



Mississippi State University

Student Association

Constitution,
Statutes & By-Laws

Updated February 16, 2009

2008-2009

MISSISSIPPI STATE UNIVERSITY

STUDENT ASSOCIATION CONSTITUTION

Preamble

We, the students of Mississippi State University, in order to promote student welfare and an academic atmosphere; to further the activities of student life; to encourage a clear and continuous exchange of ideas between the students, faculty, and the University administration; and to instill and promote a greater spirit of progress and loyalty for our alma mater do ordain and establish this Constitution for the Student Association of Mississippi State University.

Article I The Student Association of Mississippi State University

Section 1 Name

The name of this organization shall be the Student Association of Mississippi State University.

Section 2 Jurisdiction

All students who are registered for at least one hour at Mississippi State University shall be members of the Student Association (SA) of Mississippi State University and subject to this Constitution, Statutes, and By-Laws. The SA does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. Furthermore, discrimination based upon sexual orientation or group affiliation is a violation of the Mississippi State University policy and will not be tolerated by the SA.

Section 3 Purpose

The purpose of this organization shall be the following:

- A. To provide the means whereby the members of the SA may express themselves effectively in University programs that affect their social, economic, physical, intellectual, and spiritual welfare;
- B. To promote a continuous exchange of ideas and opinions between the students, the faculty, and the administration; and
- C. To coordinate and regulate the activities of the SA for the benefit of the entire educational community and of the students in later life.

Section 4 Powers

Since ultimate responsibility for all phases of the operations of the University rests with the Board of Trustees of Institutions of Higher Learning and since the President of the University acts as their agent in all University matters, the SA shall have only those powers delegated to it by the President through the Division of Student Affairs. Policies adopted by officers and committees of the SA shall be subject to review by such officials.

Article II *The Executive Branch*

Section 1 Executive Officers

The executive officers of the SA shall be the President, Vice President, Secretary, Treasurer, and Attorney General. These officers shall be elected annually each spring semester in a manner prescribed by the Statutes and shall serve a term of one (1) year. No person serving in any other branch of student government shall serve in the executive branch. Executive officers may serve as long as they have a minimum 2.00 cumulative grade point average and are not on any kind of academic or disciplinary probation during their term.

Section 2 Duties and Powers of the SA President

The SA President shall:

- A. Serve as the official representative of the SA;
- B. Administer and enforce the SA Constitution, Statutes, and By-Laws;
- C. Call and preside over meetings of the SA;
- D. Veto or sign bills, acts, or resolutions of the SA Senate and amendments to the Constitution proposed by the body, provided that he/she exercises that power within five (5) school days after passage of said bill, act, resolution, or amendment by the SA Senate. If the President does not veto or sign the bill, act, resolution, or amendment, it goes into effect;
- E. Make recommendations for legislation to the SA Senate near the beginning of each school term and at other times upon invitation by the SA Senate;
- F. Appoint Cabinet members, Judicial Council members, and Executive Committee members as outlined in the Statutes, with the concurrence of a majority of the SA Senate;
- G. Remove any Cabinet member, Judicial Council member, or Executive Committee member whom he/she has appointed, with the concurrence of a majority of the SA Senate.
- H. Establish a SA Summer Council for the summer, with SA Senate approval.
- I. Create new Cabinet duties and positions as they become necessary.

Section 3 Duties and Powers of the SA Vice President

The SA Vice President shall:

- A. Serve as presiding officer and coordinator of the SA Senate;
- B. Serve as principle assistant to the SA President;
- C. Perform the duties of the President in his/her absence or incapacity;
- D. Appoint Directors of Student Senate Committees and have the power to make appointments to the Student Senate Committees and to University Committees requesting student senate members; and
- E. Be responsible for reviewing and updating senate precincts to comply with **Article III**, Section 3.

Section 4 Duties and Powers of the SA Secretary

The SA Secretary shall:

- A. Record the proceedings of the SA Senate and present written copies of bills to the President within 48 hours of their passage;
- B. Maintain such records and files of the SA as prescribed by this Constitution and Statutes; and, as the President, Vice President or SA Senate shall direct; and
- C. Provide people to record minutes of various committee meetings or other organized meetings of the SA upon request by the Chair of that committee.

Section 5 Duties and Powers of the SA Treasurer

The SA Treasurer shall:

- A. Supervise the financial matters of the SA as authorized by the SA Senate;
- B. Serve as an ex-officio member of any and all committees appointed for the purpose of considering budgetary and/or financial matters of the SA Senate;
- C. Maintain complete and accurate financial records and submit, each month in writing to the SA Senate, a complete statement of income and expenditures for the previous month;
- D. Conduct an inventory of all SA property and submit a report, in writing, on the conditions and state of the same to the SA Senate on or before the first regularly scheduled Senate meeting in October;
- E. Authorize all expenditures by any department of the SA and shall not disallow any expenditure approved by the SA Senate except those which would cause the SA to have a deficit balance;
- F. Hold any person, whether acting as an agent of the SA or acting as an entity separate from the SA, who incurs any expense charged to the SA without the prior written approval of the Treasurer, personally liable for payment; and
- G. Be bonded by the SA.

Section 6 Duties and Powers of the SA Attorney General

The SA Attorney General shall:

- A. Be the constitutional advisor to the SA President and shall deliver opinions on the SA Constitution, Statutes, and By-Laws to any member who requests such in writing;
- B. Deliver opinions on the constitutionality of any questions which relate to an act, legislation, orders, or functions of the SA;
- C. Undertake statutory revision by:
 - 1. Conducting a systematic and continuing study of the Statutes for the purpose of reducing their bulk, removing inconsistencies, and otherwise improving their clarity; facilitating their proper identification by Statutory number and subject matter; and, when necessary, preparing and submitting to the SA Senate, recommendations for revisions of previously enacted Statutes.

2. Making two (2) complete compilations of the Constitution and all valid Statutes, the first compilation in April, and the second before the inauguration date of the new Senate term. Both compilations shall conform with such numbering systems, style contents, and characteristics as may be advisable for publication and distribution.
 3. Revising and compiling Statutes under the following guidelines:
 - a. Any two (2) or more sections, chapters, or parts thereof may be consolidated;
 - b. Any section, chapter, or part thereof may be transferred from one location to another;
 - c. The form or arrangement of any section, chapter, or part thereof may be changed or altered by transferring, combining, or dividing;
 - d. Subsections, sections, and chapters may be renumbered to agree with such numbering;
 - e. Grammatical, typographical, and like errors may be corrected and additional changes, not affecting the construction or meaning of the Statutes, may be freely made;
 - f. Statutes or parts thereof which have expired; become obsolete; been invalidated by the SA Judicial Council; served their purpose, and/or have been repealed or replaced by later Statutes, either expressly or by implication shall be omitted; and
 - g. All things relating to form, position, order, or arrangement not inconsistent with the Statutes system, which may be found necessary for the improvement of the same may be done.
- D. Report to the SA President and to the SA Senate for approval of changes made.
- E. Shall serve as the student represent on
1. The Academic Honesty Committee
 2. The Student Housing Appeals Committee
 3. The Financial Aid Appeals Committee
 4. The Judicial Appeals Board
 5. The Academic Review Board
 6. The Organizations Committee
- F. Evaluate, upon request, a student organization's constitution and recommend changes for its proper functioning.
- G. Serve as a nonvoting member of the SA Senate for the purpose of advising the Senators on constitutional matters.
- H. Ensure proper distribution of this Constitution, Statutes, and By-Laws by:
1. Supplying a copy to each registered student organization upon request;
 2. Supplying a copy to any member of the SA upon request; and

3. Maintaining at least three (3) copies in the SA office for the general public.
- I. Appoint an Assistant Attorney General, with SA Senate approval, to assume the duties of the Attorney General in his/her absence. The Assistant Attorney General will work in conjunction with the SA Attorney General and SA Elections Commissioner.

Section 7 Recusal

- A. Recusal shall be defined as to remove oneself from participation to avoid a conflict of interest.
- B. Process of Recusal:
 1. Submit a letter to the SA President informing him or her of your intention to recuse. The letter must give a description of the conflict of interest and the anticipated time period for which one will recuse his or herself.
 2. It shall be the SA President's responsibility to immediately inform all branches of government
- C. Guidelines:
 1. The officer shall not recuse all of his or her duties, only those duties which are related to the recusal.
 2. The officer shall not make decisions, write opinions, and or perform or take part in any duties related to the recusal.
- D. To end a period of recusal, the recusee must inform the SA President in writing, who shall immediately inform all three branches of government.

Section 8 Succession

- A. In case of the removal of the SA President from office for any reason, the SA Vice President shall assume the duties of the SA President until the completion of that term.
- B. In case the SA President is temporarily unable to perform his/her duties, the SA Vice President will temporarily assume the duties of his/her office.
- C. If, for any reason, the SA Vice President is unable to perform the duties of his/her job, temporarily or permanently, the President Pro Tempore will assume the duties of that office for the time required, temporarily, or permanently.
- D. If for any reason the SA Treasurer, Secretary, or Attorney General is unable to complete his/her term of office, the SA President will appoint a new person with SA Senate approval to complete that term of office.

Section 9 The SA President's Cabinet

There shall be a Cabinet to assist and advise the SA President, the membership of which shall be determined by the Statutes. All Cabinet members shall be members of the executive branch.

Article III *The Legislative Branch*

Section 1 Legislative Powers of the SA Senate

All general legislative powers of the Mississippi State University SA shall be vested in the SA Senate.

- A. The SA Senate shall legislate all matters concerning the supervision and coordination of all student activities the SA sponsors.
- B. The SA Senate shall legislate all matters necessary to the organization and operation of the SA.
- C. Any legislation passed by the SA Senate in conflict with any rules or regulations of Mississippi State University, the Board of Trustees of the Institutions of Higher Learning, or any laws of the State of Mississippi or the United States of America, shall be null and void from the time of its enactment.
- D. No legislation passed by the SA Senate shall be construed to limit or modify any provision of this Constitution except by constitutional amendment.
- E. The SA Senate shall not approve any expenditures that will cause a deficit balance in the budget.

Section 2 Membership of the SA Senate

- A. Membership shall consist of a varying number of students, elected from the various precincts by the general student body for a term of one year. Members may serve as long as they have a minimum 2.5 cumulative grade point average and are not on any kind of academic or disciplinary probation during their term.
 - 1. No individual shall hold more than one seat in the SA Senate.
 - 2. No SA Senator shall serve in any other branch of student government.
 - 3. In the event that the Senate falls below 80 percent of its elected total for the year, the college(s) or school(s) whose seat number is closest to being rounded up will be given the vacated seats until the total membership reaches 80 percent of the elected total again.
- B. The SA Vice President shall preside.
- C. The SA Secretary shall be a nonvoting member for the purpose of keeping the SA Senate records and taking the minutes of their meetings.
- D. The SA Attorney General shall be a nonvoting member for the purpose of advising the Senators on constitutional matters.
- E. The SA President and SA Treasurer shall be nonvoting members for the purpose of advising the Senators on executive affairs.
- F. A President Pro Tempore shall be elected from the fifty-student membership of the SA Senate. He/she shall:
 - 1. Preside in the absence of the SA Vice President;
 - 2. Assume the duties of the SA Vice President, in the absence of the SA President; and

3. Assist the SA Vice President in SA senate affairs.
 4. Attend Cabinet meetings with the SA Vice President.
- G. A parliamentarian shall be appointed by the SA Vice President and is subject to removal from office by him/her.

Section 3 Composition of the SA Senate

As of the 2006-2007 School Year, the SA Senate shall be divided into the following precincts:

- A. A varying number of Senators shall be divided among geographical precincts:
1. One Senator from each residence hall.
 2. One Senator from the combined area of Arbour Acres Apartments, University Drive Apartments, and Aiken Village.
 3. One Senator from Fraternity houses on campus and one Senator from Sorority houses on campus.
 4. A minimum of eight seats coming from Senators living off-campus. If the total residence hall number exceeds ten, then one off-campus seat will be added per additional residence hall seat.

- B. 16 students represented percentage-wise by school population in the colleges and schools of:

College of Arts and Sciences
 College of Business and Industry including the school of Accountancy
 College of Engineering
 College of Forest Resources
 College of Education
 College of Agriculture and Life Sciences
 School of Architecture
 Office of the Provost

1. Each College or School's number of seats will be determined by the following equation: (number of undergraduates in the College or School / the combined number of undergraduates in the Colleges or Schools) * 16
 2. Each College or School's total whose decimal place is .5 or more rounds up to the next number, however no College or Schools may have more than 3 senate seats.
 3. The numbers referred to in **Article III**, Section 3-B, 1 will be based on the previous Spring semester's data.
 4. Every College or School listed in **Article III**, Section 3-B shall have at least one seat.
- C. Graduate Students shall have three (3) permanent seats.

Section 4 Duties and Powers of the SA Senate

- A. A Senator may introduce any motion, bill, act, resolution, amendment, or question he/she desires. He/she may debate, vote for, vote against, or abstain from voting on any issue brought before the Senate.

- B. The Senate shall have the sole power to impeach any officer of the student body, and/or member of the executive, legislative, or judicial branch on grounds of misconduct in public affairs, misuse of their lawful authority, dereliction of duty, or refusal to complete their duties while in office. Impeachment may be charged by a majority of the total membership and convicted by two-thirds (2/3) of the total membership.
- C. The Senate, by a majority vote, may fine, reprimand, reduce, withhold salary, or remove from office, any convicted official of the SA.
- D. The Senate shall enact by a majority vote, By-Laws to this Constitution, to be known as the Statutes of the Student Association of Mississippi State University. If the SA President does not veto the measure within five (5) full school days, it shall be law.
- E. The Senate shall have the power to approve or disapprove the appointments made by the SA President.
- F. The Senate may override the veto of the SA President by a two-thirds (2/3) majority vote of the total membership.
- G. The Senate will take final action over matters considered by all SA Senate committees.
- H. The Senate shall have exclusive power to appropriate SA funds and shall take final action on all proposed SA budgets.
- I. The Senate shall establish publications of the SA and monitor all expenditures and appropriations of the publications.
- L. The Senate shall set the salaries of those SA officials the SA Senate decides to compensate. A SA official's salary shall not be increased during his/her term.

Section 5

Authority

The SA Senate shall have the authority to undertake any reasonable investigations and/or hearings necessary in pursuance of its power enumerated in *Article III*, Section 4. The SA Senate shall have all additional power which may be deemed necessary in carrying out the duties of the SA Senate.

Article IV The Judicial Branch

Section 1 Establishment of the Judicial Branch

The judicial powers of the SA shall be vested in one superior court, known as the Student Association Judicial Council, and in such inferior courts as the SA Senate may from time to time ordain and establish.

Section 2 Composition and Membership

- A. The SA Judicial Council shall be composed of permanent members and must contain but not be limited to:
 - 1. A Chair who has at least one (1) year experience on the SA Judicial Council;
 - 2. A graduate student enrolled at Mississippi State University for at least one (1) semester;
 - 3. A senior student enrolled at Mississippi State University for at least one (1) year;
 - 4. A junior student enrolled at Mississippi State University for at least one (1) year;
 - 5. A sophomore student enrolled at Mississippi State University for at least one (1) year; and
 - 6. An undetermined number of at-large permanent members enrolled at Mississippi State University.
- B. No Judicial Council member may hold a position in any other University or student judicial body.
- C. No Judicial Council member shall serve in the Executive or Legislative branch of the SA.

Section 3 Jurisdiction

- A. The SA Judicial Council shall have original jurisdiction where matters of student discipline have not been assigned to any other student judicial board.
- B. The SA Judicial Council shall have original jurisdiction on matters relative to the interpretation of the SA Constitution, Statues, and By-Laws, and to the constitutionality of all bills, acts, resolutions, or amendments of the SA.
- D. The SA Judicial Council shall have original jurisdiction over matters arising out of elections conducted by the SA. The Judicial Council's decisions in matters of elections and questions of constitutionality shall be final.
- E. The SA Judicial Council shall have the power to issue the following Judicial Council orders:
 - 1. Require SA officers to perform their duties as required under the

Constitution or its Statutes;

2. Require any SA body to cease illegal or unconstitutional activities under this Constitution, Statutes, and By-Laws. If this body does not cease illegal or unconstitutional activity, the members of this body will be subject to judicial council disciplinary action;
 3. Require the correction of illegal or unconstitutional activities performed by any student, and SA body or officers, and any student organization under the jurisdiction of this Constitution or its Statutes; and
 4. Summon any member of the SA to its meeting for the purpose of giving pertinent testimony. Persons failing to attend without acceptable excuse shall be charged with contempt before the Judicial Council.
 5. Issue a final verdict on charges brought forth on a candidate by the Elections Commissioner or on appeals filed by a candidate in SA Elections.
- D. Any four members may issue a temporary Judicial Council order that halts any specified activity for three (3) school days for any SA body, officer, or any registered student organization. This order shall not be reissued. The Council must meet within two (2) school days of the issuance of its injunction or the order shall become null and void.

E. Authority

The Bylaws and Policies of the Board of Trustees of the State Institutions of Higher Learning charge the President of Mississippi State University with the responsibility of maintaining “appropriate standards of conduct for students”; and further authorize him/her “to expel, dismiss, suspend, place limitations on continued attendance, and to levy penalties for disciplinary violations...”. In accordance with this responsibility, disciplinary sanctions shall be applied only after the requirements of due process, fairness, and reasonableness have been met. The aim of disciplinary action is the redirection of students behavior toward the achievement of academic and social goals.

The President has delegated this function to the Vice President for Student Affairs, who in turn has delegated it to the Dean of Students. It is the responsibility of the latter office to initiate, implement, and supervise the disciplinary process for students.

The Dean is assisted in disciplinary determinations by a series of councils which hear cases assigned to them. The involvement of a peer group in such decisions is consistent with the University’s educational goals and its practice of student participation in institutional governance.

Article V

Amendment to Constitution

Section 1

To amend this Constitution, an amendment must first receive two-thirds ($2/3$) approval of the SA Senate, and then be presented before the student body in a constitutional referendum in accordance with *Title 400*, Chapter 402, Section B-2.

Title 1 Definitions, Interpretations, Construction of, and Compliance with the Statutes

Chapter 1 System for Codifying SA Statutes

1.1 There shall be six (6) titles, each dealing with similar and related topics and each composed of a number of numerically designated chapters, as follows:

TITLE 1	(1-99)	Definitions, Interpretations, Construction of, and Compliance with the Statutes
TITLE 100	(100-199)	The Executive Branch
TITLE 200	(200-299)	The Legislative Branch
TITLE 300	(300-399)	The Judicial Branch
TITLE 400	(400-499)	Elections Code
TITLE 500	(500-599)	Finance Code
TITLE 600	(600-699)	General Legislation

1.2 Each chapter may be subdivided by means of a decimal arrangement. For instance, Chapter 99 may be divided into sections as 99.1, 99.2, 99.3, etc., and each section may in turn be subdivided by means of further decimal places so that as many subsections are obtained as necessary.

1.3 The procedure outlined in Chapter 1 shall be observed by the SA Attorney General in placing enacted legislation in the Statutes and in exercising statutory revision.

Chapter 2 Definitions and interpretations of the Constitution and Statutes may be handed down in opinion form by the SA Attorney General in compliance with ***Article II***, Section 6-A, B of the SA Constitution. Jurisdiction over such questions lies with the SA Judicial Council in compliance with ***Article IV***, Section 3-B of the SA Constitution.

Chapter 3 All SA officers must comply with the SA Statutes. Willful and deliberate disregard of these Statutes or any section thereof shall be grounds for impeachment in compliance with ***Article III***, Section 4-B of the SA Constitution.

Chapter 4 All students serving in any capacity whatsoever with the SA must comply with the SA Statutes, or any section thereof. Non-compliance shall subject the student to removal from office by the proper procedure.

Title 100 The Executive Branch

Chapter 100 The SA President's Cabinet

- 100.1 The SA President's Cabinet shall consist of the following:
- A. SA Vice President, Treasurer, Secretary, and Attorney General;
 - B. Chief of Staff;
 - C. The Administrative Liaison to the SA President
 - D. Executive Assistant(s) to the SA President;
 - E. The Elections Commissioner;
 - F. Chair of the History and Traditions Council.
 - G. Any other positions deemed necessary by the SA President and approved by the SA Senate.
- 100.2 The SA President shall serve as Chair of the Cabinet.
- 100.3 The Cabinet shall meet at the SA President's discretion to discuss matters relative to the SA.
- 100.4 The term of office for all appointed members of the executive branch shall be limited to the term of office of the SA President who appointed them.
- 100.5 The installation of the newly elected SA President, Vice President, Secretary, Treasurer, and Attorney General shall be conducted by the outgoing SA President in the form of an oath:

I (name) do hereby affirm that I will faithfully support and defend the Constitution, Statutes, and By-laws of the Mississippi State University Student Association, and I will endeavor to fulfill my obligations to the students of Mississippi State University by being dedicated and loyal to my duties as (President, Vice President, Secretary, Treasurer, or Attorney General).

Chapter 101 The Student Executive Council

The SA President shall establish an advisory council of student leaders on the MSU campus to include the following:

- President of Black Student Council;
- President of National Panhellenic Council;
- President of the Council of International Student Organizations;
- Editor of the *Reflector*;
- Editor of the *Reveille*;
- Director of Campus Activities Board;
- President of Interfraternity Council;
- President of Panhellenic;
- President of Residence Hall Association; and
- President of the M-Club.

The Council shall meet at the request of the SA President to discuss issues of concern to MSU students.

Chapter 102 The Chief of Staff

- 102.1 The Chief of Staff must be approved by the SA Senate and shall:
- A. Preside over Cabinet meetings;
 - B. Ensure Cabinet members perform and carry out duties and responsibilities; and
 - C. Plan and organize Cabinet retreats, the SA Banquet, and other SA functions.
- 102.2 The Chief of Staff shall serve as an interviewer and oversee the selection process for Cabinet positions.

Chapter 103 The Executive Assistant(s) to the SA President

- 103.1 The EA(s) shall be responsible for the coordination of student participation in University/Academic affairs and the representation of members of the SA in their dealings with faculty and University administration in such matters designated by the SA President.
- 103.2 The EA(s) shall have the following duties:
- A. The supervision of the appointment to University Committees of SA members in all ways proper to the defined relationship between the University administration and the SA; and
 - B. The maintenance of communication with the student members of University Committees and with the Chair of University Committees concerning the student members of their respective committees.
- 103.3 The EA(s) shall be responsible for all correspondence as referred to him/her by the SA President.
- 103.4 The EA(s) shall serve as a general assistant and advisor to the SA President.
- 103.5 The EA(s) shall be responsible for the organization and coordination of the Mississippi State University Hall of Fame.
- A. The EA(s) shall make the Hall of Fame Application available the third (3rd) Monday in February. The application will be due two weeks later.
 - B. The EA(s) shall ensure that the following requirements are met by each of the Hall of Fame applicants:
 - 1. A student may only receive the honor once.
 - 2. A minimum grade point average of 3.0 is required.
 - 3. A student must have senior standing and completed his or her last three semesters at Mississippi State University.
- 103.6 The duties of the Executive Assistant(s) shall be assigned upon the discretion of the SA President.

Chapter 104 Cabinet Positions

- 104.1 The SA President shall determine Cabinet positions each year.
- 104.2 The SA President shall create a list of those Cabinet positions containing:
- A. A job description of each position.

- B. A list of new positions from the previous year.
 - C. A list of positions from the previous year that will not be used.
- 104.3 The list specified in Chapter 104.2 must be approved by the SA Senate prior to the approval of Cabinet members.
- 104.4 The list specified in Chapter 104.2 must be included in the SA President's transition report.
- 104.5 The History and Traditions council shall be a permanent committee of the cabinet.
- A. The chair shall be appointed by the Student Association President and approved by the Student Association Senate.
 - B. Council members will go through an extensive interview process and be chosen by a selection committee.
- 104.6 The Public Relations committee shall be a permanent committee of the cabinet.
- A. The Public Relations Cabinet member will be responsible to update and continue to build the Speak Up website (www.speakupmsu.com) each semester.
 - B. The Public Relations Cabinet member's assistant will help delete old events and officer information and update the existing profiles while continuing to build the website.
- Chapter 105 The Administrative Liaison to the SA President
- 105.1 The Administrative Liaison to the SA President shall act as a mediator between the students and the office of the President and also serve to keep the executive council informed of administrative actions taking place on campus.
- 105.2 The Administrative Liaison shall have the following duties:
- A. Attend any meetings that the SA President or the SA Vice President cannot attend; also to coordinate other students to attend meetings.
 - B. Recruit speakers for Cabinet meetings.
 - C. Prepare agendas for bi-weekly meetings with advisors.
 - D. Organize any special events that are taking place on campus.
- 105.3 The Administrative Liaison shall be appointed at the discretion of the Student Association President.
- 105.4 The Administrative Liaison shall serve for a maximum of one year.
- 105.5 The Administrative Liaison must maintain at least a 2.5 G.P.A.
- Chapter 106 Senate Confirmation
- 106.1 The SA Senate shall, by a majority vote, approve or disapprove of Cabinet, sub-Cabinet, and other appointments no later than the third regular Senate meeting after the vacancy or vacancies have occurred -- as outlined in ***Title 200***, Chapter 208 of the Statutes.
- 106.2 There will be mandatory interviewing of the Cabinet candidates by the Executive officers before approval by the Senate.

Chapter 107 Succession

If, for any reason, an official of the Mississippi State University SA is unable to complete his/her term in office and an order of succession is not specified in the SA Constitution, a successor shall be appointed within ten (10) school days by the SA President with the approval and consent of the SA Senate.

Chapter 108 Status of Agents

108.1 No person or organization shall be recognized as an official agent of the SA unless said relationship is expressly stated in the SA Constitution, Statutes, and By-Laws.

108.2 All agency relationships not in compliance with *Title 100*, Chapter 121.1 shall be immediately disavowed, and said relationship shall be dissolved.

Chapter 109 Notification of Job Duties

Upon appointment, all appointees shall be given a copy of their duties as outlined in the Statutes.

Chapter 110 Installment of SA Executive Officers and SA Senators

A. Installment of SA Executive Officers will take place between March 21 and April 21 immediately after the primary election.

B. Installment of SA Senators will take place within 15 days of the run-off elections.

Chapter 111 SA Committee Programs/Projects Requirements

Each SA Committee shall be responsible for having at least two (2) programs or projects per semester.

Chapter 112 Class Councils

112.1 The freshman, sophomore, junior, and senior class presidents shall be elected at the beginning of each fall semester along with the SA Senate (this shall take effect immediately, except for the position of the senior class president, who shall be elected with Senate beginning fall 2007).

112.2 Each president shall appoint a vice-president and a treasurer of each respective class to form a Class Council. Additional positions shall be added and removed at the discretion of the president of the class. All appointments must be approved by the SA Senate and the SA President.

112.3 The freshman, sophomore and junior class councils will fundraise and make preliminary plans for a major gift to be donated in that class's name to Mississippi State University.

112.4 The senior class council shall implement a plan for a major donation to the University from that graduating class. The project must be completed by the April before the class's respective graduation date. The Project must be approved by a majority of the SA Senate and the SA President.

112.5 The freshman, sophomore, junior, and senior class councils shall be classified as independent of the legislative, executive, and judicial branches of the Student Association. These position holders are eligible to serve in any position in the SA, with the exception of the Executive Council. Ultimately, all class council presidents are to be held responsible by the SA Senate and are subject to removal by the guidelines outlined in Article III, Section 4, B of the SA Constitution.

112.6 The senior class president shall attend and give a full report of progress at every senate meeting. The freshman, sophomore, and junior class presidents are required to address the SA Senate and the SA Executive Council in October and February of each academic year.

112.7 The class councils shall be advised, collectively, by a member of the University Administration. This advisor shall meet with the class councils collectively at least once a month. This meeting shall be organized by the senior class president and presided over by the advisor and the senior class president or his or her designee.

Title 200 The Legislative Branch

Chapter 200 Organization of the SA Senate

200.1 The SA Senate shall meet in yearly sessions. A session shall begin with the first meeting of the fall semester and shall conclude with the installation of the senate for the following year. Each session of the SA Senate shall adopt its own Rules of Procedure in accordance with the Constitution, Statutes, and By-Laws.

200.2 The regular meetings of the SA Senate will be held on two Tuesdays each month at a time set by the SA Vice-President.

200.3 The SA Vice President is empowered to call special meetings of the SA Senate. The SA Vice President must call a meeting of the SA Senate within twenty four (24) hours after a request is presented to him/her by one-fifth (1/5) of the SA Senate requesting a meeting.

200.4 Voting

A. A majority vote of the SA Senate shall be defined as more than one-half (1/2) of the members of the Senate present and voting. An abstention will not count towards the total in determining the majority.

B. A two-thirds (2/3) vote of the SA Senate shall be no less than two-thirds (2/3) of the members present and voting except in cases of a constitutional amendment. An abstention will not be counted toward two-thirds (2/3) majority.

C. The final vote on the passage or failure of a bill, act, or amendment will be a roll call vote. The final vote on the passage of a resolution will be a voice vote as determined by the chairperson. The motion to require a roll call vote for any other vote shall require the consent of one-fifth (1/5) of the members present. The SA Secretary shall include all roll call votes and voice votes on resolutions in the minutes.

D. The SA Vice President shall have the power to break all ties in majority votes, but shall not be counted toward a quorum or toward votes requiring a two-thirds (2/3) vote; any other presiding officer, who shall be a member of the SA Senate, shall retain his/her power to and be counted toward a quorum or a two-thirds (2/3) vote in all cases.

200.5 A quorum for the purpose of holding a meeting and conducting business shall be three-fifths (3/5) of the total membership of the SA Senate.

200.6 SA Senate meetings shall be conducted according to the Parliamentary usage prescribed in *Robert's Rules of Order Newly Revised* subject to the limitations of this Constitution.

200.7 The subject of any bill, resolution, or act which has not been discussed in committee may be referred to a proper committee by the Vice President or summoned by an appropriate committee Chair. The committee's vote must be reported by the Chair at the next regularly scheduled meeting.

- 200.8 The SA Attorney General will be responsible for discussing the constitution in its entirety during the senate retreat immediately following senate elections.
- Chapter 201 The SA Senate Outreach Program
- All SA Senators shall serve at least one (1) scheduled office hour every other week in the SA office for a total of 1 hour per 2 weeks, 2 hours per month. Any unexcused absence from this hour shall count as one-fourth (1/4) of a Senate meeting absence. The Vice-President will determine the agenda for office hours. In addition, senators are required to participate in one campus outreach day per semester.
- Chapter 202 SA Senate Agenda and Numbering of Bills and Resolutions
- 202.1 All bills and resolutions submitted before the deadline shall be assigned consecutive numbers by the SA Secretary immediately upon introduction to the SA Senate or upon placement on the Agenda.
- 202.2 The Secretary is in charge of preparing the Agenda.
- 202.3 Legislation will be placed on the SA Senate Agenda by depositing bills and resolutions in a collection box located in the SA office or by electronic communication to the SA Secretary by noon (3) days prior to the Senate meeting at which they are to be considered.
- 202.4 Copies of the Senate Agenda containing entire copies of bills and resolutions will be prepared by the Secretary and distributed to each Senate member at least one (1) school day prior to the senate meeting at which said bills are to be considered.
- 202.5 Legislation not on the Agenda will be considered after all legislation on the Agenda has been acted on.
- 202.6 All legislation must include the name(s) of the Senator(s) authorizing it.
- 202.7 All legislation not considered shall be placed on the Agenda for the next meeting in order left off and given precedence over new bills placed on the Agenda.
- Chapter 203 Filing of Bills and Resolutions
- 203.1 The SA Secretary shall keep two (2) files: one (1) of resolutions and acts in numerical order and one (1) of bills and amendments in numerical order. Each piece of legislation shall have attached to it:
- A. A statement signed by the SA Secretary attesting to the accuracy of the legislation as it appears in the file and the numerical designation, SA Senate sponsor, date of passage, and the vote; and
 - B. A statement signed by the SA President either of approval or veto, a statement by the SA Secretary to the effect that the President failed to act within five (5) school days, or a statement that the veto was overridden and the date.
- 203.2 The SA Secretary shall, upon passage of a resolution deliver copies to any party or parties of concern.
- 203.3 The SA Secretary shall transmit to the SA President and to the SA Attorney General as expediently as possible, accurate copies of all bills and resolutions passed by the SA Senate.
- Chapter 204 Approval of Bills by the SA President

204.1 The SA President shall transmit as expediently as possible accurate copies of all bills passed by the SA Senate and approved by him/herself to the Vice President for Student Affairs.

204.2 If the SA President vetoes any bill by the Student Senate, he/she must inform the SA Secretary of this action within one (1) school day after he/she vetoes the bill. Reasons why the bill, act, resolution, or amendment was vetoed must accompany the vetoed bill, act, resolution, or amendment in writing. The Secretary of the Senate shall be required to inform members of the Student Senate within three (3) school days after he/she is notified by the President of the veto.

Chapter 205 Senate Term

205.1 The members of the SA Senate shall take office immediately upon being installed and shall serve until the installation of their successors. This time of service shall include communication with the executive branch and vice-president during the summer at times when the legislative branch is needed for the function of the Student Association. The members of the SA Senate may also be required to meet in the fall before the installation of their successors.

205.2 The installation of SA Senators shall take place at the annual Senate Retreat or at the first meeting following their election.

205.3 The installation shall be conducted by the SA President in the form of an oath:

I (name) do hereby affirm that I will faithfully support and defend the Constitution, Statutes, and By-laws of the Mississippi State University Student Association, and I will endeavor to fulfill my obligations to the students of Mississippi State University by being a dedicated, loyal Senator.

Chapter 206 Absences

206.1 Any senator having more than one (1) unexcused absence per semester during his/her term of office will be removed from his/her SA role. The Vice-President will notify the senator of his/her removal within two (2) school days of the unexcused absence, at which point the senator will have one (1) school day to provide documentation to refute his dismissal. Failure of a senator to contest his/her absence within the allotted time will result in his/her permanent dismissal. In addition, a maximum of two excused absences will be allowed during a senate term. Any further absences (excused or unexcused) will result in the immediate removal of the senator from the senate. But the Senator can contest his removal from Senate by a majority vote. The Secretary will keep an accurate record of all absences and excuses for proof.

206.2 Any Senator absent from his/her called committee meeting will be counted one-half (1/2) absent unless previous arrangements have been made with the Committee Chair.

206.3 It is the responsibility of the Committee Chair to turn in absences to the SA Secretary.

206.4 Any Senator arriving at a Senate meeting fifteen (15) minutes after the meeting has begun will officially be counted absent unless previously excused by the Vice-President.

206.5 Any Senator leaving a Senate meeting early will be counted absent unless excused by the Vice President.

206.6 Absences may be excused by the Vice-President. The Vice-President must notify the senators in attendance of the regularly scheduled meeting of all previously excused absences for that given meeting. Any absence previously excused by the Vice-President may be considered unexcused if a majority of the senators present at the regularly scheduled meeting deem the excuse invalid.

- 206.7 Dismissal of a senator from his/her SA Role due to absences will disqualify him/her from running for a senate seat the next term. The SA Secretary will notify the elections commissioner of any disqualifications for a SA senate race.
- 206.8 All senators are required to present or co-present one piece of legislation per semester.
- Chapter 207 Vacancies in the SA Senate
- 207.1 If a Senator elected from a precinct moves from the precinct in which he/she was originally elected, he/she shall immediately forfeit his/her office and seat in the SA Senate. However, all Senators in office at the end of the spring semester shall serve as Senators at-large until the election and installation of new Senators in the fall semester.
- 207.2 In the case of vacancies due to graduation at the end of spring semester or failure to re-enroll for the fall, the seat and office shall remain vacant until the fall election of Senators.
- 207.3 Filling Vacancies in the SA Senate:
- A. Any Senate vacancy that occurs during the fall or spring semesters of the academic school year shall be filled by the losing candidate who ranks highest in numbers of votes and who still meets all of the eligibility requirements (see *Title 400*, Chapters 403.1 and 405.2) as provided under the Statutes.
 - B. Upon occasion that a Senator cannot be obtained by the procedure established under *Title 200*, Chapter 207.3-A, the seat will become an at-large seat and will be appointed by the Vice-President. The appointed senator must be confirmed by a (2/3) majority of the current senate.
 - C. Each Senator will be contacted by the SA Secretary within seven (7) calendar days of the first class day of the spring semester. The SA Secretary will report any vacancies to the SA President, SA vice President, SA Attorney General, and the Elections Commissioner by the end of the seventh day.
 - D. In the absence or removal of the President Pro-tem, the position will be appointed by the S.A. Vice-President with the approval by the Senate.
- Chapter 208 Approval of Appointments by the SA President
- 208.1 Appointments by the SA President shall be presented to the Senate by the SA President on or before the third regular Senate meeting after the vacancy or vacancies have occurred.
- 208.2 Questioning of the appointee(s), if desired by the Senate, shall take place at the regularly scheduled Senate meeting following that Cabinet member's appointment. Further questioning may take place later if the Senate deems it necessary.
- 208.3 Approval or disapproval of all Cabinet, Judicial Council, and Executive Committee appointments made by the SA President shall be voted at the next regular meeting of the senate.
- 208.4 Charges shall be brought against said officer by the Attorney General who shall do so after receiving a petition containing signatures of at least 10% of the full-time students or two-thirds (2/3) of the SA Senators and requesting that such action be taken. The SA Senate of Mississippi State University shall have the power to remove from office, by a two-thirds (2/3) vote, any elected or appointed official of the SA. After he/she has been charged, at least three (3) school days must lapse before the person charged is entitled to a fair hearing. The Senate shall have the privilege of reconsideration at the next Senate meeting.

- 208.5 Decisions on appointments, Presidential or otherwise, shall be by roll call vote or by secret ballot at the request of any Senator, provided there are no objections within the Senate. If any Senator objects, a vote will be taken on whether or not to decide by secret ballot, with two-thirds (2/3) vote required for passage.
- Chapter 209 Recall of Senators
- 209.1 Any precinct is given the power, by means of a petition signed by thirty-five (35) percent of the members of that precinct, to require that its Senator stand for a recall election.
- 209.2 This recall shall be presented to the SA President who shall refer such petition after the constitutionality and validity of such petition has been affirmed by the Attorney General and the Elections Commissioner.
- 209.3 A majority of those qualified members of the precinct voting in a recall election shall constitute the recall of that Senator concerned and his/her immediate removal from office.
- 209.4 In the event that a Senator is removed from office through recall procedures, the Elections Commissioner shall hold a new election to fill the vacant Senate seat within two (2) weeks of the date of the recall election.
- Chapter 210 Vice Presidential Appointments
- 210.1 The Vice President or presiding officer shall appoint standing committees and the Chairs thereof with the following titles and areas of concern:
- A. The Committee on Rules and Legislation shall have jurisdiction over legislation concerning the Senate and all other matters that shall involve the Senate, and also shall have jurisdiction over all clarification, revision, and rewriting of legislation, the Constitution, Statutes, and By-Laws.
 - B. The Committee on the Executive and Judiciary shall have jurisdiction over legislation concerning the executive branch of government, over elections, over all legislation concerning the judicial body or bodies of the SA, and over all legislation concerning removal from office proceedings except where it shall concern the roles of the Senate charging the accused or trying him/her. This committee shall also examine the qualifications of all appointments of the SA President and shall recommend to the Senate the appropriate action concerning these appointments.
 - C. The Senate Appropriations Committee shall have jurisdiction over the legislation concerning budgets and finances.
 - D. The Committee on Student Affairs shall have jurisdiction over all matters pertaining to student affairs including student grievances and other problems, intramural programs, and other related areas.
 - E. The Committee on Academic Affairs shall have jurisdiction over all matters of importance in this field and work with the SA President and the University Academic council regarding legislation in this area.
- 210.2 All Committees are required to meet at least once a month, minutes and attendance will be taken and presented to the SA Vice-President prior to the next Senate meeting. Failure of a committee chair to call a meeting at least once a month will result in forfeiture of his/her respective chair. The SAVice-President will appoint a replacement before the next Senate meeting.

- 210.3 All committees shall have the power to hold investigations and hearings in the area of their legislative concern, as shall any subcommittees of such committees. Further, the committees shall have the power to require the appearance of any elected or appointed official of the SA at such hearings. Failure to appear shall constitute a violation of the Statutes and the convicted official shall be subjected to disciplinary action by the Division of Student Affairs, provided the officer was given a three (3) day notice of the meeting. It shall be the duty, upon the request of the Committee, of the Attorney General to bring charges against said accused individual unless the Committee makes some other provision on its own accord, such as a committee member being appointed as prosecutor.
- 210.4 If a motion shall be passed to refer a piece of legislation to a committee, the SA Vice President shall designate the proper committee. His/her designation of the committee assignment for the legislation may be appealed to the Senate in the same manner as any appeal.
- 210.5 All senate committee chairs must attend the first cabinet meetings of every month to discuss goals, projects, and legislation with executive officers and cabinet members. The Secretary is responsible for informing committee chairs of each meeting time and location. The Vice-President and Chief-of-Staff are responsible for assuring that adequate communication and collaboration is present between executive officers, cabinet, and senate. Committee chairs are required to meet with the SA Vice-President once a month at a time and date set by the SA Vice-President.
- 210.6 The Vice-President shall appoint senators to appear before or contact other standing committees, administrators, faculty, student committees, or students.

Title 300 The Judicial Branch

Chapter 300 Judicial Council Composition

- A. At the start of each semester, the SA Attorney General shall meet with the Dean of Students Office to determine the number of members needed for the Judicial Council for the upcoming semester.
- B. The SA Attorney General shall report to the SA President in order for him to fill any available seats consistent with appropriate procedure and qualifications (see Chapter 301).

Chapter 301 Judicial Council Qualifications

- 301.1
- A. All members of the SA Judicial Council shall be appointed by the SA President and approved by the SA Senate.
 - B. In making or approving nomination to the Judicial Council, the SA President and SA Senate should consider qualification and representation in the Council, ensuring that it fairly represents the students at Mississippi State University.
 - C. Members may serve as long as they have and maintain a cumulative 2.5 grade point average and not be on any kind of academic or disciplinary probation during their term.

Chapter 302 Hearings of the SA Judicial Council

- 302.1 All hearings of the SA Judicial Council are of a private, confidential nature. They are closed to the public, unless opened by the agreement of both the hearing Chair and the party being charged or requesting the hearing.
- 302.2 Deliberation in all cases will be closed to all but members of the Council.

Chapter 303 Voting Record of Judicial Council Members

The voting decision of the Judicial Council in non-disciplinary cases shall be reported in the written ruling of each case as public record.

Chapter 304 Elections

304.1 Composition

Should the Judicial Council convene regarding elections, the Chair of the Judicial Council shall select a minimum of five (5) members to serve in the hearing.

304.2 Jurisdiction

The SA Judicial Council shall serve as the judicial body for all charges filed by the Elections Commission or appeals of fines by a candidate.

304.3 Duties and Powers in Elections

- A. Once charges have been filed against a candidate by the Elections Commission, a copy of the charges shall be hand delivered to the accused.
- B. Should the candidate wish to have a hearing regarding the charges, the Chair shall convene the Judicial Council prior to certification of the election results.
- C. Once an appeal has been filed by a candidate, the Judicial Council shall determine if a violation occurred and the appropriate sanctions.

304.4 Order of Hearing before the SA Judicial Council

- A. The only persons allowed in the hearing shall be the members of the Judicial Council, the Elections Commissioner, the accused, witnesses called to appear, and a MSU student to serve as advisor for the accused, should the accused desire such an advisor.
- B. The Elections Commissioner shall present the case to the Council
- C. The Council shall follow procedures for the hearing as specified in the “DISCIPLINARY HEARING PROCEDURES” section in the *Bulldog Handbook*.
- D. Deliberations shall be closed to all but members of the Council.

Chapter 305 Representation on the Honor Code Council

Members of the Judicial Council shall work in conjunction with the Dean of Students Office to assist the Mississippi State University Honor Code Council and serve as representatives on the Council when needed.

Chapter 306 Fining of SA Officers

The Judicial Council shall have the power to levy fines not to exceed \$50.00 in the case of any salaried officer of the SA found guilty of any illegal or unconstitutional activity. Failure to pay a fine levied by the Judicial Council within the specified time limits shall constitute grounds for removal from office.

Chapter 307 Filling of Judicial Council Vacancies

In case of any vacancies on the Council, the SA President shall appoint a new member in accordance with constitutional composition, and after reopening applications (See Chapter 301).

Title 400 Elections Code

Chapter 400 Elections Commission

400.1 Purpose of the Elections Commission

The Elections Commission is established for the purpose of governing elections conducted by the SA. The Elections Commission is responsible for the supervision and execution of all guidelines established by this Code.

400.2 Membership of the Elections Commission

A. The Elections Commission is composed of:

1. An Elections Commissioner chosen by the SA President and approved by the SA Senate. The Elections Commissioner is ultimately responsible for all matters concerning elections.
2. A Vice-Elections Commissioner(s) chosen by the Student Association President and approved by the SA Senate. The Vice Elections Commissioner shall serve as the Elections Commissioner if the Elections Commissioner is unable to serve.
3. No more than thirteen (13) assistants, chosen by the Elections Commissioner and Vice Elections Commissioner(s), and approved by the SA Senate.

B. No member of the Elections Commission will serve in any other branch of student government.

C. The Elections Commissioner or the Vice-Elections Commissioner(s) may not be a candidate in the SA Senate, Homecoming, or SA Executive Officers elections. In the event that he or she has a strong will to run, then the candidate will be removed for his or her positions for the rest of the term, and the position will be filled by an appointment of the SA President and the approval of the Senate.

400.3 Duties and Powers of the Elections Commission

A. The Elections Commission shall have the power to supplement the election and campaigning procedures outlined in the Elections Code for all elections, with the approval of the SA Senate.

B. The Elections Commission shall transmit information concerning the upcoming election to the Editor of the *Reflector* and the News Director of the campus radio station to inform the student body of the primary election seven (7) school days prior to the date on which forms of intent may be obtained. This should contain information regarding forms of intent, eligibility requirements, and the dates and times of the election.

C. The Elections Commission shall announce the election plan, including the candidates names, the location of the polling place, election regulations seven (7) school days prior to the date of the primary election. This information shall be sent to the Editor of the *Reflector* and the News Director of the campus radio station.

- D. The Elections Commission shall submit all forms of intent for candidacy to the Office of Student Life and the Dean of Students' Office for verification of candidates' eligibility.
- E. The Elections Commission shall notify persons ineligible for candidacy within four (4) school days after the deadline for forms of intent.
- F. The Elections Commission shall conduct a candidates' meeting for all eligible candidates in order to clearly establish all campaign rules and regulations (See Chapter 403, section 403.3).
- G. In the event of an election with separate precincts, the Elections Commission shall devise a system in which persons can only vote in the precinct in which they reside or are classified.
- H. The Elections Commission shall monitor the polls on Election Day.
- I. The Elections Commissioner, Vice Elections Commissioner(s), or two members of the Elections Commission may render charges for violations and disqualifications. The charges for disqualifications shall be filed with the SA Judicial Council (See Chapter 304).
- J. The Elections Commission shall have the authority to levy fines against candidates. Should a candidate contest the fines, he/she may appeal to the SA Judicial Council for a hearing.
- K. The Elections Commission shall have the power to investigate all campaign expenditures.
- L. All fines paid in a SA election shall be deposited to the general fund of the SA.
- M. Should it be necessary for a special election, the Attorney General and Elections Commissioner shall determine the appropriate dates and procedures of the election. All other elections shall be held according to the Statutes.
- N. The members of the Elections Commission must submit a written report regarding each election to the SA President. The report shall consist of a review of the election, including behavior of candidates and members of the Elections Commission, positive aspects of the election, ideas to improve upon the process, and any other comments.
- O. The Elections Commission shall be responsible for recruiting as many poll workers it deems necessary.
- P. The Elections Commission and SA Executive Officers shall not wear or display any type of campaign materials.

Chapter 401 Special Elections

- A. Special Elections shall include referenda, disputed elections, recall elections, and any other elections as deemed necessary by those named in Chapter 400, Section 3-N.
- B. Referenda
 - 1. The Elections Commission shall conduct constitutional or non-constitutional referenda at the request of the SA President, the SA Senate, or a petition of 15% of the student body.
 - 2. Constitutional Referenda
 - a. The official ballot for a constitutional referendum shall list the number of the Senate bill proposing the constitutional change and shall contain a brief statement of the nature of the change. The voters shall be given the opportunity to vote "pass" or "fail" to the proposed change.

- b. If a non-constitutional referendum is not affirmed by a majority of the total number of students voting in the respective referendum, the legislation in question will become null and void.
- c. If a constitutional referendum is not affirmed by one half of the total number of students voting in the respective referendum, the proposed constitutional change will become null and void.

3. Non-Constitutional Referenda

For any other referendum, the Elections Commission shall conduct the referendum in the same manner as stated above, except in the case of a proposal placed on the ballot by the SA President. In this case, the number of the Senate bill is not applicable.

Chapter 402 General Election Information

402.1 General Eligibility Requirements of Candidates

- A. All candidates must be members of the Mississippi State University SA as specified in *Article I*, Section 2.
- B. All undergraduate candidates must have a cumulative GPA of at least 2.50 out of 4.00 and be carrying no less than twelve (12) semester hours. All graduate level candidates must have a cumulative GPA of at least 3.00 out of 4.00 on all graduate work attempted and be carrying no less than nine (9) semester hours. Entering freshman are exempt from these requirements. Entering graduate level students must have at least a 2.50 out of 4.00 from their previous institution of higher learning.
- C. A candidate may not be on any kind of university or disciplinary probation.

402.2 Forms of Intent

- A. To be eligible for election, a candidate must submit a form of intent with an election fee to be determined by the SA Treasurer, Director of Student Activities, and the Elections Commissioner. This fee is non-refundable.
- B. A candidate may change the office for which he/she declared candidacy at any time before the deadline set for submitting forms of intent.

402.3 Candidates' Meeting

- A. The Elections Commissioner shall hold a mandatory candidates' meeting to explain the rules and regulations of campaigning within two (2) school days after the deadline for turning in forms of intent. Any candidate unable to attend must inform the Elections Commissioner in writing in advance of the meeting, and have an official member of their campaign attend the meeting.
- B. Each candidate must sign an agreement stating he/she understands all rules and regulations regarding the election/campaigning process at the candidates' meeting.
- C. Each candidate is strongly urged to meet with the Elections Commissioner every two (2) hours on Election Day.

402.4 General Campaigning Guidelines

- A. A candidate is any person who has been certified by the Elections Commission to be eligible for the election. No person shall be considered a candidate until the deadline for forms of intent has passed.
- B. Campaigning shall be defined as any act by a candidate or his/her representative(s) which is intended to present that person as a candidate to the general public. The candidate is responsible for communicating campaign guidelines to their campaign team. Should any member of the campaign team be found in violation of any guideline, the candidate will be held responsible.
- C. On Election Day, campaigning shall not be allowed within twenty-five (25) feet of the building of any polling place. This includes cross-checking membership lists inside of a polling place for purposes of soliciting votes.
- D. Distributing Campaign literature in public university areas is only allowed to begin after the candidate has attended the mandatory candidates' meeting.
- E. Announcing intent to run at a campus organization(s) (with consent) and holding campaign organizational meetings will be allowed at any time.
- F. Any organization sponsoring a candidate is not permitted to sponsor any type of campus activity from 7:30 a.m. to 6:00 p.m. on the day of the election.
- G. Students may not participate in campaigning while in the SA office, SA meetings, or at any SA sanctioned event. This includes distributing any campaign material.
- H. Campaigning in person in the residence halls will only be allowed pending the approval of the Dean of Students or the housing director.
- I. Any candidates' materials posted in the city of Starkville must fully comply with the political sign regulations set forth by the City of Starkville as specified by the Elections Commission in the General Candidates' Meeting (see Title 400, Chapter 402.3).
- J. Other activities may be deemed legal or illegal by the Elections Commission. These activities will be presented in writing at the candidates' meeting prior to official campaigning.

402.5 Campaign Violations

- A. The Elections Commission shall have the authority to administer violations on the basis of all Campaign guidelines established in *Title 400*.
- B. The Dean of Students may deem any violation of Mississippi State University Policy a campaign violations that will be subject to campaign violation sanctions.

402.6 Campaign Violation Sanctions

- A. First Offense: A warning and documented statement of the violation signed by the candidate/representative and a member of the Elections Commission.
- B. Second Offense: A \$100 fine and documented statement of the violation signed by the candidate/representative and a member of the Elections Commission. The fine must be paid in full within one week of the day the violation occurs. Failure to do so will result in the individual being charged by the Dean of Students and records placed on hold until the fine is paid.

- C. Third Offense: A \$200 fine and documented statement of the violation signed by the candidate/representative and a member of the Elections Commission. The candidate must pay the fine in full within one week of the day the violation occurs. Failure to do so will result in the individual being charged by the Dean of Students and records placed on hold until the fine is paid.
- D. Fourth Offense: The SA Judicial Council will evaluate each offense after the fourth offense to determine if the offense clearly affected the outcome of the election. If the court determines an offense clearly affected the outcome of the election, the candidate will be disqualified.

402.7 Election Invalidation

- A. A student can be disqualified and/or an election invalidated if there is election fraud. Election fraud shall be defined as any willful act, deed, or conspiracy that violates the integrity of the electoral process. It may include, but not be limited to, tampering with the election process, ballot boxes, or machines; or organizing fraudulent voting activity.
- B. The SA Judicial Council may invalidate an election or disqualify a candidate if a preponderance of the evidence indicates that a substantial irregularity in the conduct of the election occurred, and the irregularity clearly affected the outcome of the election.
- C. The Elections Commissioner shall invalidate an election if a power or system failure is experienced with online voting for a time period in excess of one hour. In the case of an invalidated election due to such grounds, another election shall be held electronically the following Tuesday. In such a case where the power or system is down for one hour or less, the amount of time lost due to the system failure will be added to the end of the election day.
- D. The Elections Commissioner shall invalidate an election if the electronic voting system is hacked or compromised. In such a case, another election shall be held with paper ballots the following Tuesday.

402.8 Appeals

Appeals of fines by the Elections Commission or charges of fraud against a candidate must be submitted by the candidate to the Student Association Judicial Council within three (3) hours of the end of the election.

402.9 Duties of Poll Workers

Poll workers shall:

- A. Check student's ID for name and picture verification.
- B. Ensure ballots on the computer are completely submitted before the next person goes to the computer.
- C. Not wear or display any type of campaign materials while working at any polling location.
- D. Inquire if voters need help if an abnormal amount of time is spent by an individual at a voting terminal.

402.10 Polling Places

- A. Prior to the candidate's meeting for each election, the Elections Commissioner and Attorney General shall determine the number of polling places and the locations, no less than two.

- B. In the event that one polling location is compromised or experiences a failure, such as power, the Elections Commissioner shall immediately close the polling location, and the Elections Commission shall actively attempt to advertise the problem to the public and route voters to other alternate polling locations.
- C. Each polling place shall be personally administered by the Elections Commissioner or a Vice Elections Commissioner. In such a case where one of the aforementioned individuals cannot be present, an executive officer or cabinet member of the Student Association shall be present upon approval of the Elections Commissioner.
- D. Polls shall open at 7:30 A.M. and close at 6:00 P.M., but shall also maintain compliance with 403.7 C of the Statutes.

402.11 Appearance of Ballots

- A. The official online ballot shall include only those students who have been certified as candidates for that election.
- B. Only those candidates who appear on the official online ballot shall be eligible for election.
- C. Candidates shall be listed in random order. The candidate's first name shall be in the same form they requested on their forms of intent.
- D. If in the event a student attempts to vote and is presented with what he or she claims to be an incorrect electronic ballot, the student shall be immediately referred to ITS.

402.12 Counting of Ballots

- A. The online ballots shall be automatically electronically counted by the computer software.
- B. In the event that any individual candidate of a particular election is determined the winner by five or fewer votes, an automatic recount may be administered by the same means as the initial count.

402.13 Election Results

- A. Election results shall include the numerical results of the election. If a run-off election is necessary, the two candidates shall be identified.
- B. The results of an election shall not be made public before that election is certified. An election will not be certified until the time period to file an appeal has expired. The Elections Commissioner may at any time make a public statement concerning why the election results are not certified.
- C. The voter rolls shall become public upon the posting of the election results. Voter rolls will be maintained in the Student Association Office for public access for a minimum of seven (7) calendar days following the election.

Chapter 403 Investigations Of Campaign Expenditures

- A. At the required candidates' meeting, the Elections Commissioner shall issue expense vouchers to all candidates, on which candidates shall state all campaign expenses. Candidates shall attach all receipts for campaign expenses and shall certify the voucher with a signature. The expense vouchers must be turned in, along with all receipts, by 5:00 pm the night before the primary election. Failure to do so will result in a violation in accordance with Chapter 403.6.

- B. The expense reports filed by candidates must include valid receipts for all campaign expenses incurred before the Wednesday preceding the general election, and in the case of a run-off, all expenses incurred throughout the campaign. For a receipt to be valid it must contain the name, address, and telephone number of the firm or person from whom campaign materials were purchased or donated, as well as the quantity and type of material purchased.
- C. Those candidates in a run-off shall be required to file an additional report including all expenses incurred during the campaign. This report shall be due by 5:00 P.M. on the day preceding the run-off election.
- D. Any omission, falsification, distortion, or misrepresentation of the required voucher by the candidate shall be referred directly to the SA Judicial Council for review and decision. Should the violation be interpreted by the Elections Commission to be a simple omission made in good faith by the candidate and/or his/her representative, the referral to the Council shall be waived.
- E. Any material donated to the campaign must be assessed at its present retail value against the campaign spending limit. This includes material that may have been used in previous campaigns, or that may be used in future campaigns, or that is donated by the candidate or his/her supporters to his/her campaign efforts.
- F. Campaign expenditures which must be reported as expenses are those materials which are specifically incidental to the campaign, including expenses for administering, publicizing, and otherwise conducting the campaign.
- G. The Elections Commission shall have the power to verify the accuracy of expenses by any legal means necessary. Failure of a candidate to submit an expense report by the prescribed date and time shall result in the candidate being referred to the SA Judicial Council for proper disciplinary action. Failure to submit for extenuating circumstances may be waived by the Elections Commissioner.

Chapter 404 Senate Elections

404.1 Forms of Intent

- A. Forms of intent for SA Senate Elections may be obtained in the SA Office at a date deemed necessary by the Elections Commissioner.
- B. Forms of intent must be available no later than fourteen (14) calendar days prior to the date of the election, and are due no later than seven (7) calendar days prior to the election.

404.2 Specific Eligibility Requirements

All candidates for the position of SA Senate Residence hall seats must reside in the residence hall they campaign for. All candidates for the position of SA Senate Fraternity and Sorority Row seats must reside on Fraternity or Sorority Row. All candidates for the position of SA Senate College/School seats must have a declared major of that school. All candidates for the position of SA Senate Day Student seats must reside off-campus.

404.3 Dates of the Election

- A. SA Senate elections shall be held no later than the third Tuesday in September but not before September 1 on a date deemed appropriate by the Attorney General. If necessary, run-off elections shall be held the following Thursday.
- B. All dates for Senate Elections must be determined before the end of the previous semester.

- 404.4 Designation of Senatorial Precincts
- Senatorial Precincts shall conform to *Article III*, Section 3.
- 404.5 Limitations of Campaign Expenditures
- Candidates for SA Senate shall be allowed to spend \$200.00 for campaign expenditures in the general election. In the case of a run-off, candidates may be allowed to spend an additional \$100.00.
- 404.6 Voting
- A. Each student will be allowed one-half (1/2) the number of votes of his/her college or school seats available. If the available number of seats is an odd number, round up.
 - B. Each student living in a residence hall will be allowed one (1) vote for his/her residence hall.
 - C. Each student living on Fraternity/Sorority Row will be allowed one (1) vote for his/her respective row.
 - D. Each student will be allowed one-half (1/2) the number of votes of day student seats available. If the available number of seats is an odd number, round up.
- 404.7 Interpretation of the Ballots
- In SA Senate elections, the Senate seat(s) in each precinct shall be awarded to the candidate(s) receiving the highest number of votes in the precinct. In the case of a tie, a run-off election shall be held in that precinct between the candidates who have equal vote totals. A candidate in an uncontested race shall be declared the winner without an election.
- Chapter 405 SA Homecoming Maid/Queen Elections
- 405.1 Forms of Intent
- A. Forms of Intent for SA Homecoming Maid/Queen Elections may be obtained in the SA Office at a date deemed necessary by the Elections Commissioner.
 - B. Forms of intent must be available no later than twenty-eight (28) calendar days prior to the date of the election.
 - C. Forms of intent, pictures, and resumes are due back in the SA Office no later than twenty-one (21) calendar days prior to the election.
- 405.2 Specific Eligibility Requirements
- A. All candidates for Homecoming Queen must be classified as a senior.
 - B. Candidates for Homecoming Queen may not be a candidate for Homecoming Maid.
 - C. Candidates for Homecoming Maid/Queen may not be a candidate for Miss MSU.
 - D. Only candidates for Homecoming Maid who are classified as freshmen, sophomores, juniors, or seniors by Mississippi State University guidelines may be eligible to run for freshman maid, sophomore maid, junior maid, or senior maid, respectively.
- 405.3 Dates of the Election

Homecoming/Mr. and Miss MSU elections shall be held on the Tuesday preceding the Tuesday of Homecoming week by one (1) week on which classes are held. If necessary, run-off elections shall be held the following Thursday.

405.4 Specific Campaigning Guidelines for Homecoming Maid/Queen Candidates

- A. All candidates must be sponsored by a registered campus organization.
- B. All organizations sponsoring a candidate must allow an Elections Commissioner or the SA Attorney General to attend a meeting of the sponsoring organization to clarify Rules and Regulations.
- C. Campaigning will be allowed 16 calendar days prior to elections. This excludes internet communications, which is allowed at any time so long as it does not violate university mass e-mail or spamming policies.
- D. Any organization sponsoring a candidate is not permitted to sponsor any type of campus activity from 7:30 a.m. to 6:00 p.m. on the day of the elections.

405.5 Homecoming Campaign Violation Sanctions

- A. First Offense: A warning and documented statement of the violation signed by the candidate/representative and the Elections Commissioner. The candidate must correct the offense within (2) hours.
- B. Second Offense: A \$100 fine and documented statement of the violation signed by the candidate/representative and the Elections Commissioner. In addition, the candidate must also meet with the Elections Commissioner and Vice-Elections Commissioner at a time selected by the Elections Commissioner and/or Vice-Elections Commissioner.
- C. Third Offense: A \$300 fine will be administered in addition to the previous fine and the SA Judicial Council will evaluate the offense to determine if it clearly affected the outcome of the election. If the court determines an offense clearly affected the outcome of the election, the candidate will be disqualified.
- D. If a candidate receives three (3) violations, the sponsoring organization will be prohibited from sponsoring any candidate for any position the following year.
- E. If a candidate, after receiving notification of a violation wishes not to pay the most recent fine, the candidate may choose to remove herself from the race. The candidate's name will be removed from the ballot and the candidate is not eligible to win the position sought.

405.6 Voting

Each student shall have two (2) votes: one (1) for the maid corresponding to their classification and one (1) for Homecoming Queen. Graduate students may cast a vote for Senior Homecoming maid.

405.7 Interpretation of the Ballots

- A. Candidates for Homecoming will be allowed to spend a maximum of \$250.
- B. Homecoming Maid Elections:
 1. The two persons receiving the highest number of votes in each undergraduate class shall be declared the winners for that class.

2. If there is a tie between candidates for the second highest number of votes, a runoff election will be the following Thursday. In the run-off election, the candidate receiving the highest number of votes will be the winner.

C. Homecoming Queen Elections:

1. The candidate receiving the highest number of votes shall be declared the winner.
2. If there is a tie between the candidates for the highest number of votes, a run-off election will be the following Thursday. In the run-off election, the candidate receiving the highest number of votes will be the winner.

Chapter 406 Mr. and Miss MSU Elections

406.1 Nomination Forms

- A. Nomination forms for Mr. and Miss MSU may be obtained in the SA Office at a date deemed necessary by the Elections Commissioner.
- B. Nomination forms must be available no later than twenty-eight (28) days prior to the date of the election.
- C. Nomination forms and all other necessary documents are due back in the SA Office no later than twenty-one (21) days prior to the date of the election.

406.2 Specific Eligibility Requirements

- A. Each nominee for Mr. and Miss MSU must be classified as a senior as specified by Mississippi State University guidelines.
- B. Each nominee must fulfill the general eligibility requirements as specified in Chapter 402.1.
- C. Nominees for Miss MSU may not be candidates for Homecoming Maid/Queen.

406.3 Dates of the Election

Homecoming/Mr. and Miss MSU elections shall be held on the Tuesday preceding the Tuesday of Homecoming week by one (1) week on which classes are held. If necessary, run-off elections shall be held the following Thursday.

406.4 Campaigning Restrictions

Campaigning, as defined in Chapter 402, for Mr. and Miss MSU is prohibited. Any other regulations will be presented by the Elections Commissioner at the General Candidates' Meeting.

406.5 Selections Committee

- A. The nominees for Mr. and Miss MSU will be reviewed through an interview process by selections committees.
- B. The Selections Committee for Mr. and Miss MSU shall consist of but is not limited to:
 1. At least one representative from the Department of Student Affairs,
 2. At least one representative from the Alumni Association,

3. At least one member of the executive council of the Student Association,
4. At least one member of the executive council of the Black Student Alliance,
5. At least one member of the executive council of either the Panhellenic Council or the Interfraternity Council or the National Panhellenic Council.

- C. The Elections Commissioner shall serve as the non-voting chair of the Selections Committee.
- D. The Selections Committee must decide the three (3) most qualified candidates for both Mr. and Miss MSU, to be announced by the Committee Chair.

406.6 Interview Process

- A. Each nominee for Mr. and Miss MSU will be interviewed by the Selections Committee on dates deemed appropriate by the Elections Commissioner.
- B. Interviews must be conducted and decisions announced no later than seven (7) days prior to the date of the primary election.

406.7 Voting

Each student shall have two votes: one (1) for Mr. MSU and one (1) for Miss MSU.

406.8 Interpretation of the Ballots

- A. The person receiving the highest number of votes for Mr. and Miss MSU shall be declared the winners.
- B. If there is a tie between the candidates receiving the highest number of votes, a run-off election will be the following Thursday. In the run-off election, the candidate receiving the highest number of votes will be the winner.

Chapter 407 SA Executive Officer Elections

407.1 Forms of Intent

Forms of intent for SA Officer elections may be obtained in the SA Office no later than thirty (30) calendar days prior to date of the primary election, and are due no later than twenty-four (24) calendar days prior to the date of the primary elections.

407.2 Specific Eligibility Requirements

- A. SA President
 1. Must be classified as at least a junior
 2. Must have been enrolled the two (2) previous semesters at Mississippi State University.
 3. To be eligible to run, candidates for president must agree at the candidates meeting to accompany the current SA President to a mandatory transition conference of the Mississippi Student Body Presidents' Council (SBPC) held on the first Saturday in the month of March following the Executive Officer Elections.
- B. SA Vice President

1. Must be classified as at least a sophomore
 2. Must have been enrolled the two (2) previous semesters at Mississippi State University.
- C. SA Secretary and SA Attorney General
1. Must be classified as at least a sophomore
 2. Must have been enrolled the previous semester at Mississippi State University.
- D. SA Treasurer
1. Must be classified as at least a sophomore
 2. Must have completed the previous semester at Mississippi State University
 3. Must have completed Principles of Financial Accounting (ACC 2013) or its equivalent, and must have completed at least three (3) further hours of one accredited accounting class, with a grade of "C" or better.
- E. A semester shall be defined as an entire spring or fall semester for purposes of meeting the above qualifications for SA President, Vice President, Secretary, Treasurer, and Attorney General. A summer session does not qualify as a semester.

407.3 Dates of the Election

SA Officer Elections will be held on the third Tuesday in the month of February. If necessary, run-off elections shall be held the following Thursday.

407.4 Limitations of Campaign Expenditures

Candidates for SA President, Vice President, Secretary, Treasurer, and Attorney General shall be allowed to spend a maximum of \$700.00 for campaign expenditures in the general election. In the case of a run-off, candidates shall be allowed to spend an additional \$150.00.

407.5 Specific Campaigning Guidelines for SA Executive Officer Elections

Candidates for Executive Officer elections are allowed one (1) sign not to exceed four feet by eight feet (4' X 8') which is to be placed between the Union and Lee Boulevard, provided it is at least twenty-five (25) feet from the Union. Positioning of signs shall be done by the Elections Commissioner. Signs must be removed two (2) school days following elections. All expenses incurred from the aforementioned sign will be exempt from the general campaign expenditure regulations.

407.6 Voting

Each student shall have one (1) vote for each Executive Officer position.

407.7 Interpretation of the Ballots

- A. To be elected SA President, Vice President, Secretary, Treasurer, or Attorney General, a candidate must receive a majority of votes in the primary election. If no candidate for an office receives a majority in the primary election, the two candidates with the highest number of votes shall have a run-off election. A candidate in an uncontested race shall be declared the winner without an election.

- B. A majority shall be any number which is more than half the legal counted votes.

Chapter 408 Class Council Elections

408.1 Forms of Intent

- A. Forms of intent for class presidents may be obtained in the SA Office at a date deemed necessary by the Elections Commissioner.
- B. Forms of intent must be available no later than fourteen (14) calendar days prior to the date of the election, and are due no later than seven (7) calendar days prior to the election.

408.2 Specific Eligibility Requirements

- A. Only students who are classified as freshmen, sophomores, juniors, or seniors by Mississippi State University guidelines may be eligible to run for freshman class president, sophomore class president, junior class president, and senior class president, respectively.

408.3 Dates of Election

The class presidential elections shall be held on the same date and in conjunction with the SA Senate elections, as outlined in Chapter 405.

408.4 Limitations of Campaign Expenditures

Candidates for class presidents elections shall be allowed to spend a maximum of \$300.00 for campaign expenditures in the general election. In the case of a run off, the candidates shall be allowed to spend an additional \$75.00.

408.5 Specific Campaigning Guidelines for Class Presidential Elections

Candidates for Class Presidents are allowed one (1) sign not to exceed four feet by eight feet (4' x 8') which may be placed between the Colvard Student Union and Lee Boulevard, provided it is at least twenty-five feet (25') from the Union. Positioning of the signs shall be done by the Elections Commissioner. Signs must be removed two (2) school days following the elections. All expenses incurred from the aforementioned sign will be exempt from the general campaign expenditure regulations.

408.6 Voting

Each student who is classified as a freshman, sophomore, junior, or senior shall be eligible to vote on the freshman, sophomore, junior, or senior ballot, respectively.

408.7 Interpretation of the Ballots

- A. To be elected Class President of a specific class, a candidate must receive a majority of votes in the primary election within his or her class. If no candidate receives a majority in the primary election, the two candidates with the highest number of votes shall have a run-off election. A candidate in an uncontested race shall be declared the winner without an election.
- B. A majority shall be any which is more than half the legal counted votes.

Title 500 Finance Code

Chapter 500 Preparation of the SA Budget

500.1 The Appropriations Committee shall work with the SA Treasurer in the preparation of the budget. The SA Treasurer shall submit in writing the total amount of available funds to the SA Appropriations Committee before the first SA Senate meeting of the fall semester. The SA treasurer shall serve as an “ex-officio” member of the SA Appropriations Committee.

500.2 The SA Treasurer shall prepare a tentative budget for the next year before the end of the spring semester. The tentative budget shall not be limited to but must include the following: an estimate of the total amount of funds to be received July 1, possible expenditures that could be made while the SA Senate is out of session for the summer, an estimated percentage value of the actual budget which will be available to the SA Senate for appropriations after July 1, and a maximum percentage value of the actual budget may be used before the final budget is passed.

Chapter 501 Presentation of the SA Budget

501.1 The tentative budget must be approved by the end of the spring semester before the next fiscal year.

501.2 The SA Appropriations Committee shall examine the final budget proposal with strict scrutiny.

501.3 The SA Treasurer shall present the proposed budget for the next fiscal year to the SA Appropriations Committee before the first SA Senate meeting in the fall semester, and the chairman of the SA Appropriations Committee shall present the final budget proposal to the SA Senate at the second Senate meeting of the fall semester.

501.4 All other unlisted expenditures are subject to approval by the Treasurer and must be approved by him/her.

Chapter 502 Preparation of the General Appropriations Bills

502.1 Student organizations that are recognized by the SA may request financial sponsorship or co-sponsorship of approved programs or activities for the general fund of the SA during the fiscal year of the program or activity.

502.2 The SA shall not appropriate more than 15% of its annual budget to sponsor or co-sponsor programs or activities for other student organizations.

502.3 All requests for funding must be submitted to the SA office before October 1st during the fall semester and before March 1st during the spring semester.

A. All requests will include a detailed listing of the intended use of the funds, any recognition afforded to MSU, and any awards that will be sponsored. Second, the request will include a statement signed by the organization treasurer and advisor confirming the truth and accuracy of the budgets for both the organization and for the program to be sponsored. Third, all requests should include the amount received from the University or any additional sources and the organization’s budget for that year.

B. Any request not meeting submission requirements may be brought before the Senate if two-thirds (2/3) of the Senate approves.

502.4 Only those student organizations whose proposed programs or activities that do not conflict with *Article I*, Section 3, of the SA Constitution shall be accorded funds by the SA.

Chapter 503 Presentation of the General Appropriations Bills

503.1 All requests for funding will be evaluated by the Appropriations Committee before the first meeting in October during the fall semester and before the first meeting in March during the spring semester.

- 503.2 All requests for funding will be submitted to the Senate by the Chairman of the Appropriations Committee in the form of a general appropriations bill at the first meeting in October during the fall semester and at the first meeting in March during the spring semester.
- 503.3 A majority of the Appropriations committee, provided there is a quorum, must approve the general appropriations bill before it may be submitted to the SA Senate.
- A. Quorum of the Appropriations Committee shall be established by ½ the total membership of the Appropriations Committee.
 - B. Each time a general appropriations bill fails to receive a majority approval for the SA Senate, the said legislation will be referred back to the Appropriations Committee.
 - C. A fall general appropriations bill must be approved by the SA Senate before the end of the fall semester, and a spring general appropriations bill must be approved by the SA Senate before the end of the spring semester.
- Chapter 504 Guidelines for Appropriations
- 504.1 All appropriated funds will be transferred to an organization's banner account. If any organization does not have a banner account, the appropriated funds will be sent to the organization's president, treasurer, or advisor.
- 504.2 Any appropriated funds not claimed within one (1) calendar month of the appropriation shall be deemed unused and remain property of the SA.
- 504.3 Any organization receiving an allocation must complete an accountability progress report detailing how student funds were used, as well as any recognition or awards afforded to MSU. Receipts must be submitted verifying the use of funds in the allocated school year. Receipts verifying the use of funds must be submitted to the SA office by the last Monday in April.
- 504.4 Failure to comply with these Statutes will result in the revocation of all SA funds and a one (1) year suspension from future SA appropriations.
- 504.5 The SA will not allocate funds for request to be used toward supplies, transportation, or lodging for any student organization.
- Chapter 505 Additional Duties of the SA Treasurer
- 505.1 The SA Treasurer shall, on or before the regularly held meeting of each new Senate term, present to the members of the Senate information regarding the accounting procedures to be used in the financial affairs of the SA for the coming year.
- 505.2 The SA Treasurer shall, on or before the first regularly held Senate meeting of each new Senate term, and at the first Senate meeting of the spring semester, present to the Senate a reporting outlining in detail the financial condition of the SA. This report shall especially note any differences between actual and budgeted revenues and expenditures, and shall contain explanation regarding differences.
- Chapter 506 Food and Beverage Tax Revenue
(hereafter referred to as *tax revenue*)
- 506.1 The SA Treasurer shall prepare a budget to steer the distribution of the tax revenue. He shall consult the SA President, Vice President for Student Affairs and the City of Starkville.

- 506.2 The Tax Revenue shall be divided among three (3) distinct categories including the following:
- A. Programming-Intensive Groups
 - B. Campus Community Benefit Fund
 - C. Vice President for Student Affairs Discretionary Fund
- 506.3 Programming-Intensive Groups shall receive no less than 35%, but no more than 50% of the total tax revenue.
- A. The SA Treasurer, SA President, and Vice President for Student Affairs shall determine possible Programming-Intensive Groups for the year.
 - B. The SA Treasurer shall notify the groups being considered for the distinction.
 - C. To be recognized as Programming-Intensive, each group's President must present a detailed report to the SA Treasurer and SA President by the date of Senate elections including the following:
 - 1. Programming implemented during the past academic year.
 - 2. How many students affected by each program during the past academic year.
 - 3. Planned programming for the next year.
 - 4. An estimate of the number of students to benefit from each program.
 - 5. A budget indicating other sources of revenue and expenses.
 - D. In the event that the University President does not financially provide General Student Association Appropriations, the SA Treasurer may direct Programming-Intensive Group funds to General Student Association Appropriations.
- 506.4 The Campus Community Benefit Fund shall receive no less than 40%, but no more than 55% of the total tax revenue.
- A. This shall include annual events, which are student-body wide events that benefit both the students of Mississippi State University and the citizens and/or City of Starkville.
 - B. This shall include projects whose goal and outcome is to provide a benefit or service to both the students of Mississippi State University and the citizens and/or City of Starkville.
 - C. These previously mentioned events and projects shall be identified by the SA Treasurer, SA President, and VP for Student Affairs. In doing so they shall consult the City of Starkville, the Greater Starkville Development Partnership, and other organizations that represent the interest of the citizens of Starkville.
- 506.5 The Vice President of Student Affairs Discretionary Fund will receive no less than 10%, but no more than 15%.
- 506.6 The SA Senate Appropriations Committee shall approve the Tax Revenue Budget by the second meeting of the fall semester. They must meet quorum and approve the Tax Revenue Budget with a majority vote.
- A. During the approval process, the committee may review the membership of the Programming-Intensive groups, the benefit provided by the Campus Community Benefit Fund and the amount of funding allocated to each of the 3 categories.
 - B. If the SA Senate Appropriations Committee fails to ratify the proposed Tax Revenue Budget, the budget shall be corrected as needed by the SA Treasurer.
- 506.7 The SA Treasurer shall present the approved Tax Revenue Budget to the SA President, Vice President for Student Affairs, and University President for signatory approval.

Title 600 General Legislation

Chapter 600 Salaries

600.1 The SA President shall receive a salary of \$510.00 per month for twelve (12) months and is required to be present and working on campus.

600.2 These amounts shall be paid monthly (September-May) to the following officials:

- A. SA Vice President- \$400.00
- B. SA Treasurer- \$250.00
- C. SA Attorney General- \$250.00
- D. SA Secretary- \$250.00
- E. SA Chief of Staff- \$75.00
- F. SA Administrative Liaison - \$50.00
- G. Each SA Executive Assistant- \$50.00

600.3 The Judicial Council Chair shall be paid \$50.00 each semester.

600.6 Salary holders stated in ***Title 600***, Chapter 600 are also eligible to receive work study funds.

Chapter 601 Procedure for Removal from Office

After impeachment proceedings have been initiated according to the Constitution, Statutes, and By-Laws, the accused shall be informed by the SA Secretary by presenting in person and/or by registered mail the following citation:

Dear Mr./Miss,

You are hereby cited to appear for a hearing at the next meeting of the Student Association Senate at _____ p.m. on _____ to show cause why you should not be removed from the office of _____ on the following charge(s) and specification(s):

By order of the Student Association Senate and adopted at its meeting on:

Upon request of the Chair at the hearing, the SA Secretary shall provide a carbon copy or direct facsimile reproduction of the citation and testimony that such a citation was presented and/or mailed to the accused.

After a motion to impeach has been carried by the SA Senate, the SA Vice President shall appoint a committee of three managers to provide the charges against the accused. The managers must be members of the SA Senate and the SA Attorney General may be one of the three (3).

The accused has the right to have an advisor or a representative who may or may not be a member of the SA Senate.

Witnesses may be called by both the managers and the accused. Each witness shall be allowed in the room only while they are testifying except in the case where a witness is a member of the Senate.

If the accused fails to appear for the hearing at the appointed time, the hearing shall proceed without him/her.

The Senate may by a majority vote close the hearing, but a vote of one-fifth (1/5) of the membership requires a roll call vote on the motion to remove from office.

The following procedures shall be followed in the hearing:

- A. The Chair shall direct the Secretary to read the charge(s) and specification(s) against the accused.
- B. The Chair shall request verification from the Secretary that the accused was provided a copy of the charge(s) and specification(s).
- C. The Chair shall announce the names of the managers.
- D. The Chair shall inquire of the accused if he/she has an advisor.
- E. The Chair shall ask the accused how he/she pleads (guilty or not guilty) first to the specification(s) and then to the charge(s).
- F. If a plea of guilty is entered, there need be no hearing, and the meeting shall proceed directly to the determination of the sanction after hearing a brief statement of facts.
- G. If a plea of not guilty is entered, the Chair shall explain the following procedure and call for each step in sequence:
 1. Opening statements from the managers;
 2. Opening statements from the accused or his/her advisor;
 3. Testimony of witnesses produced by the managers;
 4. Testimony of witnesses produced by the accused;
 5. Rebuttal witnesses for the managers;
 6. Rebuttal witnesses for the accused; and
 7. Closing arguments from both sides - managers first.
- H. No one shall be entitled to the floor until closing arguments have been finished and cross-examination by the managers and defense of all witnesses shall have been completed, with each witness being subject to recall for further testimony as the occasion may dictate.
- I. All witnesses shall be put under the standard oath to tell the truth by the Chair.
- J. After closing arguments, the following procedure shall be followed:
 1. The accused shall be asked to leave the room;
 2. The managers and defense lawyer or representative(s) shall remain and those of this group who are regular members of the Senate shall be allowed to vote;
 3. The floor shall be opened to debate on each of the charges and specifications separately, and each shall be voted upon separately;

4. The charge(s) and specification(s) may be amended to conform with facts brought up in the hearing;
 5. If the Senate shall find the accused guilty of the charge(s) and specification(s), a manager shall move the adoption of a sanction which he/she feels is applicable;
 6. The motion for adoption of a sanction is both debatable and amendable and shall require two-thirds (2/3) vote in the case of removal from office; and
 7. After voting is completed, the accused shall be called back into the Senate and advised of the decision.
- K. Copies of the minutes of the impeachment and removal proceedings shall be made available to students upon request.

Chapter 602 Donna Maykowski Friend of the Student Award

The Student Association of Mississippi State University will annually award this honor to any faculty or staff member who has worked to improve the quality of life for students on campus.

Chapter 603 Elections Code Changes

Changes made to the elections code within 30 days prior to an SA election shall not affect said election.

Last updated by Attorney General Halston Hales on April 28, 2009.