Association Advisors, provided.

§K-1. Any faculty or staff member recommended agrees to serve in the capacity of Association Advisor.

§K-2. The Campus Events Coordinator and the Dean of Student Affairs shall serve as ex-officio Association Advisor(s).

§302. Student Senate meetings shall be conducted under the following guidelines:

§302A. Except as stated elsewhere in the by-laws or the Constitution, meetings shall be conducted in accordance with the latest edition of the *Standard Code of Parliamentary Procedure*.

§302B. The following Executive Officers shall be nominated from and voted upon by Student Senate no later than second (2nd) meeting of the Fall semester or as vacancies are declared:

§B-1. President Pro-Tempore of the Senate.

§B-2. Senate Correspondence Secretary.

§B-3. Senate Parliamentarian.

§302C. Excepting extenuating circumstances, senators shall provide prior notice to an Executive Council member when they will be unable to attend meetings.

§302D. Senators missing more than three (3) meetings without notice to Executive Council shall automatically be held in dereliction of office.

§D-1. Senators accumulating three (3) absences without notice shall be automatically suspended.

§D-2. Suspension of this nature shall be rescinded by a majority vote of Student Senate provided the Senator in question has requested to appeal the suspension before the next scheduled Student Senate meeting.

§D-3. If the Senator in question fails to appeal the suspension, the seat shall be declared vacant by the President of the Association.

§D-4. Provided: A Senator shall be given notice of the suspension at least seventy (72) hours prior to the meeting at which he/she is to make an appeal.

§302E. Half the total number of seated Senators plus one (1) shall constitute quorum.

§302F. Should both the Association Vice-President and the President Pro-Tempore of the Student Senate be unable to preside over the Student Senate, responsibility shall go to the following offices in order:

§F-1. Parliamentarian;

§F-2. A member nominated from the body of Student Senate.

§303. Senators shall serve on at least one (1) committee of the Association or be held in nonfeasance of office.

§304. A housing area shall be defined as: Holter Hall North, Holter Hall South, Field Hall, the Aggie Apartments, the Aggie Annex, the Married Student Housing, and Off-campus. Provided. Student Senate shall be bound to amend this section as new housing areas are opened or closed.

§305. Training in parliamentary procedure shall be made part of the agenda for the second (2nd) meeting of each semester.

Article IV. The Judicial Branch: The Student Association Supreme Court

§401. Meetings of the Student Association Supreme Court shall be conducted under the following guidelines:

§401A. Three (3) Justices must be present for any decision rendered to be considered valid.

§401B. If the Chief Justice is absent from a hearing of the Supreme Court, the Justices present shall choose one (1) Justice to write the opinion of the Supreme Court for the Chief Justice to deliver.

§401C. Decisions of the Court shall be made by a majority vote of Justices present.

§402. In the unplanned absence of the President Pro-tempore, the Chief Justice shall post-pone impeachment proceedings.

Article V. Standing Committees of the Association

§501. The duties of the Funds Request Committee shall be as follows:

§501A. Shall recommend an amount Student Senate should approve for each funds request received.

§501B. Shall assign budget pool for funds requests disbursement

§502. The Event Planning Committee shall organize and arrange educational or entertainment events with the assistance of the Campus Events Coordinator.

§503. The duties of the Organization Oversight Committee shall be as follows:

§503A. Shall review the constitutions of Association organizations petitioning the Student Association for charter.

§503B. Shall recommend to Student Senate whether to grant Association organizations charter.

§503C. Shall ensure that each Association Organization meets requirements as specified by By-Law Article VI.

§503D. Shall be bound to begin proceedings to suspend or revoke Association organization charters should an Association organization fail to meet requirements as specified elsewhere in these by-laws or in operating procedure.

§504. The duties and conduct of the Elections Committee shall be as follows:

§504A. Shall determine valid votes with the assistance of Association Advisors and the Registrar's office.

§504B. Shall tabulate votes cast in General, Officer, or Special Elections

§504C. Shall adhere to election procedures as called for in By-Law Section VII.

§504D. Shall set election procedures, provided they do not conflict with By-Law Section VII.

§505. The duties of the Homecoming Committee shall be as follows:

§505A. Shall create a theme and budget for Homecoming(s) subject to Student Senate for approval.

§505C. Shall be in charge of organizing Homecoming events in conjunction with the Event Planning Committee.

§505D. Shall be in charge of Homecoming Royalty elections in conjunction with the Elections Committee.

§506. The duties of the Campus Improvement Committee shall be as follows:

§506A. Shall solicit and evaluate recommendation for the improvement of the University campus

§506B. Shall present suggestions and resolutions to the Student Senate for consideration and action.

§507. Each committee shall be comprised of a minimum of four (4) Association Members and a chairperson. The chairperson must be a Student Senator unless otherwise specified.

§508. Association Advisors shall serve as ex-officio, non-voting members of all committees.

Article VI. Association Organizations

§601. All student organizations must be chartered in order to enjoy the use of University resources and sponsorship.

§602. A student organization shall be granted charter by a majority of Student Senate provided the constitution contains

§602A. A mission statement in keeping with the educational aims of the University Mission;

§602B. A means of determining leadership;

§602C. Requirements for membership, provided that the requirements do not discriminate based on age, gender, race, sexual orientation, national origin, or religion.

§603. Copies of the student organization's approved constitution shall be distributed to the Student Senate Office and to the Student Affairs Office.

§604. The University President shall retain the right to disallow any charter for reasons of clear and present danger to the University Mission or environment, provided the President shall have appointed and received input and counsel of a committee composed of the following people:

§604A. The current Faculty Senate President.

§604B. The Student Association President;

§604C. One (1) Appointed Faculty Member;

§604D. One (1) Appointed Student Association Member;

§604E. The Dean of Students or appropriate student services officer, who shall serve as the chair.

§605. Any student organization shall be subject to suspension or revocation of Charter for the following reasons:

(1) Discrimination in violation of §602(C);

(2) Violation of University rules and regulations, or active promotion of such violations by its membership;

(3) Violations of procedure as set forth by the Student Senate.

(4) Demonstrated failure of the Organization to conduct two (2) non-business (i.e. club meeting) activities during one (1) academic year.

OR

(5) Student organization fails to provide representation to Student Senate within two (2) meetings following a declared vacancy.

§606. Association organizations shall be allowed to appeal decisions of suspension or revocation to the Student Supreme Court.

Article VII. Elections

§701. All elections held on campus shall be conducted with the sponsorship of the Student Association and under specific supervision by the Elections Committee.

§702. No member of the Elections Committee may participate in the Elections Committee if seeking an office. The Association President must make a temporary appointment with consent of a majority of the Executive Council, provided that notice is given to the Student Senate.

§703. The election of the Association President, Vice President, Secretary, and Treasurer shall be known as the General Election.

§704. All elections other than General Elections shall be known as Special Elections.

§705. The following guidelines for elections shall be adhered to:

§705A. The General Election shall occur on Tuesday, Wednesday, and Thursday of the second (2nd) week following Spring Break.

§705B. Special Elections shall occur as specified elsewhere in the by-laws, provided. Special Elections shall last no fewer than forty-eight (48) hours.

§705C. Candidates must receive a majority of votes cast to be elected.

§705D. Should candidates for a particular office not receive a majority of votes cast, a run-off election shall be held at the earliest possible date between the two (2) candidates receiving the highest number of votes.

§705E. Candidates running unopposed must receive one (1) vote for their election to be considered valid.

§705F. Ballots cast in an election shall be tabulated by the Elections Committee no later than forty-eight (48) hours following the closing of polls.

§705G. Any office left vacant following election shall be declared as such and the appropriate appointment procedure adhered to.

§706. The following filing procedure shall be adhered to:

§706A. Candidates seeking election must complete a form provided by the Student Association indicating the office sought, credit hours completed, major, minor, and institutional GPA.

§706B. Candidates seeking election shall collect the signatures of 25 Association members.

§706C. The form and signatures must be turned in to the Student Affairs office during the filing period.

§706D. The filing period for the General Election shall begin at 8am Monday four (4) weeks before the week on which the General Election occurs and ends at 3pm on the Monday following Spring Break.

§706E. Candidates meeting requirements for office, as verified by the Association Advisers, shall be announced the Tuesday following the end of the filing period.

§707. Candidates seeking to appeal any decisions of the Elections Committee shall petition the Student Supreme Court.

§708. The following guidelines for notification of elections shall be adhered to:

§708A. Notification of elections must be made to the Association at least a full week in advance of voting.

§708B. Notification of the filing period must be made to the Association at least a full week in advance of the opening of the filing period and continue throughout the filing period.

§708C. Notification shall appear in the following:

§C-1. The campus newspaper.

§C-2. In broadcasts of the campus radio station.

§C-3. Electronic sign boards.

§C-4. Bulletin boards or conspicuous locations in heavily trafficked campus buildings.

§C-5. University social media.

§C-6. University email.

§708D. Notification of the filing period and of elections shall include the following, as applicable to the given situation and media:

- (1) How to file for an office;
- (2) Requirements and duties of each office;
- (3) Voting regulations;
- (4) Voting locations;
- (5) Persons running for office;

OR

- (6) Details concerning the matter being voted upon;

§708E. The Elections Committee shall be in charge of disseminating election and filing information to the Student Association and shall be bound to release said information by deadlines or be held in nonfeasance of office.

§709. Voting may occur via electronic or paper ballot, as determined by the Elections Committee.

Article VIII. Assumption of Office

§801. The Association President, Association Vice President, Association Secretary, and Association Treasurer shall assume office at the Student Senate meeting immediately following the General Election.

§802. The Senate President Pro-Tempore, Senate Parliamentarian, and Senate Correspondence Secretary shall assume office immediately following their election.

§803. Outgoing Executive Officers shall remain as ex-officio, non-voting members of the Executive Council to advise and train the new Executive Officers until the end of the spring semester.

Article IX. Vacancies

§901. Senate seats shall be filled in the following manner:

§901A. Each housing area shall elect representative(s) from within itself.

§901B. Each class shall elect representative(s) from within itself.

§901C. Each academic department shall select a representative from within itself in a manner of its choosing.

§901D. Each Association Organization shall elect a representative from within itself.

§902. At the conclusion of the General Election, should an Officer position be vacant, the new Executive Council shall:

§902A. Announce in campus media that the position is vacant and Executive Council is seeking applicants;

§902B. Conduct interviews with applicants beginning no earlier than one (1) week after the announcement;

§902C. Nominate an applicant;

AND

§902D. Student Senate shall approve the nomination by majority vote.

Article X. Amendments and Revisions

§1001. Amendments to these bylaws shall be proposed by a majority of the Student Senate as convened or by submission of a written petition containing signatures from 10% of the Student Association membership with proposed amendment(s) contained within submitted documentation

§1002. Amendments shall be adopted by a 2/3rd vote of the Student Senate as convened, provided notification in all campus media of the proposed amendment(s) commences no less than two (2) weeks in advance of the vote.

§1003. Revisions to these bylaws shall not conflict with the Constitution.