

WICHITA STATE UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION
BYLAWS
(Amended October 2004)

ARTICLE I
SENATE

SECTION 1. Rules of Procedure of the Senate

- 1.1 The Senate shall meet at 6:30 p.m. each Wednesday that classes are in session during the fall and spring semesters, and shall adjourn by at least 9:30 p.m. unless the meeting is extended by a two-thirds vote.
- 1.2 The edition entitled **Robert's Rules of Order, Newly Revised** shall be the official parliamentary manual of the Senate and shall serve as the final authority on any matter not addressed by the Constitution, Bylaws, or Statutes of the Association.
 - 1.2.1 No Statute or Resolution may require, as a part of its enactment, any vote more stringent than a majority.
 - 1.2.2 Two speeches opposed to "Previous Question" shall be allowed when that motion is placed upon the floor of the Senate.
 - 1.2.3 Two speeches in opposition to and two speeches in favor of "Limiting Debate" shall be allowed when that motion is placed upon the floor of the Senate.
 - 1.2.4 At each regularly scheduled meeting of the Senate there shall be a portion of the agenda designated as "Public Forum."
 - 1.2.4.1 Any member of the University community may address the Senate at that time.
 - 1.2.4.2 Others from outside the University community who wish to address the Senate may do so at this time, only when advance arrangements have been made with the chairperson of the Senate.
- 1.3 All members of the gallery shall be allowed to speak to any issue upon the floor of the Senate, which pertains to them directly.
- 1.4 All Association appointees and the advisor of the Senate shall be granted a permanent voice on the Senate.
- 1.5 The following definitions are established as working policies of the Senate, unless otherwise specified:
 - 1.5.1 A "majority vote" shall consist of more than fifty (50) percent of the members present and voting with abstentions being considered present, but not voting.
 - 1.5.2 A "two-thirds" shall consist of at least sixty-six and two-thirds (66 2/3) percent of the members present and voting with abstentions being considered present, but not voting.
 - 1.5.2.1 A "two-thirds of the entire" shall consist of at least sixty-six and two-thirds (66 2/3) percent of all the members excluding vacant seats.
 - 1.5.3 A "quorum" shall consist of fifty (50) percent or more of the membership of the body, excluding vacant positions.

SECTION 2. Chairperson of the Senate

- 2.1 The Vice President of the Association shall serve as the Chairperson and President of the Senate. Accordingly, the Chairperson, or his/her designee, shall have certain powers consistent with his/her responsibility to maintain a decorum assembly.
 - 2.1.1 The Chairperson may appoint an acting parliamentarian.
 - 2.1.2 The Chairperson may, upon his/her own initiative, direct a substantive vote performed by roll call.
 - 2.1.3 The Chairperson may, at his/her discretion, declare the Senate to be recessed for not more than a thirty (30) minute period.
 - 2.1.4 The Chairperson shall have the authority to remove any or all members of the gallery.
 - 2.1.5 The Chairperson may recruit whatever aid is necessary to implement his/her decisions.
 - 2.1.6 The Chairperson shall retain his/her right to vote at all times unless otherwise specified.
- 2.2 The Senate may override the decisions of the Chairperson by "Appealing the Decision of the Chairperson".

SECTION 3. Standing Committees of the Senate

- 3.1 A formal system of standing committees of the Senate is hereby established. These committees shall be:
 - 3.1.1 Budget and Finance Committee
 - 3.1.1.1 The charge of the Budget and Finance Committee shall be to research, report, and make recommendations to the Senate; take action on issues which are of special interest to the University students; to hear and make recommendations on funding requests from individuals and recognized student organizations from the 1970-52 account; and to complete other assignments as determined by the Senate, Budget and Finance Chairperson, and the President of the Association.
 - 3.1.1.2 The Treasurer of the Association shall serve as an ex-officio member of the Budget and Finance Committee during organizational and individual funding request hearings.
 - 3.1.1.3 The Budget and Finance Committee shall not have a total membership greater than seven (7) members, the Treasurer of the Association not included.
 - 3.1.2 Operations Committee
 - 3.1.2.1 The charge of the Operations Committee shall be to research, report, and make recommendations to the Senate, and take action on issues involving the internal operations of the Senate; to review and make recommendations for amendments to the Constitution, Bylaws, and Statutes of the Association; and to complete other assignments as determined by the Senate.
 - 3.1.2.2 The Vice President of the Association shall serve as the Chairperson of the Operations Committee.

3.1.3 Academics Committee

3.1.3.1 The charge of the Academics Committee shall be to research, report, and make recommendations to the Senate; take action on issues of an academic nature of importance to the Association; and, specifically, to monitor the actions of the Faculty Senate, to facilitate the General Education Course Syllabi Compilation, and to complete other assignments as determined by the Senate.

3.1.4 Campus Issues

3.1.4.1 The charge of the Campus Issues Committee shall be to research, report, and make recommendations to the Senate; and take action on issues which are of current interest to the University students but which do not fall within the charge of the Academics Committee; and to complete assignments determined by the Senate.

3.2 Any currently enrolled student at the University who has and maintains a 2.0 minimum cumulative grade point average shall be eligible to be a member of a Senate standing committee.

3.3 No standing committee shall have a total membership of greater than twenty and there must be at least six Student Senators on each committee except for the Operations Committee which shall have a membership of Senate standing committee chairpersons and any other interested students up to twelve.

3.4 Members of the Senate and other students shall be appointed to the standing committees by the President of Association, subject to ratification by a majority vote of the Senate.

3.4.1 Members of the Senate and other appointees of Senate standing committees shall perform the work to which they are assigned by their respective committee chair for one (1) hour per week.

3.4.1.1 The “work” week will begin at 5:30 p.m. on Wednesday afternoon and end the following Wednesday at 5:29 p.m.

3.4.1.1.1 Senate standing committees or a meeting of the Senate will not qualify as meeting the one hour per week requirement.

3.4.1.2 In such circumstances where the committee chair does not assign work to a senator, the senator is by default assigned work by the other officers of the Association.

3.4.1.2.1 In weeks that appointees are not given assigned work, they are exempt from other work assigned by the officers of the Association.

3.4.1.3 Senators who hold another office in the Association are exempt from completing another office hour for the week.

- 3.5 Only members of the Senate shall be eligible to serve as Chairperson or Co-Chairperson of a Senate Standing committee except for the Special Projects Committee during funding request hearings, which then will be chaired by the Treasurer of the Association.
- 3.6 The President of the Association shall appoint Chairpersons of the Senate standing committees, subject to ratification by a two-thirds vote of the Senate.
- 3.7 When considering legislation or projects referred to a Senate standing committee, the original sponsor of the legislation or project shall become an ex-officio, non-voting member of that committee. It shall be the responsibility of the Chairperson of the committee to inform the sponsor of all meetings of the committee and any action taken or proposed on his/her legislation or project.
- 3.8 A quorum must be present for any vote, including consensus, taken at any meeting of a Senate standing committee.
- 3.9 Nothing in this legislation is to be construed to allow a Senate standing committee to amend legislation, to prevent legislation from coming to the floor of the Senate, or to in any way, unduly delay its consideration by the Senate.

SECTION 4. Legislation of the Senate

- 4.1 Any member of the Senate wishing to submit legislation to the Senate shall submit that legislation to the Vice President of the Association to be placed on the agenda of the Senate.
- 4.2 Resolutions shall be placed on the agenda of the Senate under New Business and read by the Vice President of the Association. Resolutions shall be moved and spoken to by the author. Resolutions do not require a first reading and may be acted upon at the same meeting of their introduction.
- 4.3 Funding bills shall be placed on the agenda of the Senate under New Business and be read by the Vice President of the Association. This shall constitute a first reading. At the next meeting of the Senate, said funding bill shall be placed under the Old Business portion of the agenda. Upon reaching the Senate floor, the funding bill shall be moved and spoken to by the author. This shall be the procedure for all funding bills unless they are of a timely nature, pursuant to Section 4.4 of this Article.
- 4.4 A Funding bill shall be deemed to be of a timely nature if it is 1) an organizational funding request, 2) an individual funding request, or 3) the Senate deems it to be so by a two-thirds (2/3) vote of those present and voting. A Funding bill of a timely nature may be acted upon at the same meeting as its introduction.
- 4.5 All other legislation (constitutional amendments, by-laws amendments, statute amendments) shall be placed on the agenda of the Senate under New Business and read by the Vice President of the Association. This shall constitute a first reading. At the next meeting of the Senate, said legislation shall be placed under the Old Business portion of the agenda. Upon reaching the Senate floor, said legislation shall be moved and spoken to by the author.
- 4.6 Uncompleted items on the agenda (excluding resolutions and funding bills) shall be carried over to the next session of the Senate regardless of a change in administration.

**ARTICLE II
DUTIES OF OFFICERS**

SECTION 1. The duties of the President of the Association shall be:

- 1.1 To call a special session of the Senate and/or officers with not less than twenty-four (24) hours notice.
The President of the Association may call a special session of the Senate, at his/her discretion, if he/she attempts in good faith to notify all senators more than twenty-four (24) hours prior to the time set for the session. If a senatorial quorum is not present at this special session of the Senate, the duties and authority of the Senate shall be vested in the President of the Association and those present;
- 1.1 To create or dissolve executive committees for the pursuit of his/her duties;
- 1.2 To recommend to the Senate any policy, which he/she considers in pursuit of the purposes of the Association;
- 1.3 To make available to all Senate members and other parties a copy of the Constitution, Statutes, and Bylaws of the Association;
- 1.4 To maintain weekly office hours during his/her term in office, including those times that classes are not in session, except those times when University Offices are closed;
- 1.5 To attend meetings of the Kansas Board of Regents and the Student Advisory Council; and
- 1.6 Other duties as outlined in the Association's Constitution

SECTION 2. The duties of the Vice President of the Association shall be:

- 2.1 To act as Chairperson of the Senate;
- 2.2 To act as Election Commissioner unless otherwise specified by the Senate;
- 2.3 To act as publicity coordinator and to oversee the issuance of press releases;
- 2.4 To request written reports of all Senate standing committees;
- 2.5 To recommend changes in policy concerning the internal operations of the Senate and the Association office;
- 2.6 To maintain weekly office hours during his/her term in office, including those times that classes are not in session, except those times when University Offices are closed;
- 2.7 Other duties as outlined in the Association's Constitution.

SECTION 3. The duties of the Treasurer of the Association shall be:

- 3.1 To execute all financial transactions in the name of the Senate and in compliance with the budget;
- 3.2 To maintain weekly office hours during his/her term in office, including those times that classes are not in session, except those times when University Offices are closed;
- 3.3 Other duties as outlined in the Association's Constitution

**ARTICLE III
EXECUTIVE AUTHORITY**

SECTION 1. President of the Association's Cabinet

- 1.1 The President of the Association's Cabinet is hereby established to serve as an advisory body to the President of the Association and to each member of the Cabinet, and to provide communication between the President of the Association, members of

- the Cabinet, and the Senate.
- 1.2 The Cabinet shall be composed of the President of the Association, serving as Chairperson; Vice President of the Association; Treasurer of the Association; Chief Election Commissioner of the Association; Director of Public Relations of the Association; Director of Governmental Relations of the Association; and Director of Records of the Association.
 - 1.3 The President of the Association may consult with the cabinet on issues where the Association and the Faculty Senate may disagree. The President of the Association may request the President of the University to call a meeting of the Coordinating Council, which consists of the following members:
 - President and Vice President of the Association
 - Faculty Senate President and Vice President
 - the University President, or
 - the Vice President of Academic Affairs, or
 - his/her designee.
 - 1.4 The Cabinet may develop its own rules of procedure provided that they are consistent with the Constitution, Bylaws, and Statutes of the Association.

SECTION 2. The Association's Office Budget

- 2.1 The Senate shall have the authority to approve the Association's annual office budget. No expenditures may be made, with the exception of those for normal operating expenses, before the office budget is approved.
- 2.2 The proposed office budget must be submitted to the Senate at least one regularly scheduled meeting before the final vote on the office budget. The office budget shall be approved by a majority vote of the Senate.
- 2.3 The Senate shall have the authority to approve any line item change in the office budget, which is greater than or equal to \$100.00.
- 2.4 The item changes in the office budget of less than \$100.00 shall be authorized by the President of the Association, Vice President of the Association, and the Treasurer of the Association. Such changes must be reported to the Senate by the Treasurer of the Association at its next regularly scheduled meeting.

**ARTICLE IV
POLICIES OF THE ASSOCIATION**

SECTION 1. Legislative Publication

- 1.1 The President of the Association, at the end of his/her term, shall see that the Constitution, Bylaws, and Statutes of the Association are compiled, edited, updated, and reproduced at least one week prior to the inauguration of each new Senate.
- 1.2 Copies of these updated documents shall be distributed to the newly elected members of the Senate, the President of the University, the Vice President for Student Affairs, the President of the Faculty Senate, each Justice of the Court, the editor of the SUNFLOWER, and the Reference Desk of the Library.
- 1.3 A copy shall be filed in the Association's office in "The Current Constitution, Bylaws, Statutes, and Resolutions of the University Association."
- 1.4 Additional copies shall be made available to any student, administrator, staff person,

or faculty member requesting this information.

SECTION 2. Referenda of the Association

- 2.1 The Senate may decide, by a two-thirds vote, to place a referendum before the Association if the issue is introduced by a member of the Senate.
- 2.2 The Senate may decide, by a majority vote, to place a referendum before the Association upon receipt of a petition signed by at least 500 Association members, whose signatures have been validated by the Vice President of the Association.
 - 2.2.1 If such a petition is received and validated, the issue concerning the referendum must be placed on the floor of the Senate for discussion and a vote.
- 2.3 The Senate must place a referendum before the Association upon receipt of a petition signed by 1,000 Association members, whose signatures have been validated by the Vice President of the Association.
- 2.4 The Senate reserves the right to set the dates for the referendum, designate polling places, recruit poll workers, and establish rules of procedure for conduct of the referendum within 14 working days of the receipt of the petition.

SECTION 3 – Misconduct, Malfeasance, Misfeasance of Nonfeasance by Association officer, senators, or appointees

- 3.1 The following shall be considered grounds for removal of any officer, senator, or association appointee from office.
 - 3.1.1 Misconduct
 - 3.1.1.1 Refusal of intentional failure to comply with or abide by the provisions of the Constitution and Bylaws.
 - 3.1.1.2 Committing any act of fraud, embezzlement or misappropriation of any funds of property or other thing of value belonging to the Association, or refusing or intentionally failing to comply with the provisions of the Constitution and Bylaws which require full accurate accounting of all funds, property, books and records for examination, audit or financial review.
 - 3.1.1.3 Filing false charges against any officer, senator, or appointee of the Association, provided, however, that it is understood that for the purposes of this provision false charges are not merely charges of which a person is acquitted, but rather charges which are filed recklessly or in bad faith without substance, foundation, or reasonable basis of support.
 - 3.1.1.4 Committing any physical assault upon any officer, member, senator appointee, or employee of the Association while such person is engaged in the performance of his or her duties for the Association.
 - 3.1.2 Malfeasance
 - 3.1.2.1 Any wrongdoing or misconduct by an officer, senator, or appointee of the Association in the performance of his or her duties shall constitute malfeasance.
 - 3.1.3 Misfeasance
 - 3.1.3.1 The performance of a lawful action in an illegal or improper manner by an official or representative of the Association in connection with

his official duties shall constitute misfeasance.

3.1.4 Nonfeasance

3.1.4.1 The failure to act by an officer, senator, or appointee of the Association in connection with his or her official duties shall constitute Nonfeasance.

3.1.4.1.1 The following shall be considered nonfeasance

3.1.4.1.1.1 The accumulation of five (5) total unexcused absences from Senate or standing committee meetings.

3.1.4.1.1.2 Failure to perform other duties as outlined in these Bylaws or in the Constitution.

3.2 Charges

3.2.1 Any member of the Association in good standing may prefer charges under the provisions of this article.

3.2.2 Any officer, senator, or appointee of the Association may be charged with misconduct, malfeasance, misfeasance or nonfeasance.

3.2.3 Proper form filing of charges

3.2.3.1 To be properly filed, charges must be filed in writing and signed by the charging member(s). The charging document must specifically state the act(s) alleged to constitute a violation of this section. Also, it must specifically identify by article and section number, the provisions of the Constitution and Bylaws which are alleged to have been violated.

3.2.3.2 In the event an alleged violation involves established policies, decisions or governing principles of the Association which are not set forth in the Constitution and Bylaws, the charging document shall so state.

3.2.3.3 A copy of the charging document filed against any person shall be sent to who is charged, the Association Advisor and to each member of the Senate Review Board.

3.3 Procedure

3.3.1 The Senate Review Board shall convene at the request of the President of the Association, within ten (10) days of his or her receipt of any charges brought against any officer or senator of the Association.

3.3.2 In the event that the President of the Association is the person charged, the Senate Review Board shall convene at the request of the Vice President of the Association.

3.3.3 Both the person(s) preferring charges and the person(s) being charged shall have the opportunity to address the Senate Review Board.

3.3.4 If it is decided that the charge(s) filed are correct and valid, the Senate Review Board shall make a recommendation of appropriate corrective action, including but not limited to written reprimand, public apology, and/or removal from office, to the Senate at the next regularly scheduled meeting. This recommendation must be approved by a majority vote of the Senate Review Board.

- 3.3.5 Should the person(s) being charged be a regular member(s) of the Senate Review Board, that person shall not be allowed to vote on the recommendation of the Board.
- 3.3.6 The recommendation of the Senate Review Board must be approved by a two-thirds vote of the entire Senate, excluding vacant seats.
- 3.3.7 The recommendation of the Senate Review Board may be amended by a two-thirds vote of the entire Senate, excluding vacant seats.
- 3.3.8 Decisions approved by the Senate may be appealed to the Court.

SECTION 4. Definitions of Terms

- 4.1. "Permanent voice" shall be defined as the right to participate in discussion on any issue before the Senate. "Permanent voice" shall not be construed as to make motions, or to rise on order, nor shall it be construed as lasting beyond one's tenure in one's position.
- 4.2. "Currently enrolled student" shall mean an individual enrolled in at least one hour of classes at the University, for audit or credit, during the semester in question. An individual shall be considered "currently enrolled" even if he/she is enrolled in no course during periods between semesters and/or during the summer session.
- 4.3. "2.0 minimum cumulative grade point average" shall mean a cumulative grade point average as defined by the University that is 2.0 or greater on a 4.0 scale. An individual having a course or courses on appeal shall have those course(s) removed from the calculation of their minimum grade point average. Upon the resolution of appeal an individual's grade point average will be recalculated and the 2.0 minimum standard will apply. The recalculation will be made in the same manner as the original calculation.

SECTION 5. Attendance and Removal for Lack of Attendance

- 5.1 The Chairperson of the Senate will be responsible for calling the roll of the Senate.
 - 5.1.1 An absence from each roll call will count as one-half absence.
 - 5.1.2 A thirty-minute grace period will be granted at the first of each meeting. Senators will be recorded tardy. Tardies will be included in all attendance reports.
- 5.2 The Chairmen of the Academics, Campus Issues and Operations Committees will be responsible for calling the roll of the respective standing committee.
 - 5.2.1 An unexcused absence will count as a one-half unexcused absence.
 - 5.2.2 A thirty minute grace period will be granted at the first of each meeting. Senators will be recorded tardy after roll call is completed.
 - 5.2.3 Each missed roll call counts as one-quarter unexcused absence.
- 5.3 The Chairman of the Budget and Finance Committee will be responsible for calling the roll of the committee.
 - 5.3.1 Each unexcused absence will count as a one-half unexcused absence.
 - 5.3.2 Committee members are counted tardy once roll call has been completed.
 - 5.3.3 Two tardies count as a one-half absence.
 - 5.3.4 Committee members are marked absent if they do not show within then minutes of roll call.
 - 5.3.5 A total of one unexcused absence from either a regularly scheduled or special meeting of the Budget and Finance Committee, whether recorded by the

Minutes or by the Committee Chairman, shall result in an automatic recommendation for reassignment from the Committee Chairman to the Senate Review Board.

5.3.5.1 In an instance of 5.3.5 above, the Senate Review Board shall meet prior to the next regularly scheduled meeting to consider a course of action, and to hear from the committee member in question.

5.3.5.2 At no time shall a committee member's failure to provide completed absence forms within a seven (7) calendar day period or otherwise keep track of their excused and unexcused absences, be sufficient reason for the Senate Review Board to prevent reassignment to another committee.

5.4 The Chairperson of the Senate or designee shall be responsible for keeping record of the committee work accomplished as stated in Section 3.4.1, Article I of the bylaws.

5.4.1 Each missed week of committee work will count as one-half unexcused absence.

5.4.2 If, in any case, a Senator wishes to be excused from the one hour per week obligation, arrangements must be made with the chairperson of the respective committee.

5.5 No senator will be permitted to be absent from more than three (3) meetings unless the absences fall under the following cases in which they may be excused.

5.5.1 Attendance at an official Association event, or as an official representative of the Regents of Student Advisory Committee events, must be approved by a majority of the Executive Officers and the Senate Review Board.

5.5.2 An academic activity, not including class, study groups or project/paper/homework preparation.

5.5.3 University sanctioned extracurricular activity not including being a spectator at a sporting event or attending a lecture that is not directly related to a senator's academic study.

5.5.4 Death in the family.

5.5.5 Medical emergency, extreme illness, or surgery.

5.5.6 Other cases will be reviewed by the Senate Review Board as warranted. A 2/3-majority vote of both the Senate Review Board and the Senate will be required to excuse an absence.

5.5.6.1 The Senate Review Board will meet within seven (7) days to decide on the case and shall forward its decision to the Senate at the next scheduled meeting.

5.6 In all cases the Senator must sign an excuse form no later than one week (seven days) from the time of the absence.

5.7 The Senate Review Board will meet automatically to consider cases where a senator has three total unexcused absences and report its decision to the Senate at its next regularly scheduled session.

5.8 The Senate Review Board upon recording of a fifth total unexcused absence for a senator shall automatically forward a recommendation for removal to the Senate at the next regularly scheduled meeting.

- 5.9 The Senate Review Board will meet automatically to consider cases where a senator has missed five excused meetings and report its decision to the Senate at its next regularly scheduled session.
- 5.10 If a Senator-elect fails to attend the first three (3) consecutive meetings, s/he will be automatically removed from their position without a meeting of the Senate Review Board.